OTTUMWA COMMUNITY SCHOOL DISTRICT
VISION, MISSION, AND CORE BELIEFS

Vision:
Engage, educate, and empower every student every day.

Mission:
Inspire every student to think, learn, achieve, and care.

Core Beliefs:

- Every student matters
- Building relationships is the foundation of success
- We will meet the needs of all students
- Data will drive our decision making
- Collaboration and teamwork are necessary for success
- All students can learn at high levels

OTTUMWA HIGH SCHOOL
TEN STANDARDS FOR SUCCESS

1. Attending school regularly, arriving to class on time, and being prepared for class
2. Dressing in a manner which is appropriate for school
3. Addressing adults by using “Mr., Mrs., or Ms.”
4. Using school appropriate language at all times
5. Listening to teachers, administrators, or to classmates when they are speaking
6. Using technology appropriately and respectfully
7. Not cheating, copying and/or plagiarizing
8. Treating others with respect at all times
9. Treating others’ personal property and school property with respect
10. Actively participating in class, meeting deadlines, and making good use of class time

OTTUMWA HIGH SCHOOL SONG

Ottumwa High will always be our school
And we'll ever love her true.
We'll sing for her, we'll yell for her
And my, what we won't do!
We'll put her on the map,
And see that she stands pat,
For we love her true we do.

Northside, southside, and all around the town
We'll all join in together to root for OHS
In football, basketball, and every kind of sport,
We'll cheer her on to victory
For Dear Old OHS, Rah! Rah! Rah! for Ottumwa!
LaVevo! LaVivo! LaVevo! Vivo Vum!
Johnny Get a Rat Trap, Bigger than a cat trap,
Johnny Get a Rat Trap, Bigger than a cat trap,
LaVevo! LaVivo! SST! Boom! Bah!
OTTUMWA HIGH SCHOOL! Rah! Rah! Rah!

Northside, southside, and all around the town,
We'll all join in together to root for OHS
In football, basketball, and every kind of sport,
We'll cheer her on to victory
For Dear Old OHS, Rah! Rah! Rah! for Ottumwa!
1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,
Senior Class Cheer, Junior Class Cheer,
Sophomore Class Cheer, and Freshman Class Cheer.

Ottumwa High School!

OTTUMWA HIGH SCHOOL SCHEDULES

Regular Schedule

EB	7:15 – 8:02
1	8:10 – 9:00
2	9:04 – 9:53
Connections	9:57 – 10:20
3	10:24 – 11:11
4 & Lunch	***11:15 – 12:36***
5	12:40 – 1:29
6	1:33 – 2:22
7	2:26 – 3:15

1st lunch	11:11 – 11:41
2nd lunch	11:39 – 12:09
3rd lunch	12:07– 12:37

PD Friday Schedule - 1:00 Dismissal

EB	7:15 – 8:02
1	8:10 – 8:44
2	8:48 – 9:22
3	9:26 – 10:00
4	10:04 – 10:38
5	10:42 – 11:16
6	11:20 – 11:53
7	11:57– 12:30

One Lunch
12:30 – 1:00

2-Hour Delay - Classes start at 10:10

No Early bird Classes	
1	10:10 – 10:43
2	10:47 – 11:20
4 & Lunch	***11:24 – 12:54***
3	12:58 – 1:29
5	1:33 – 2:04
6	2:08 – 2:39
7	2:43 – 3:15

No Connections

1st lunch	11:24 – 11:54
2nd lunch	11:54 – 12:24
3rd lunch	12:24 – 12:54

Pep Assembly Schedule

EB	7:15 – 8:02
1	8:10 – 8:40
2	8:44 – 9:14
3	9:18 – 9:48
4	9:52 – 10:21
5	10:25 – 10:54
6	10:58 – 11:27
7	11:31 – 12:00
Pep Assembly	12:00 – 12:30

One Lunch
12:30 -1:00

Two 45-Minute Assemblies

EB	7:15 – 8:02
1	8:10 – 8:58
2	9:02 – 9:50
3	9:54 – 10:41
4	***10:45 – 12:45***
5	12:49 – 1:35
6	1:39 – 2:25
7	2:29 – 3:15

No Connections

Group A
10:41–11:11 **lunch;** 11:15-11:55 **class;** 12:00-12:45 **assembly**

Group B
10:45-11:10 **class;** 11:10-11:40 **lunch;** 11:45-11:55 **class;** 12:00-12:45 **assembly**

Group C
10:45-11:30 **assembly;** 11:35-11:45 **class** 11:45-12:15 **lunch;** 12:20-12:45 **class**

Group D
10:45-11:30 **assembly;** 11:35-12:15 **class** 12:15-12:45 **lunch**

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GRADUATION REQUIREMENTS

To graduate from Ottumwa High School, a student must earn a minimum of 46 credits in grades 9-12, including the requirements listed below. **Class Load:** All students must be enrolled in seven classes per semester. Juniors who have earned 25 credits by the end of their sophomore year may enroll in six classes (six periods) per semester. Seniors who have earned 34 credits by the end of their junior year may enroll in six classes (six periods) during their first semester, and as many as necessary to graduate during their second semester.

Language Arts	
• 9th English	2
• 10th English	2
• 11th English Requirement	2
• 12th English Requirement	2
Mathematics	
• Six semesters of Mathematics	6
Social Studies	
• US History	2
• World History	2
• Economics/Financial Literacy	1
• American Government	1
Science	
• Earth & Space Science	2
• Biology	2
• Physical Science	2
Physical Education	
• Health	1
• Three additional semesters of PE	3
Electives	
• Each student must accumulate at least 16 credits in elective courses	16
Total Credits Required for Graduation	**46 credits**

Graduation requirements for special education students will be in accord with the prescribed course of study as described in their Individualized Education Program. The IEP team will determine when graduation requirements have been met.

Early Graduation

A student may graduate at the end of the first semester of his/her senior year provided he/she:

1. Fulfills all graduation requirements.
2. Makes application during the spring of scheduling their classes for senior year. This should be in the four-year plan for his/her educational need.
3. Obtains approval of the school and parent/guardian by completing and returning the *OHS Early Graduation Policy* form available from his/her counselor.

A diploma will be issued upon completion of the stated requirements after the graduation ceremony. Mid-year graduates may take part in all senior activities associated with graduation.

Graduation Ceremony

The graduation ceremony is a privilege available to seniors who have completed all requirements for graduation, do not owe fees and have completed all discipline consequences. All graduation requirements must be completed by the Thursday prior to graduation at 4 PM. If a senior commits a serious disciplinary infraction without enough time to serve the consequences before graduation, he/she may be excluded from the graduation ceremony. Examples of types of behavior that may make a student ineligible to participate in the graduation ceremony are: harassment, assault or threats against a student or staff member; theft of property of the school, another student or a staff member; vandalism of property of the school, another student or a staff member; various other violations of the Civil Code of the State of Iowa. Any student with an IEP who is otherwise in good standing, who is remaining in Special Education due to unmet transition needs regardless of the location of those services, may walk at the graduation ceremony with their same-age peers or when they complete their transition program. This is a decision that can be made by the parents and student in consultation with the IEP Team. Good standing means that they do not have outstanding disciplinary situations, and they are not credit deficient and could otherwise graduate if not for unmet transition needs.

TRANSCRIPTS

Students may request copies of their transcripts by completing a form with the Registrar in the Counseling Office. This transcript service is a free service to OHS students and graduates. There is a 24-48 hour turnaround time to produce a transcript. Students under the age of 18 **MUST** have a parent's signature to make this request. Students 18 years and older **MUST** complete and sign the request forms themselves. SENIORS are advised to complete the request form before they leave town for college so that future transcript requests can be accomplished without delaying the process waiting for the college student's signature. The transcript request form is good for one (1) school year.

Grade Level

Every student is assigned to a grade level according to the traditional system: 9th grade (freshman) for 1st-year high school students, 10th grade (sophomore) for 2nd-year high school students, 11th grade (junior) for 3rd-year high school students, and 12th grade (senior) for 4th-year high school students. We will use these classifications for reporting purposes.

Grade Point Average

Cumulative grade point is the average of all semester grades; current grade point is the average of only the current semester's grades. Grades **not** included in the GPA are denoted with an asterisk following the course's title. Examples may include: Plato courses or any course with a grade of Pass (P). IHCC classes counted for concurrent credit, including classes satisfying graduation requirements/credits, will calculate in a student's high school GPA regardless of instructor or instructional method.

Grade Reporting

Parents and students can access the online grading system at any time for an up-to-date grade report. Teachers update gradebooks weekly. Teachers and parents are urged to communicate when there is a concern about a student's attitude or progress.

Class Rank

Students are not ranked until they complete their first semester of study. Thereafter, ranking is done at the end of every semester. Rankings are fluid as new students enroll and current students transfer out of district. Class rank represents the numerical position of a student in the class with which the student graduates. The ""numerical position" is determined by cumulative grade point average. For example, a senior student who has a cumulative grade point average of (4.00) in a senior class of three hundred (300) students – would have a class rank of "1/300". The student would be at the top of the class. Cumulative grade point averages will be calculated three (3) decimal places. Any student receiving educational modifications will not be included in the class rank.

Honor Roll

A list of the names of those students that have earned a grade point average of 2.667 and above is published in the Ottumwa Courier each semester. To qualify for the honor roll, a student must be enrolled in three (3) letter-graded OHS courses.

GRADING

This policy is intended to make OHS grading practices consistent across the building, to eliminate practices that focus on sorting and selecting, and to improve alignment of grading practices with the mission of teaching and learning.

Grades should reflect the degree to which students meet learning targets. Grades should be based primarily on achievement: what a student knows and is able to do.

The same grading scale will be used by all teachers for all classes (with the exception of Concurrent Enrollment and Advanced Placement classes). The PowerSchool categories will be as follows: Formative Assignments= 30%, Summative = 55%, and Semester Test = 15%.

Letter Grade	Class Percent	GPA Equivalent
A+	100 – 98	4.0
A	97-93	4.0
A-	92-90	4.0
B+	89-87	3.333
B	86-83	3.0
B-	82-80	2.667
C+	79-77	2.333
C	76-73	2.0
C-	72-70	1.667
D+	69-67	1.333
D	66-63	1.0
D-	62-60	0.667
F	59-0	0

- **Summative assessments** may include quizzes, tests, papers, projects, presentations, etc. These assessments are generally given at the end of a chapter/concept/ unit to measure a student's understanding and will make up 55% of the final grade. The deadline for an assessment is midnight the date the assessment is due. If a student is absent on the day of a summative assessment, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assessment (See the Make-Up Policy in the student handbook for the make-up deadline). Students present the day of a summative assessment but unprepared to turn it in will incur a 5% penalty for each day it is late, down to a 50% if ten days late. If the student elects to redo the assessment, the re-do score will still incur the late penalty. A student who completes a summative assessment will receive no less than 50%. Missing summative assessments can be turned in for 50% credit up to two weeks prior to the end of the semester.
    - If a student is absent the day of test and returns after two days absence, the student has three (3) days to take the test (two absent days plus one). If taken during the allowable time period, the student will incur no penalty on their earned grade.
    - A student who is present the day a project is due but fails to turn it in until later will suffer a late penalty. For example, if a student turns in a project four days late, he/she will incur a 20% penalty (5% late per day), and he can only earn 80% of the earned score. If the project was worth 100 points and the student earned a score of 87, the score entered into the grade book is 69.6 (87 points x .80). If the student elects to redo the assessment and earns a 95 redo, the replacement score in the grade book is 76% (95 points x .80). Teachers should comment in the grade book to indicate the original score and the number of days late.
    - If the student does not turn in an assessment within two weeks of the deadline and later decides to complete the assessment, the student will earn a 50%.
- **Formative assignments** are practice and should comprise no more than 30% of the final grade. Formative assignments should be a safe place to try out new skills. Formative assignments are strategies for preparing students to earn summative grades. Formative assignments will be graded based on the quality of the work submitted. The deadline for an assessment is midnight the date the assessment is due. If a formative assignment is not turned in, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assignment. Missing formative assignments can be turned in for 50% credit up to two weeks prior to the end of the semester. Formative assignments do not qualify for re-dos.
- **Feedback** is more important than ever before due to the increased use of writing and research in the OHS classrooms. Feedback is required in a timely manner as it helps guide students in their future writings and helps to prepare them for other assessments. Summative assessments that include short answer, multiple choice,

true/false, or completion should be returned to students within three (3) days of the assessment. A summative assessment that includes short in-class essays should be returned with feedback within one (1) week of the deadline. Any summative assessment three (3) or more pages should be returned with feedback within two (2) weeks from the deadline.

- **Re-do Policy** is the primary intervention for helping students who earn low scores on major summative assessments. Every student has the opportunity to raise his/her assessment score by re-studying and re-taking a test, or revising a piece of written work, or re-doing a project. The deadline for an assessment is midnight the date the assessment is due. The highest grade must be recorded (not an average of the first attempt and the re-do grade), thus reflecting the student's actual proficiency on the standard(s) being measured. Teachers should encourage students to complete a re-do as soon as possible after a summative assessment. Students have a final limit not to exceed two weeks (10 school days) from the time the graded assessment was returned to the student. The return date will be reflected in PowerSchool as the due date.
- **Concurrent Enrollment and Advanced Placement Courses** will follow the institutions' grading scale. The re-do policy and late work policy is at the discretion of the teacher and will be noted in their syllabus.

CREDIT LEVEL

One credit is awarded for successfully completing the required work in a class that meets every day for a semester. A half-credit may be earned in a class that meets every other day for a semester. Multiple credits may be earned in classes meeting for more than one period. (Check the course description for details.)

Forty-six (46) credits are required for graduation, students who begin grade 12 in August and have earned at least 34 credits by that time can reasonably expect that they will be able to complete graduation requirements by May. We consider the following to be the minimum number of credits that a student should have earned in order to be considered "on track" to graduate on time with his/her class:

12 credits by the end of freshman year
25 credits by the end of sophomore year
34 credits by the end of junior year

We will use these credit levels to identify students who need special interventions to keep them on track to graduate on time. Students with fewer credits than listed above will not be eligible for a free period and must be enrolled in seven periods each semester.

Free Period

Free periods are a privilege for juniors and seniors in good credit standing.
Students are expected to leave the building; if this is not possible, students will report to the cafeteria. Bi-monthly, counselors will verify grades for those students with a scheduled Free Period. Student's receiving an "F" in any course will lose their Free Period until the next scheduled check date to attend Aspire to support their academic needs.

SELECTING CLASSES

It is important that students carefully choose the proper classes that best fit their personal, educational, and vocational needs. Students should seek advice from parents, teachers, and counselors.

1. All students must be enrolled in seven classes. Juniors who have earned 25 credits by the end of their sophomore

year may enroll in six classes (six periods) per semester. Seniors who have earned 34 credits by the end of their junior year must be enrolled in six classes (six periods) during their first semester, and as many as necessary to graduate during their second semester.

2. Juniors and Seniors may request to drop a course during the first three days of each semester if they are scheduled for seven periods. Students may not drop a class if they will fall below the minimum course load requirement.

3. The scheduling process begins 2nd semester. Students will have multiple opportunities to learn about the next year's classes. Courses are then scheduled during an individual appointment with their counselor.

4. Students will be given two opportunities to make schedule changes; in the spring (Move Up Day) and during registration. Student or parent-initiated schedules changes are not accepted after the start of classes.

5. Multiple credits may be earned in classes meeting for more than one period. (Check the Program of Studies course description for details.)

6. All classes are offered "upon demand". Although a course is listed, a sufficient number of students must register for the class to make it economically feasible to offer the class.

7. Due to the limited enrollment of some courses, students may not always receive their first choice. It is suggested that they be prepared to choose an alternate course in the event one of their first choices is closed.

8. To maintain athletic, music, and other activity eligibility, students must be enrolled in a minimum of four classes.

GUIDELINES FOR SCHEDULE ADJUSTMENT

Students are responsible for accepting the course of study for which they register. Therefore, they must plan very deliberately always keeping in mind individual interests and post high school plans. Any adjustments following the initial spring and registration period are limited and will be based on only one of the following reasons:

1. Computer error or imbalance of course sections.
2. Failure in a class that is a prerequisite.
3. Teacher recommendation and/or request because of inappropriate level placement.
4. Unavailability of a class.

Requests for reasons other than those listed above are limited to extenuating circumstances and must have parent/guidance approval. Requests that would result in imbalance in the sections of a course will NOT be approved. Any adjustments after the beginning of the term must have Principal approval. Requests for a teacher change will not be granted except under extenuating circumstances approved by the Principal.

PASS/FAIL CONTRACT

Each semester a student may elect to take one class pass/fail. A student wishing to take a class pass/fail must first discuss it with his/her counselor and request a meeting with the appropriate teacher for approval. A student must file the appropriate form within the first week of the semester and will remain in effect throughout the semester. Students or Parents/Guardians may not request that a traditional letter grade be recorded for the class on the official school records once the Pass/Fail Contract is submitted. Pass/Fail grades will be recorded on the transcript with a P or F in place of the letter grade. In order

for a student to earn P, they must earn a minimum of 60 percent. On the official transcript, the earned percentage will follow the P (i.e. if the student completes the class with a 72 percent, the transcript will display P72). A Pass/Fail class will count as part of a full-time load. The NCAA Clearinghouse Eligibility Center requires a letter grade for each class to determine their final GPA. Student athletes interested in Division I or II post-secondary schools should consider taking all classes for letter grades. See your counselor for more information.

REPEATING A COURSE

If a student wishes to repeat a course, a Second Grade Option form may be obtained in the Counseling Office to make this request. To qualify for this option, the student must have originally received a "C" or lower for a grade. Since academic credit was granted when the course was taken originally, there will be no additional credit for the repeat of the course. The grade during the repeat of the course will replace the original grade even if the repeat grade is lower than the original grade, unless the repeat grade is an "F" and would result in a loss of credit.

PLATO (Credit Recovery)

PLATO Learning is the industry's undisputed expert in proven, effective credit recovery solutions. Innovative and engaging, PLATO® curriculum gives students a needed alternative and second chance to learn online and be challenged by rigorous, standards-driven content.

Learning is self-paced and put in real-world context and coupled with offline activities and Internet resources that reinforce learning in areas of greatest weakness. PLATO® Credit Recovery Solutions allow students to complete course requirements more rapidly, recover credits, regain self-confidence, and graduate on time.

PHYSICAL EDUCATION EXEMPTION

It is the belief of the Ottumwa Community School District that all students should have a balanced high school curriculum, which includes physical education. Participation in high school physical education on a yearly basis provides students with a healthy outlet, which will improve their learning.

Exemptions from physical education may be granted for the following reasons: medical condition with written doctor's statement, religious beliefs, or full academic schedule. Participation in a full academic load does not necessarily require that a student be exempt from physical education. Every effort will be made by the professional staff of Ottumwa High School to ensure that a student will participate in physical education a minimum of two years.

Students who believe they qualify for a physical education exemption are advised to work with their counselor to determine if they qualify and to complete the necessary application forms.

STUDENT ASSISTANT PROGRAM

Junior and senior students with no class scheduled during periods 2-6 must see their counselor for permanent placement. Students may assist in the Main Office, Attendance Office, Counseling Office, Library, Plato, or Administrative Lab.

WITHDRAWAL FROM SCHOOL

Students planning to withdraw from Ottumwa High School for any reason must check out with their counselor. The counselor will help the student complete necessary withdrawal forms and procedures.

ACCELERATED CAREER ACADEMY

All alternative program-enrolled students will be held to OHS Core Requirements of 30 credits, as required by law. Students enrolled in alternative programming will receive coursework audits to determine courses which may count towards graduation requirements.

COMPETENT PRIVATE INSTRUCTION

Under Iowa law students may receive competent private instruction as an alternative to attending regular public school. Detailed information and application forms may be obtained from Central Office. Requests for private instruction must be submitted by the first day of school.

DRIVER EDUCATION

Driver Education is operated by DRIVE QUEST, LLC.

For further information regarding availability, scheduling, and fees, please contact: DRIVE QUEST, LLC, Scott Guest, School Phone: 641-683-4444 Ext. 77127 or Cell: 641-226-3312.

SENIOR YEAR PLUS
Concurrent Credit Options

Senior Year Plus serves as an umbrella for a variety of programs designed to provide high school students access to courses that have the potential to generate college credit. Involvement in these programs should be driven by the student's Individual Career and Academic Plan (ICAP).

Student Eligibility Requirements

To participate in Senior Year Plus programming, students must meet the academic requirements of both the school district and postsecondary institution.

- At the school district level, students interested in Arts and Sciences courses must demonstrate proficiency on the state tests in all three academic areas. This is primarily determined using the student's most recent scores on the designated state required test. If a student is not proficient in one or more areas, but wishes to enroll in an Arts and Science course, he/she must meet an alternate proficiency requirement. Two options are available as alternate proficiency measurements: 1) a score of 21 or higher on the most closely related ACT subtest of the course student wishes to enroll in or 2) an Accuplacer recommended cut score for the individual course as determined by the community college. Career Technical programs/courses do not require proficiency. See your counselor for more information.

- At the college level, students must meet any assessment requirements of the postsecondary institution including any placement exam requirements of the institution.

The following programs provide an overview of opportunities:

Advanced Placement (AP®)

Advanced Placement (AP®) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

Ottumwa High School offers the following AP courses: AP Language & Composition, AP Literature and Composition, AP Art History, AP Chemistry, AP Human Geography, AP Macroeconomics, AP Microeconomics, and AP Psychology. In addition to these courses, students may be eligible to participate in AP online. In order for a student to enroll in an online AP course the student must receive prior approval from the Talented and Gifted Coordinator and the principal or designee.

All enrolled AP students will be expected to take the course AP exam. Exam performance will not impact a student's course grade.

Post-Secondary Enrollment Options (PSEO)

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option ("PSEO") program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. This would include courses at a community college with which the district has a concurrent enrollment agreement. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student. In Iowa, 4-year institutions qualify for PSEO.

The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to $250. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The Superintendent or designee is responsible for determining the number of high school credits that shall be granted to a student who successfully completes a PSEO course. Students may not enroll on a full-time basis to any post-secondary institution through the PSEO program.

Transportation to and from the postsecondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a PSEO course. Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parent or legal guardian are responsible for all costs associated with courses taken during the summer.

Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the $250.00 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the school district.

In accordance with all PSEO qualifying guidelines stated above, students may take such courses at a community college. The courses are called individual concurrent enrollment. If a student enrolls in such a course, the following rules apply:

- Individual concurrent enrollment contracts must be completed with the community college for each class.
- The district will receive supplemental weighting dollars for the individual concurrent enrollment course.

- Regular tuition and book fees apply, to be paid for by the district.
- Failure still results in student reimbursement beyond the supplemental weighting amount.

Concurrent Enrollment

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

There are classes taught at Ottumwa High School that earn college and high school credit. Approved college-level instructors who use college textbooks and course syllabi teach a "Contracted Class." The student must sign up for the class in the Spring during the registration process for their junior or senior year by using the application form provided and then seek approval by parent, counselor and administration.

College credit obtained may or may not transfer to a higher-level institution. Students and/or parents should contact the university or college choice to make sure that what they are planning to take will transfer to the specific major or particular field of study of the student.

IMPORTANT: The district and community college will include in their concurrent enrollment agreements provisions about deadlines for dropping such courses so that students and their families are clear as to when a withdrawal will result in a failing grade. The district and college have different drop dates; meeting the college's drop date will prevent an "F" on the college transcript but not on the high school transcript because of an earlier drop date.

Career Academies

Career academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs. Career Academy programs typically are ½-day college block schedules on the Indian Hills Community College campus.

Articulation Agreements

Based upon a mutual concern for the needs of students pursuing technical education programs, Ottumwa High School and Indian Hills Community College have reached several articulation agreements for classes in the OHS curriculum. Courses that qualify are indicated within the course description of this booklet. Applicants for credit must meet all college admission requirements and be an enrolled student in good standing with the college. In addition, the student must have satisfactorily completed the secondary course to be articulated with a grade of C or higher.

In addition to classes that articulate to Indian Hills, a few classes are designated as State Articulated, which means that they transfer to participating community colleges throughout the State of Iowa.

NCAA CLEARINGHOUSE

For students who potentially might play athletics in college, specific courses meet eligibility standards for freshman participation at member NCAA Division I and II schools. Courses are designated as Approved or Not Approved for the NCAA Clearinghouse. The Counseling Office has further information for questions about the college-bound athlete.

TRANSFER IN IOWA
TRANSFERRING COMMUNITY COLLEGE CREDIT

The state of Iowa has a rich tradition of providing quality post-secondary educational opportunities for its citizens that also attracts students from all over the country and world. Today, Iowa's three Regent universities and 15 community colleges serve more than 150,000 students annually! Iowa's Regent universities and community colleges have joined to create a Web site dedicated to seamless transfer. Their intent is simple - to create a one-stop resource to help students and families plan for their future. The number one question transfer students ask is "How will my credits transfer?" Follow the 'Transferring Your Credit' links on the Transfer in Iowa website to discover how your courses may transfer to the Regent universities. You are invited to explore, discover, and continue to dream big. Visit www.transferiniowa.org for more information.

REGENT ADMISSION INDEX (RAI)
COLLEGE ENTRANCE REQUIREMENT

Students from Iowa high schools planning to begin their studies in fall 2009 or later must have a Regent Admission Index score of at least 245 and take the minimum number of required high school courses to qualify for automatic admission to Iowa State University, the University of Northern Iowa, and The University of Iowa. Students who achieve a score less than 245 will be considered for admission on an individual basis.

The index combines four factors that strongly predict success at regent universities: ACT or SAT test score, high school rank, high school cumulative grade-point average, and the number of completed high school core courses.
Visit www.regents.iowa.gov/RAI/ for more information or to calculate your RAI. See your Counselor for more information.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The (Free Application for Federal Student Aid), or FAFSA, is the first step in the financial aid process when looking for funding available to pursue post-secondary education. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid. For more information visit www.fafsa.ed.gov.

CONNECTIONS TIME

Connections Time is a flexible block scheduled from 9:57 to 10:20 Monday through Thursday. This time is used for students and teachers to meet for the purpose of reteaching, intervention, enrichment, homework assistance, or (re)taking assessments. Connections time can also be used for other activities, including Counseling, ELL services, TAG, Dropout Prevention, Special Education services, and the occasional club, organization, or team meeting. Reteaching and intervention should take priority.

Students may also request to see a teacher during Connections time. Teachers may choose which day will work best and provide the student with a pass for that day.

Special passes will be supplied for use during Connections time. Any student who is moving during Connections Time must have a Connections pass. Teachers who are requesting the student should give a pass to the student before Connections time. Students should not be sent to a teacher's classroom without a Connections pass from that teacher.

Students should arrive to their destination by 10:02. Any student in the hallways between 10:02 and 10:20 are considered tardy and those who do not arrive at their destination will be given an unexcused absence. Once students arrive at their destination, they should sign in and remain there until the end of Connections. Students will not return to their original teacher or move to another teacher; one destination per day.

OTTUMWA HIGH SCHOOL ATTENDANCE POLICY

Philosophy

Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Every absence results in a lost opportunity for learning. It is impossible to make up activities such as group discussions, listening to lectures, presentations by guest speakers, or working on cooperative projects. While it may be possible for an absent student to "make up" written work, it is impossible to completely compensate for an absence from class. Although a student may gain full credit for a written make-up assignment, the student is never able to completely "make up" the educational benefits gained from actual attendance in class and may lose participation points for classes missed.

Procedures in Case of Absence

Parents or guardians are expected to phone the Ottumwa High School Attendance Office at 683-4445 regarding a student's absence on or before the day of the absence. The voice mail is activated 24 hours per day, 7 days a week. Any absence not cleared within 48 hours of the student's return to school will be classified as unexcused.

Arriving Late to School

Students who arrive to school more than 15 minutes late to their first class of the day will sign in at the Welcome Desk. You may enter the building through the 4th Street Cafeteria doors. If you are less than 15 minutes late, you should go to class and will be marked tardy by your teacher. Anytime you are late for any reason, a call from a parent or guardian will be needed to be admitted without an unexcused absence or tardy.

Leaving the School Building

Any student who needs to leave the building during the school day must have a parent call and sign out in the Attendance Office.

Make-Up Policy

For any absence, a student is expected to contact his/her teachers about missed assignments. The allowable time for make-up is one (1) day for each day missed, plus one (1) additional day. (For example, if a student is excused absent for three days, he/she will have four days to make up the work: 3 + 1 = 4.) Missed assignments not made up in the allotted time may be considered late.

Students who are excused from class to participate in a pre-approved absence are accountable for assignments and class activities missed. Arrangements for make-up work should be made IN ADVANCE of the absence with the teacher(s) whose class(es) will be missed. This make-up work should be completed before the absence, unless other arrangements are made with the teacher(s). Failure to make advanced arrangements with teachers may result in the assignment being deemed late.

Unexcused Absences

An unexcused absence is an absence from class or an assigned activity without the permission of a parent/guardian and an administrator of Ottumwa High School. During the school day, a student must have permission from the Attendance Office to be absent from a scheduled class/activity. If a student is seen in school or in the vicinity of school when he/she should be in class, he/she is unexcused and cannot be excused by a parent/guardian. School officials retain the final authority for determining what constitutes an unexcused absence.

- For a first unexcused absence, a student will be assigned one detention and their parents will be notified by phone.
- For a second unexcused absence, a student will be assigned two detentions and their parents will be notified by phone and letter.
- For a third unexcused absence, a student will be issued three detentions or Friday School.
- For a fourth unexcused absence, an attendance contract will be developed and consequences if there is violation of the contract. Parent contact/meeting to discuss placement and consequences.

Detention

Detentions may be scheduled before school, after school, during lunch, or other free periods at the discretion of the Principal or Associate Principal. Time and location will be communicated to the student. Students are expected to serve detentions as assigned.

RULES: 1) Arrive on time. 2) Bring schoolwork and/or reading materials. 3) No food, drinks, or electronic devices. 4) No talking-maintain a quiet study atmosphere. 5) No leaving the room without permission of the supervisor. 6) Follow the instructions of the supervisor.

Students who are assigned detention will have two days to begin serving... Students who do not serve their detention will be suspended from school pending a parent conference with an associate principal. During this conference, an attendance contract will be developed.

Any student sent out of detention for failure to follow the rules will be suspended from school pending a parent conference with an associate principal. During this conference, the student and parents will be notified that any future behavior problems in detention will result in the development of a behavior contract.

Tardy Policy

- Tardy is defined as not being in the designated area (classroom, gym, library, etc.) when the final bell rings.
- If a student arrives after 15 minutes, the student will be counted absent (UNV).
    - It is the student responsibility to make up work and any instruction missed. The teacher is not required to stop instruction for any student that arrives tardy.

1st & 2nd Tardy: Teacher will inform student of the first few tardies for their class.
3rd Tardy: Teacher will have two-way communication with home explaining expectations of the class and the importance of being on time.
4th & 5th Tardy: Teacher issued detention with student. Detention will be 15 minutes in length assigned and scheduled with the teacher.
6th & Subsequent Tardies: Attendance office referral (green form) and a regular detention issued to the student.

If a student skips the teacher issued detention (15 minutes) the student will be referred (green form) to the AO for a regular issued detention (45 minutes) and/or early dismissal detention.

ATTENDANCE CODES

T – Tardy - the first 15 minutes of each class period

VT – Verified Tardy – when a student arrives to school within the tardy time allotted but a parent/guardian has called to verify them for being late

UNV – Unverified - when a student is more than 15 minutes late to class or is not present for class and the attendance office has not yet heard from a parent/guardian

VER – Verified - when a student is absent and the attendance office has been in contact with the parent/guardian

ISS – In-School Suspension – only issued by a principal

OSS – Out of School Suspension – only issued by a principal

ACT – Activity – school sponsored activity

TLB – Tardy Lab – sent to Learning Lab (otherwise known as ISS) for excessive tardies – only issued by a principal

UA – Unexcused Absence – when a student has been seen by a principal for a UNV

EX – Excused – student has turned in a medical excuse to the attendance office or the school nurse/Teen Health has sent the student home

EXA – Excused by Administration – when a student is sent home by an administrator or has an event that is excused by an administrator

Pend – Pending – when a student arrives to school late and the attendance office is waiting to hear from a parent/guardian

WEA – Weather – when a student is excused for being late or absent due to weather conditions

LAB – Learning Lab/Aspire – when a student is sent to the attendance office with a referral from a teacher, student may be sent to Learning Lab/Aspire for the rest of the class period

NAE – Not Absent Excused – when a student is in the hospital, Shelter or juvenile facility

OAE – Office Aware Excused – when a student is in the building but not in the classroom and the teacher has received a pass from an office in the building (Teen Health, AEA, Nurse, Guidance, etc.)

OTTUMWA SCHOOL DISTRICT
Attendance and Truancy Policy
Board Policy 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

The attendance monitor shall investigate the cause for a student's truancy. If the attendance monitor is unable to secure the truant student's attendance, the attendance monitor should discuss the next step with the superintendent or designee. If, after administrative action, the student is still truant, the attendance monitor shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report any violation of the mediation agreement to the country attorney.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

All Students Absent from School Must Have an Excuse!
Examples: medical documented illness (from a doctor or school nurse), medical documented appointments (from a physician, dentist, etc.), funeral, court documented appointments (from Juvenile Court, DHS, etc.), school sponsored activities, approval of the building principal. Students who miss school to attend an in-town appointment will be excused for one-half day unless otherwise specified by medical or court personnel.

Reviewing the Steps	
6th Non-Excused Day	Warning letter and request for documentation
9th Non-Excused Day	Phone contact and possible home visit
12th Non-Excused Day	Mandatory Administrative Attendance Hearing Parent or Guardian will be served notice County Attorney provided a copy of notice
Continued Non-Excused Absences	Referred for legal action by the County Attorney

A parent or guardian may call their student out of school 6 days per school year for other reasons. These days are verified, not excused. Any day beyond six, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism. Our goal is to increase communication between the school and parents before a student becomes at-risk due to attendance.

DISCIPLINE POLICY AND PROCEDURES

Class Disruption

Students are expected to respect the rights of other students to learn. For the first (1st) incident of class disruption in a semester for any class the student will be sent to an associate principal. The associate principal will discuss the incident with the student and send him/her to In School Suspension for the remainder of the period. For the second (2nd) offense the student will be sent to an associate principal who will assign him/her to In School Suspension for the remainder of the period and up to three more meetings of the class that was disrupted. The student will not be allowed to return to the class of the referring teacher until he/she has had a satisfactory conference with the teacher and Associate Principal. For the third (3rd) incident of disruption of a particular class in a semester, the student will be prohibited from attending the class and a behavior contract will be developed with input from AP and teacher. The parent will be informed/contacted or be part of the meeting. If removed from class, either while awaiting the parent meeting or as part of the behavior contract, the student will attend Learning Lab/Aspire and will be responsible for meeting with the teacher before and after school to complete coursework.

Fighting/Assault

Fights/assaults will result in an out-of-school suspension and charges may be filed. Any student who is guilty of a second fight or assault in the same school year will be suspended from school for up to 10 days and a meeting with the Superintendent may be held to discuss expulsion.

Student Behavior at Activities

OHS students who attend school activities, either in Ottumwa or as guests at other schools, are expected to behave in a manner that represents our school and community well. Students who do not will be barred from attending events for a period of time to be determined by OHS administration and/or be subject to suspension or other consequences.

SECONDARY CODE OF CONDUCT

Introduction and Purpose

The Secondary Code of Conduct informs parents and students of expected school related behavior and the consequences of unacceptable student conduct. Actions may be taken, other than those specifically provided for in this policy, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

School and activity rules of student behavior shall be enforced at all school events in which students participate or attend, during or outside the regular school day.

The SECONDARY CODE OF CONDUCT is to be interpreted at all times in light of the applicable Board of Education Rules and Policies, and applicable State and Federal rules, regulations, laws and constitutional provisions. Any conflict in the

secondary code of conduct with such provisions shall not invalidate this Code but only the conflicting provision. OHS Administrators retain discretion to determine whether or not a student's actions constitute a violation of this Code.

Expectations

Each student is expected to attend school punctually and regularly, to respect the authority vested in school employees, to respect school property, to be dependable in study, to be clean and tidy in person and attire and to be considerate of classmates.

Due Process

The minimal due process procedures include the right of the student to:

- Be given oral or written notice of the charge.
- Be given the opportunity to admit or deny such charge.
- Be given the explanation of the evidence against the student if he or she denies the charge.
- Be given the opportunity to explain the situation.

Prohibited Acts

Prohibited Acts include, but are not limited to:

- Threatening or assaulting a school employee;
- Insubordination; defined as refusal to follow rules or reasonable directions of a staff member;
- Assaulting or fighting with another student;
- Threatening or assaulting another student;
- Harassment; as defined by the District Anti-Harassment Policy
- Intentional damage to school property;
- Possession or construction of a weapon or the use of an object as a weapon;
- Use, sale or possession or be under the influence of liquor, narcotics, look-alike substances or other harmful substances on school premises;
- Open and/or persistent defiance of school staff and/or school rules and regulations;
- Theft of school property or property of staff or students;
- Writing, displaying or use of profane and obscene language in school or at school activities;
- Use or possession of tobacco products or electronic cigarettes on school premises or vicinity;
- Conduct that is detrimental to or disruptive of the school's operation;
- Excessive absences or truancies;
- Engagement in such acts away from school which interfere with the school operations or threaten the safety and welfare of staff members;
- Student's presence when it is detrimental to the school's operation and/or safety of others;
- Misuse of school documents;
- Arson or attempted arson;
- False fire alarms or bomb threats;
- Use of a motor vehicle on school grounds in an inappropriate, irresponsible or unsafe manner;
- Violation of local, state or federal law on school premises.

Discipline Alternatives

Some of the disciplinary actions open to the principal and the assistant principals are (no progression implied):

- Verbal reprimand;
- Parental contact by telephone;
- Parent-student-principal conference;
- Parent-student-administrator-teacher conference;
- Referral to a counselor;
- Referral to a community agency;
- Referral to a law enforcement agency(s);
- Community service;
- Consequences designated to deter a student from repeating the unacceptable behavior;
- Assignment of detention;
- Assignment of in-school suspension;
- Assignment of out-of-school suspension for one (1) to five (5) days;
- Referral to Superintendent for additional out-of-school suspension beyond five (5) days;
- Recommendation of expulsion.

Disciplinary Actions

The following is a general guide for the application of disciplinary procedures.

- Verbal Reprimand: Discuss the problem with student.
- Detention: Time served before or after school.
- In-School Suspension: Removal from regular classes and isolated from the student body in a supervised area. Instructional material from classes will be provided for students.
- Out-of-School Suspension: Short-term suspension, up to and including five (5) days, may be invoked by the principal.
- Long-Term Out-of-School: Long-term out-of-school suspension up to ten (10) days may be invoked by the superintendent in any discipline situation where he/she deems necessary.
- Expulsion: The Board, by majority vote, may expel a student from school (Section 282.5 of the Code of Iowa). Expulsion is considered for (1) immorality; (2) violations of rules and regulations; and (3) evidence that the continued presence of the student is detrimental to the best interests of the school. The administration shall provide a student and parents or guardian of the student proposed for expulsion with a written notice of the reasons that expulsion is being sought. The administration will list the witnesses it intends to offer as evidence to support the request for expulsion. Students, or their representatives, have five (5) days after receiving the expulsion hearing notice in which to submit a written request for a formal hearing before the Board. The administration will schedule a hearing before the Board. The hearing will be scheduled within 14 days of the request for hearing. The Code of Iowa, Chapter 282 shall prevail in all situations.
- Dropping of a Course or Courses: Students may be dropped from a course with a grade of “NC” (no credit) if the student’s presence in the class is deemed to be detrimental to the learning situation.
- Transfer to an alternative program or setting: Students who are referred to the office more than 12 times in a school year for disciplinary reasons may be transferred to an alternative setting for the remainder of the school year.

OHS Administrators retain the discretion to assign Disciplinary Actions on a case-by-case basis with consideration for the severity and circumstances of the incident, and for the best interests of the student and the OHS community.

SMOKING - DRINKING - DRUGS – VAPES (Board Policy 502.07)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district;

while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use of, purchase of, or being in possession of drug paraphernalia, cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession of, use of, or being under the influence of beer, wine, alcohol and/or of a controlled substance, and/or paraphernalia may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

This policy is mandatory and complies with the federal Drug-Free Schools Act but is expanded to also include tobacco products. This policy reflects Iowa law regarding tobacco products and minors.

Disciplinary Actions (Smoking-Drinking-Drugs-Vapes)

Violation of this policy may result in one or more of the following:

- Report any/all violations to parents/guardians.
- Report any/all violations to police.
- Refer to SEIDA (or similar agency) for attendance at required substance education classes at the expense of the student/parents.

- Suspend or expel from school.
- Other forms of discipline deemed appropriate by school officials.

Students involved in athletics may also be subject to additional disciplinary actions in accordance with the Athletic Eligibility Code.

WEAPONS

The Board of Education and the State of Iowa prohibit bringing weapons and other dangerous objects that present a threat to the health and safety of students, employees, and visitors on school premises and to school activities. (Board Policy 502.6 addresses the weapon issue in depth.)

Disciplinary Actions (Weapons)

- Notify parents/guardians of students found to possess a weapon or dangerous object.
- Confiscation of weapons or dangerous objects shall be reported to law enforcement officials.
- Students will be subject to disciplinary action including suspension or expulsion.
- Other forms of discipline deemed appropriate by school officials.

Readmission

Readmission of a student after suspension is the responsibility of the building principal or designee. A parent-student conference may be requested. Readmission of a student expelled can only be approved by the Board or on conditions established by the Board.

Miscellaneous

Student use of motor vehicles: Students wishing to drive to and park at their Attendance Center shall comply with the rules and regulations established by the Board and Administration. Failure to comply with the policy and rules shall be reason for revocation of school driving and parking privileges.

Some actions for which school driving and parking privileges may be revoked are operating a motor vehicle in a dangerous manner, carrying illegal substances or weapons in the vehicle, loitering in a vehicle, operating the vehicle at inappropriate times, and failure to comply with parking regulations.

Law enforcement agencies: Under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior and such referrals will be made as required.

Skateboards and Scooters: Skateboards and scooters are not allowed to be used on school property. Students that bring skateboards or scooters to school need to keep them in lockers or a secure location.

HARASSMENT GUIDELINES

Harassment – Students (Board Policy 106)

It is the policy of the Ottumwa Community School District to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual

nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or by any other form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, state and federal laws and board policy and procedures governing harassment within the school setting. Violations of this policy or procedure will be cause for disciplinary actions up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Procedures for reporting are included in Administrative Regulation 502.14-R. The District will immediately investigate all such complaints and take appropriate corrective action. The District will not condone retaliation against any employee or student who reports possible harassment or assists with an investigation.

Definitions of Harassment:

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

1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment, as set forth in Section A, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

B. Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, or marital status means conduct of a verbal or physical nature that is designed to embarrass, harm, distress, agitate, disturb, or trouble persons when:

1) submission to such conduct is either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive working or learning environment.

Harassment, as set forth in Section B may include, but is not limited to the following:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.;

- demeaning jokes, stories, or activities directed at a student or employee.

Procedures for Reporting Harassment - Students

Students shall follow these procedures when reporting harassment:

1) Communicate to the harasser that you expect the behavior to stop (may do so verbally or in writing). If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.
2) If the behavior is repeated, do the following:
   a) Report to a teacher, counselor, or associate principal for further investigation.
   b) All individuals are to cooperate with harassment investigation.

RESPONSIBLE ELECTRONIC DEVICE USE

Students are encouraged to use cell phones and other devices in a responsible manner. Students who wish to possess cell phones at school will be required to provide the school with their cell number.

Students and parents should also be aware that the inappropriate use of such devices will lead to the device being confiscated pending an investigation by school personnel and/or law enforcement. Charges may be filed if deemed appropriate by administration.

Examples of electronic devices include but are not limited to:

- Cell/Smart Phones
- Tablets
- Smart/Fitness watches that can receive communication
- Ear buds/Head phones/Other listening devices
- Bluetooth speakers

Examples of inappropriate use include but are not limited to:

- Taking or possessing inappropriate pictures or videos of others with/without permission
- Using electronic devices to harass others
- Sending inappropriate texts, pictures, or videos or social media posts
- Spreading rumors or using devices in any manner which causes a disruption at school
- Sending texts/copies of test/quizzes/assignments or any others for means of cheating or plagiarizing

***Teachers have the right to hold electronic devices and smart watches on summative assessment day until testing is over.**

Cell phones and other electronic devices are not to be used during class time without the direct permission of a staff member and they may be used for learning and academic purposes only. If these items are used without permission, or if they cause a classroom disruption, students will be referred to the associate principal's office.

1st Offense: The items will be confiscated by the associate principal and returned at the end of the school day.

2nd Offense: The item will be confiscated and returned only to a parent. The students will be assigned to In School Suspension for the remainder of the period. *2nd and subsequent offenses from the same class may result in a referral for classroom disruption.

3rd Offense: The item will be confiscated and returned only to a parent. The student will be assigned to ISS for the remainder of the day. Out of school suspension or other consequences, including the loss of cell phone privileges, may be assigned at the discretion of the Principal or Associate Principal.

***Ottumwa High School reserves the right to skip steps 1 and/or 2 and proceed directly to step 3 depending on the seriousness of the violation.**

***It is not the responsibility of the school or the teacher to charge any student device during the school day.**

ACCEPTABLE USE OF ELECTRONIC NETWORKS
(Board Policy 605.06-R(1)

All use of electronic networks shall be consistent with the District's vision of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss or limit of privileges, disciplinary action, and/or legal action.

Terms and Conditions:

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use or use that is not aligned with the procedures set in place in this document will result in consequences as defined in policy 605.06-E(3). The Director of Technology and/or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, limit, or suspend access at any time based on the severity of the situation. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include but are not limited to, the following:

a. Using the network for any illegal activity, including violation of copyright or other agreements, or transmitting any material in violation of any State or federal law;

b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

c. Downloading of copyrighted material for other than personal use;

d. Using the network for private financial or commercial gain;

e. Inefficiently using resources, such as file space;

f. Hacking or gaining unauthorized access to files, resources, or entities;

g. Invading the privacy of individuals, that includes the unauthorized disclosure, distribution, and use of information about anyone that is of a personal nature including a photograph;

h. Using another user's account or password;

i. Posting material authored or created by another without his/her approval;

j. Posting anonymous messages;

k. Using the network for commercial or private advertising;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive or offensive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that email is not private. People who operate the system have access to all email.

e. Messages relating to or in support of illegal activities may be reported to the authorities.

f. Do not use the network in any way that would disrupt its use by other users.

g. Consider all communications and files created and/or sent from a district account to be private property owned by the Ottumwa Community School District.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal and not demonstrate the problem to other users. Users will keep account information confidential and will not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism may result in cancellation of privileges or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Service Charges - The District assumes no responsibility for any unauthorized charges or fees, including service charges, product charges, and/or subscription charges.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user.

b. All electronic messages, including attachments, will be retained, whether they are official or non-official.

c. Unauthorized access by any user to an email account is strictly prohibited.

d. Each person should use the same degree of care in drafting an email message as would be put into a written letter or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or document.

e. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

f. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Director of Technology. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

g. Use of the School District's email system constitutes consent to these regulations.

Cooperation with Investigations:

The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District's network or resources. Evidence of illegal activity may be reported or turned over to appropriate authorities.

Internet Safety:
Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost always assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act (CIPA) and as determined by the Superintendent or designee.

The Children's Online Privacy Protection Act (COPPA) gives parents control over what information websites can collect from their children under the age of 13. Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. A complete list of these programs can be found linked on our website.

ACCEPTABLE USE POLICY VIOLATION NOTICE (Board Policy 605.06E3)

Student: _____

Teacher: _____

Date: _____

Students who access restricted items on the internet and/or do not abide by the Acceptable Use Policy are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

_____ **Policy Offense of the First Degree:**
The above-named student has violated the Acceptable Use Policy or another referenced policy. As a consequence of this violation, there will be a restriction of student use or access privileges, including but not limited to the privilege of the use of the computer, taking the computer home, or loss of specific websites and/or internet access. Digital citizenship counseling will be provided. First degree offenses fall under the responsibility of the classroom teacher and general classroom management. Repeat offenders may result in being set to the Principal's Office after appropriate classroom action. Examples of these offense may include but are not limited to attempt to access or transmit inappropriate materials or resources, causing a classroom disruption, and using online communication or resources for cheating.

_____ **Policy Offense of the Second Degree:**
The above-named student has violated the Acceptable use Policy or another referenced policy. In addition to the first-degree consequences, additional action may include detention time with digital citizenship instruction or a suspension in school with digital citizenship instruction. Examples of these offense may include but are not limited to using or accessing another user's account without permission, knowingly or recklessly acting fraudulently as

another person or posting false or defamatory information about a person or organization, and participating in any form of cyber-bullying or harassment. Victims of cyber-bullying or harassment may choose to submit the District Bullying and Harassment Concern Form.

_____ **Policy Offense of the Third Degree:**
The above-named student has violated the Acceptable Use Policy or another referenced policy. In addition to the first- and second-degree consequences additional action may include a suspension from school and/or civil or criminal liability under applicable laws. Digital citizenship instruction will be included with third degree offenses. Examples of these offenses may include but are not limited to hacking or gaining unauthorized access to resources, any malicious attempt to harm or destroy date or to cause a disruption to the network, and any other illegal activity.

ACCEPTABLE USE POLICY IN ACCORDANCE WITH BOARD POLICY LISTED ABOVE:

First Degree Offenses: First degree offenses will fall under the responsibility of the classroom teacher and general classroom management.

Second- & Third-Degree Offenses: Second degree offenses will result in a referral to the attendance office and may include:

1st Offense: ISS issued along with digital citizenship instruction, loss of computer for up to one week, and/or civil or criminal liability under applicable laws.

2nd Offense: In-School suspension (2 days) and loss of computer/internet for up to one week, along with civil and/or criminal liability under applicable laws.

3rd Offense: Out of school suspension and loss of computer/internet privileges during OSS and/or up to one week, along with civil and/or criminal liability under applicable laws.

4th and subsequent offenses: Out of school suspension with a parent and associate principal meeting to return along with the loss of computer/internet privileges during the OSS, and/or up to one week, along with civil and/or criminal liability under applicable laws.

***Ottumwa High School reserves the right to skip steps 1 and/or 2 and proceed directly to step 3 depending on the seriousness of the violation.**

GENERAL INFORMATION

Academic Integrity

We expect students to do their own work, to the best of their abilities. Each will be evaluated according to the quality of his/her own work. Cheating and plagiarism are wrong. Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work. Students are responsible for observing the standards on proper citation of sources for written work or other products. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit for the assignment or even for the course.

Appearance/Dress

Research indicates that there is a direct relationship between dress and student behavior. Simply stated, students who take pride in their appearance are more apt to take pride in their schoolwork and studies.

At Ottumwa High School, we want our students to get the most benefit from their studies. We, in turn, expect more from our students. The following attire and personal appearance guidelines are designed to encourage good grooming habits as well as a more serious scholastic attitude. It is the responsibility of our students and their parents to see to it that students dress appropriately for school. THE BEST POLICY TO FOLLOW IS, "If you have a doubt as to whether an article of clothing is appropriate, do not wear it."

While the primary responsibility for appearance rests with the students and with their parents, the ADMINISTRATION HAS THE RIGHT TO JUDGE WHAT IS PROPER AND WHAT IS NOT. Regulations for appearance/dress apply equally to male and female students.

The following will **NOT** be considered appropriate school attire:

1. **Head covering** – hats, hoodies or anything worn that covers the head. Separate head coverings need to be put in locker or book bag upon entering school. No head coverings can be worn from 8:10-3:15 while anywhere in the building.
2. **Headwear**- Sunglasses, bandanas, visors, any novelty headwear. Separate headwear needs to be put in locker or book bag upon entering school. No headwear can be worn from 8:10-3:15 while anywhere in the building.
3. **Shirts:**
    - Must not expose midsection or cleavage.
    - Shirts with large, open armholes will not be permitted.
    - Tops that expose undergarments (bra straps) will not be permitted including: strapless, halter, one-shoulder, spaghetti strap, racer-back, or narrow strap shirts unless worn under a jacket or over a shirt or sweater.
4. **Other Clothing & Apparel:**
    - With alcohol, tobacco, or drug advertising.
    - With inappropriate words or phrases including words, phrases, or symbols that are gang related.
    - Apparel that carries images, slogans, pictures, diagrams or that espouses in any fashion negative or degrading ethnic, racial, sexual or gender messages, or can be construed in a reasonable fashion to do so.
    - Clothing to be a form of expression that promotes violence, bigotry, hate or abuse.
5. **Pants:**
    - Must be worn at the waist line
    - No holes exposing undergarments or that are higher than the inseam, or which are otherwise deemed to be inappropriate.
6. **Skirts, shorts, shoes, dresses & rompers:**
    - Must be appropriate in length.
    - Skirts and shorts must be at a length that allows students to sit and bend with modesty.
    - The measurement standard used for **skirts and shorts** is that when your arms are held relaxed at your side, the tips of your fingers should not touch your leg skin.
    - Shoes must have some sort of sole (no barefoot).
7. **Pajamas, Slippers, Blankets & Costumes**

8. **Sports Equipment:** No sporting equipment will be allowed in the building during the school day (basketballs, etc.)

Students will be required to change their attire before being allowed to go back to class.

Buses

- High school students may board a school bus at an elementary school for transportation to OHS. Students are expected to adhere to all bus rules and regulations.
- For information on **city buses, call 641-683-0695.**
- For information on **rural buses, call 641-954-9900.**

Cafeteria

- Students may bring a sack lunch or purchase their lunch. Lunch credits will be used to buy food in the snack bar or cafeteria.
- Students are responsible for disposing of trash. No food or drink may be carried from the cafeteria into other areas of the school building. **All students must report to the cafeteria and remain there during their lunch period. Students may not leave the cafeteria without permission during lunchtime.**
- Due to Federal School Lunch Regulations, restaurants are not allowed to make deliveries for students to the cafeteria during lunch.

Dances

School dances are for high school students and their dates. **OHS students must show their I.D. cards**. Guest dates of OHS students must have a signed guest pass. Guest forms can be picked up in the attendance office. The guest must have a photo ID (driver's license) with birth date to prove age. Once students leave a dance, they will not be allowed to return. All rules of conduct regarding student behavior during the school day will apply at dances. No slam dancing is allowed. No student may enter within one hour before the dance ends. Students enrolled in middle school or younger than high school age may not attend dances. No individuals over the age of 20 unless prior approval by administration. All students and guests are subject to search and breath alcohol checks.

Defacing and Breaking of Property

Teachers will take stock of the condition of books, materials, and equipment used by students. In cases of undue wear, breakage, or mutilation, students will be held accountable. Teachers will report cases that they believe warrant an office appraisal. Appropriate consequences will be determined at the discretion of the Principal or Associate Principal.

Dismissal of Students

Students are to remain in their seats until dismissed by the teacher after the bell rings ending a class period.

Doors

Students and visitors should enter the building through the cafeteria before school. Students who wish to leave the cafeteria and enter the school building before 8:05 must sign in at the appropriate station. All other doors remain locked until 8:00.

Elevator Keys

The elevators at OHS are intended to assist people who are not able to physically navigate stairs due to medical conditions.

Students may temporarily sign out an elevator key from the school nurse. A medical doctor's written notice must be presented at the time of the request for the elevator key.

Emergency School Closing

School closings due to weather conditions will be announced on the local radio stations starting at 6:00 a.m. You are encouraged to sign up for Power Announcement through your Power School account to receive text messages and/or email messages regarding late starts or school cancellations. You may also download the Ottumwa Schools App as another convenient way to receive important notifications and communications.

Emergency Messages

The Switchboard will deliver emergency messages only from parents to students.

Emergency Response Drills

Emergency drills will be held periodically throughout the school year. Each classroom will have the plan for the appropriate response. Students should follow teacher instructions.

Field Trips

Any student wanting to attend a field trip has the opportunity to do so. If the field trip spans the length of only the class period that the field trip is scheduled for and the student is passing that class the student may attend the field trip without question.

If the field trip spans the length of multiple class periods, the student must be passing the classes that they will miss during the field trip. The staff member must notify the student if they are unable to attend their field trip 24 hours prior to the field trip taking place.

Any student who has three or more days of ISS or OSS may be dropped from the travel/field trip for that semester or school year. If the field trip is organized by a student group and the staff member does not have access to student discipline the attendance office will assist with the discipline check.

The staff member organizing the field trip will provide a list of those attending to the main office secretary for the daily bulletin. ***This list must be submitted at least one week in advance.** The staff member organizing the field trip will provide a list of those NOT attending to attendance office secretaries (based on the staff member checking student grades in PS). The students that cannot attend due to failing grades will go to Learning Lab during the periods of the field trip to work on missing assignments/work.

If the field trip is organized by a student group and the staff member does not have access to student grades the guidance counselors will assist with the grade check.

***Under certain circumstances exceptions may be made. Staff members will need to seek administrative approval to do so.**

Food

The eating and drinking of food and beverages (including candy, gum, snacks and soft drinks) is not permitted in the hallways or classrooms. Food may be consumed only in the cafeteria, *Foods* classroom and staff areas. Students may not remove food/drink from the cafeteria.

Gangs

The staff and administration at OHS believe that the presence of gangs and gang activities may cause a substantial disruption of or material interference with school and school activities. By definition, a gang is a group of three or more people who meet for anti-social activity. This would include recognized gangs and/or groups who gather to mimic gang activity. An individual to whom two of the following apply is considered gang associated: a) self-proclamation, b) witness testimony or official statement, c) written or electronic correspondence, d) paraphernalia or photographs, e) tattoos, f) clothing or colors, g) any other indicia of gang membership.

Gang membership and the demonstration of gang membership may be shown to be a disruptive influence to the educational environment of the Ottumwa High School and the safety of its students/staff/guests. Gang membership will not be tolerated, as it is contrary to a safe, orderly, and respectful school community. It is the intent of the Ottumwa High School to provide a safe environment.

School officials are authorized to:

- Investigate allegations of gang existence, gang membership, and/or gang activities.
- Involve parents in early interventions with all students causing disruption.
- Implement an escalating series of consequences for students who are determined to be associated with gang membership and/or gang behaviors. Consequences may include, but are not limited to
  - First Offense*: Warning, parent conference, confiscation of items deemed to be gang related.
  - Second Offense: In-school suspension and a parent conference.
  - Third Offense: Out-of-school suspension and a parent conference.
  - Fourth Offense: Recommendation to the Superintendent/Board for expulsion.
  - * For serious offenses, consequences may begin with steps 2, 3 or 4.
- Cooperate with appropriate law enforcement officials.

Good Neighbor Policy

Our neighbors (Reece Funeral Home, the churches, and others) have requested that students stay off their properties. Please respect this request.

Hall Lockers

Each student is assigned a hall locker to provide safekeeping for clothing, coats and school-related materials. Students may use only the lockers assigned to them. If a student has a problem with a locker, he/she must arrive in the Counseling office to request help BEFORE the tardy bell rings.

The lockers are the property of the school district. School officials retain the right of access to student lockers to ensure student well-being. Street locks are not permitted on lockers. School officials will conduct periodic inspections of lockers, desks, corridors and other facilities belonging to the school and provided to the students as a courtesy. A police dog may be used occasionally to inspect lockers.

Hall Passes

No student is to be in the halls without a pass from staff or instructor. Students must use their own agenda (planners) for a

pass. Students will only be allowed to obtain a pass from a teacher on their schedule. Each student will report to his class first and then, with permission from the teacher, obtain a pass to go to another class or to the office. The student must comply with the above regulation; otherwise, he or she could be counted absent or tardy from class. When a pass is granted, the student must report back to his or her teacher before the end of the period.

Identification Card

Students should carry their school issued ID at all times during the school day and at all school events. The purpose of an identification card is to provide staff and others with a means to identify OHS students. Students will need to pay for replacement if the ID is found not to be in acceptable condition.

- An identification card will be issued to each student at the beginning of the school year.
- Temporary IDs are purchased from the Business Office.

Along with the ID, students should also have their Agendas with them to check out books from the library and to use as hall passes. The manufacture, distribution, or use of a false ID will result in suspension.

Parking Regulations

Students may park only in designated areas. Improperly parked vehicles may be towed away at the owner's expense. Reckless driving will be referred to the police. (See Secondary Code of Conduct)

- Student parking is located on the 4th street side of the school
- Staff parking is available on the 2nd street lot
- Visitor parking is located on the 4th street lot
- Staff that leave during the day for school related trip is located on the 4th street lot

Public Display of Affection

Students will be expected to display responsible, mature behavior at school and school activities. Students should not engage in inappropriate displays of affection. This includes kissing, prolonged embraces, or other inappropriate physical contact. If these behaviors are observed, a staff member will address the behavior and may refer the students to the office.

Search and Seizure (Board Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and

stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Suspension

Students who have been suspended from school have the right to make up all assignments. Students assigned to in-school suspension (ISS) should see their teacher to arrange for make-up work. Students assigned out-of-school suspension should take their books home, call the Counseling office to arrange for make-up work, and the work will be due upon return to school. Students who are referred out of ISS will have days added to their suspension time.

Telephones

Students who need to use a telephone should use the phone in the Main Office. Classroom telephones are to be used by teachers only.

Textbooks

The Board of Education provides free textbooks for all students. Students are expected to take reasonable care of their books and return them at the conclusion of the semester/year. Students should print their names and other requested information on the inside front covers of their textbooks. STUDENTS WILL BE BILLED FOR LOST BOOKS OR DAMAGE BEYOND WHAT WOULD NORMALLY BE EXPECTED. Teachers should insist that students write their names and room numbers (in ink) in each book.

Video Surveillance

Students should be aware that Ottumwa High School facilities are under video surveillance and that video evidence may be used by school administrators in any and all investigations.

Visitors

While parents are always welcome to visit classes, we ask that they register with the Receptionist when they enter the building. In order to maintain an orderly learning environment, the administration does not allow students to bring friends to visit during the school day.

OFFICES

Main Office (683-4444)

Students should report to the Main Office for help with any of the following:
- Appointment to see the principal
- Valuables that need to be in the vault for safe keeping during the school day
- School Driver License
- General questions, concerns, comments, or complaints.

The Main Office opens at 6:30 a.m. and closes at 3:30 p.m. (3:00 p.m. on Fridays).

Attendance Office (683-4445)

Students should report to the Attendance Office for help with any of the following:
- Attendance issues
- Cannot find teacher/class/classroom
- Sign in or sign out (if arriving late or leaving early.)
- Harassment
- A question, concern, comment or complaint

The attendance office is open from 7:30 a.m. to 4:00 p.m. (3:30 p.m. on Fridays).

Business/Activities Office (683-4446)

The Business Office handles student fees, activity funds and student activities.
- All student bills are paid in the Business Office
- All funds collected by clubs and organizations must be deposited in the Business Office.

The Business Office is open from 7:30 a.m. to 4:00 p.m. (3:30 p.m. on Fridays).

Counseling Office (683-4447)

In school and in the future, you will face situations requiring skills and experience in managing personal concerns as well as making choices, decisions, and plans. Your high school counseling services are designed to help you to acquire these skills and the experience to apply them to situations you encounter. At Ottumwa High School, the counseling program includes counseling as well as other related services...

Visit with your counselor if you have questions such as:

- How am I doing this year?
- Do I have enough credits?
- Am I taking the right courses?
- What courses and credits are required for graduation?

- How do I get involved in an extracurricular activity?

See your counselor as you plan your career:

- Which high school subjects will help prepare me for my job or further training?
- What's the difference between a community college and a four-year college/ university?
- What kind of training is available at an area community college such as Indian Hills Community College?
- What kinds of civilian jobs can I be trained for as a member of one of the Armed Services?
- Which college should I attend?
- How do I apply for the school or college I want to attend?
- How do I apply for financial aid?
- What is involved in apprenticeship training?

Make an appointment with your counselor by:

- Completing the appointment slip with the Counseling Office secretary.
- Keeping your appointment as scheduled by your counselor.

Registrar (located in the Counseling Office)

- Request Transcripts / Student Records
- Problems with lockers (and must arrive before the tardy bell)

Health Services (683-4448)

The school nurse is available for your health care, health counseling and emergencies. During class, you need a pass from your teacher to see the nurse. The nurse will contact parent(s) by phone when necessary for you to leave school because of illness or injury.

Medication Policy Students needing to have medication administered during the school day must follow the districts' medication policy. **Prescription medication** shall be administered when the student's parent or guardian **and** the doctor provide a signed and dated written statement requesting medication administration. **Non-prescription medication** shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration. All medication must be in its current original labeled container.

Immunization State law requires that students must be properly immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, chicken pox, and Hepatitis B before entering school. Only students who are medically exempt or have a religious exemption will be allowed to enter school without the required immunizations.

Dental Iowa law requires that every student entering ninth grade must provide the school with proof of a dental check-up. If you have questions or need help getting a dental check-up, please contact the school nurse.

Hearing All tenth-grade students will have their hearing screened by Great Prairie AEA staff in the spring. Any student who does not pass the initial screening will be given further testing by an audiologist. The results of this testing will be sent to parents.

Teen Health Center The American Home Finding Association is the sponsoring organization and is responsible for the control, funding and management of the Health Center. The Health Center seeks to improve the overall physical and

emotional health of adolescents and to provide reliable medical services.

- Services: The Health Center provides a comprehensive range of primary and preventive health services.
- Records: All records are confidential by law. No records can be obtained or released without written consent of the parent and/or student.
- Parental Consent: All students under eighteen (18) years of age requesting services must have on file a consent form signed by a parent or guardian. Forms are available at the Teen Health Center and in the Counseling Office of Ottumwa High School.
- Eligibility: All students enrolled in grades 7 - 12 are eligible to use the Health Center regardless of sex, race or ability to pay.
- Financial Liability: The program will provide services at no cost to the patient. It may be necessary to refer some patients to other agencies for special services. Every effort will be made to refer patients to providers who will consider the patients' ability to pay for services. The program is not financially liable for patient bills incurred through such referrals. Clients meeting established income guidelines will be eligible for financial assistance for certain types of dental, medical and pharmacological referrals.

Mental Health Therapy Services

A mental health youth counselor from American Home Finding is available daily at OHS. Services provided by the youth counselor include, screening and assessment, conflict mediation, crisis intervention, consultation with staff about student issues, and grief counseling as needed. Referrals can be made by students, families, peers, and school personnel.

These services are available to all students at Ottumwa High School. If a parent/guardian does not want their child to have access to these services, they must notify the school. All of the above services are provided at no cost to the student or family.

If it is deemed after assessment that a student would benefit from and agrees to on-going therapy, a parent/guardian will be contacted to arrange for referral outside of the school setting or to complete necessary paperwork for the mental health therapy to be provided by the therapist at school. At that time, appropriate financial/insurance arrangements will be made.

Media Services

The library has books available for research and leisure reading. It is open Monday-Thursday from 7:30 a.m. to 3:30 p.m. and Friday from 7:30 a.m. to 1:00 p.m. Books may be checked out for three weeks and may be renewed. The card catalog is computerized and can be accessed anywhere in the school. There are no fines for materials returned, but students are charged for lost materials.

Three computer labs are available for classroom use during school hours.

Numerous audio-visual technology resources are available through teacher check out for student use.

Databases on the Internet are available free to students and their families both at school and at home. They offer current full-text magazine and newspaper articles. The Internet addresses for these databases, usernames and passwords are available in the library.

ACTIVITIES AND CLUBS

Athletics

The following interscholastic sports are offered at Ottumwa High School for all grades. For further information on sports, call the Athletic Office, 683-4444 Option #4.

GIRLS

Fall
- Cross Country
- Swimming
- Volleyball

Winter
- Basketball
- Bowling

Spring
- Tennis
- Track
- Golf
- Soccer

Summer
- Softball

BOYS

Fall
- Cross Country
- Football
- Golf

Winter
- Basketball
- Swimming
- Wrestling
- Bowling

Spring
- Tennis
- Track
- Soccer

Summer
- Baseball

Ineligibility for Athletics (Board Policy 504.7)

All athletes in grades seven through twelve whose actions, habits, or conduct at any time or place would degrade or be detrimental to the ideals, principles, or standards of the school or interscholastic athletics shall be declared ineligible until reinstated by the head coach, activities director, and building principal. Such actions, habits, or conduct shall be categorized into one of the following three areas with the periods of ineligibility listed below each category.

1) Minor conduct violation – socially unacceptable behavior of a non-serious nature, or the use of tobacco.

   Periods of ineligibility

   First offense – 10 hours of work for a community organization or the school district.

   Second offense – 20 hours of work for a community organization or the school district.

   Third offense – 20 hours of work for a community organization or the school district, plus 25% of the current sport season or the next sports season in which the student participates.

   In the even the violations occur in season, further penalty may be described by the head coach with eligibility council approval.

2) Major conduct violations – gross misconduct such as felonious acts and major acts of vandalism.

   Periods of ineligibility

   First offense – 25% of the current sport season or the next sport in which the student participates.

   Second offense – one calendar year.

3) Chemical abuse – consumption, possession, acquiring, delivering or transporting of beer, alcoholic beverages or any controlled substance.

   Periods of ineligibility

   First offense by an athlete in season – 25% of the sports season.

   First offense by an athlete out of season – 20 hours of work for a community organization or the school district.

   Second offense either in or out of season – 25% of the current sports season or the next sport in which the student participates, plus evaluation at an approved substance abuse center and successful participation in programs as recommended by the evaluation. Failure to voluntarily participate in the evaluation and follow through will result in a period of ineligibility period of one calendar year.

A violation that occurs when a student is directly involved in a contest, including transportation to or from the contest, and overnight stay, is a much more serious violation and will be dealt with accordingly. Any student in violation during this time may be ineligible for the remainder of that school year.

Administration of Rules

The Director of Activities will make the initial determination regarding violations and may suspend an athlete immediately for a period of up to five days. If the Director of Activities decides that a suspension should be imposed on the student

athlete, he/she will notify the student and the student's parents and shall also disclose the evidence, which in the opinion of the Director of Activities substantiates the claim of a conduct violation.

In the event that the student athlete and parent do not agree with the decision of the Director of Activities, such decision may be appealed to the Athletic Eligibility Council. Such council shall consist of the principal, a vice principal, and a teacher appointed by the superintendent. The principal will call a meeting of the Athletic Eligibility Council and shall notify the athlete and parent and/or guardian of the student of the time and location of the hearing.

At the hearing before the Athletic Eligibility Council, the high school principal shall be the presiding officer. The Director of Activities will present evidence and argument tending to prove that the student committed a conduct violation. The student and/or parents' representatives will be given an opportunity to present evidence and argument on the student's behalf. Each side shall be permitted to cross-examine the other witnesses.

As soon as it is practical after the presentation of evidence, the Athletic Eligibility Council will issue written finding and conclusions declaring whether the student has committed a conduct violation. The decision of the Athletic Eligibility Council shall be final unless the student or the student's parents and/or guardian appeal the decision to the board of directors.

Al Exito
Al Exito is a club that builds the leadership potential of youth through college preparation, career development, civic engagement, family support, and celebration of culture.

Archery Club
The Ottumwa Bulldogs Archery Club/Team is a competitive team that attends several area tournaments within Southeast Iowa. The managing group is comprised of trained Basic Archery Instructors, as well as experienced volunteer archers as coaches for the team. Practices will be held weekly.

Argus Annual (Yearbook)
Positions on the yearbook staff are open to sophomores, juniors and seniors. Students must fill out applications prior to February registration to be considered for a position on the staff. Positions available are: computer layout specialist, head photographer, business manager (at least one year experience), and editor (at least one year experience).

Art Club
The OHS Art Club is a social organization open to any high school student who has an interest in the visual arts and wishes to participate in extracurricular arts activities. Members create art projects, school murals, art displays, and T-shirt designs. The club also plans fundraisers and visits art galleries and museums. Art Club meets on a weekly basis, usually every Tuesday after school. If you are interested in becoming a member, please contact any of the visual arts staff or any Art Club member.

Best Buddies
The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.

Cheerleaders
To be selected as a cheerleader, a student must have school spirit, cheerleading abilities and a basic knowledge of athletics. Cheerleaders are responsible for presenting pep assemblies as well as leading the student body in cheers at athletic events. An individual may try out for fall sports (football) and/or winter sports (basketball or wrestling).

All cheerleaders receive awards after each season if they have faithfully carried out their duties. The freshman cheerleaders receive numerals, sophomores receive certificates, first year varsity cheerleaders receive letters, and second year varsity cheerleaders receive pins.

Dance Team

The OHS Dance Team is a group of students who perform at Varsity Boys and Girls Basketball games during half time. The purpose of the Dance Team is to promote school spirit through dance. Members perform a variety of dances such as pom, jazz and hip-hop.

Drama Club

Drama Club membership is for any student who actively participates in Ottumwa High School Theatre productions. Participation can be in the areas of acting, student directing, costuming, lighting, make-up, sound, publicity, construction, stage crews, or properties.

Members earn points towards the Torch Club as well as International Thespians. Activities include drama workshops at OHS and other schools, trips to plays, and other theatre-related activities. The Thespians are the voting members of the Drama Club. The International Thespians Dramatic Honor Society of High Schools is a dramatic honor society founded for the purpose of creating more active and intelligent interest in dramatics among the students of our secondary school.

Membership in Troupe 615, the OHS chapter of the International Thespians Dramatic Honor Society, is an honor reserved for students who meet specific requirements. Membership Requirements: Students must earn ten points as set forth in the point system, five of which must be acquired at the school where they are to be initiated. Thespian membership will be awarded on a democratic basis to all students who qualify according to the requirements of the point system. No student will be denied membership if he/she has accumulated the required ten points. Also, a student must participate in at least two full-length productions or one full-length production and two one-act productions or an established equivalent. The Drama Club meets the first Monday of the month.

FCCLA

FCCLA (Family, Career and Community Leaders of America) is a national nonprofit student-run organization. It offers students the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision-making and interpersonal communication. This is a youth leadership organization for students enrolled in Family and Consumer Sciences (FACS) classes. FCCLA encourages young people to take the lead, build strong relationships and communities and take control of their futures. Students can participate in STAR events, which are student competitions in many areas of Family and Consumer Sciences course work.

First Tech Challenge

First Tech Challenge (FTC) is an out of school program for high school students to learn about the fields of science, technology, engineering and math (STEM) through hands-on learning in the field of robotics. By participating in FTC, it makes and encourages the team members to be more interested in math and science while expanding their knowledge in careers involving computer programming, business, and engineering. Through the FTC program, robotics team members build and program robots. These robots then compete at the FTC Iowa State Tournament with the potential for qualifying for the World Championship Competition.

Future Educators of America (FEA)

FEA is a club that promotes teaching. Any student who is considering a career in education, whether it be preschool, elementary, or secondary is encouraged to be a part of this national club.

Interact Club

Interact is a service club for youth at Ottumwa High School. It is sponsored by the Ottumwa Rotary Club and is dedicated to service in our community, as well as internationally. Membership is open to all OHS students who are interested in working in our community and earning community service (Silver Cord) hours. We also fundraise to help support one international project each year. This club meets once a week and has many service opportunities throughout the year.

International Club

The International Club is for any student interested in sharing/gaining a more global view of foreign cultures. The club meets monthly. Most students in the club are taking a foreign language. Activities include: (1) assisting in the integration of foreign exchange students at OHS, (2) organizing a foreign student weekend, (3) planning a holiday party featuring foreign cuisine, and (4) sponsoring a farewell party for OHS exchange students.

National Honor Society - Torch Club

The National Honor Society was introduced in August 1924 at Ottumwa High School, and is one of the highest honors that can be awarded to a high school student. Students selected to this organization are chosen for their outstanding qualities of scholarship, leadership, character, and service. Students may qualify for Torch Club by meeting the following requirements:

- Scholarship. To meet this requisite, a cumulative grade point average of 3.2 or above at the end of four or more semesters is required.
- Leadership and Service. Active participation in activities and service to the high school demonstrate the responsibility of the candidate. Twenty-two honor points for school activities or service during the first four or more semesters at the high school are necessary. It is the responsibility of the activity sponsor or coach to give the registrar a list of points earned within ten (10) days after the completion of the activity. NO POINTS SHALL BE AWARDED FOR ANY PARTICIPANT RECEIVING CREDIT OR MONETARY REWARD. Following is a listing of NHS Points.

The following are the maximum points that may be allowed per year. Fewer points may be allowed at the discretion of the sponsor or the coach of the activity.

Activity	Points	Activity	Points
Athletics (Cap = 12 points)		JROTC	
● Varsity team	3	● Color Guard	3
● Junior Varsity Team	2	● Drill Team	3
● Sophomore team	2	● Raiders	3
● Freshman team	2		
● Student Manager	3	Music (Cap = 12 points)	
● Other Participants	1	● Marching Band	1
		● Jazz Band	3
Cheerleaders		● Show Choir	3
● Varsity (per season)	3	● School Musical	1-3
● Sophomore (per season)	2	● Color Guard/Flags	3
● Freshman (per season)	1½		
● Competition Squad	3	Music Competition	2
		● Band – Solo	2
Class Officers or Leaders		● Band – Ensemble	1
● Class Officer - Homecoming	1	● Orchestra – Solo	2
● Prom (11th grade)	1	● Orchestra - Ensemble	1
		● Orchestra Competition	1
Club		● Vocal – Solo	2
● Club Officer	2	● Vocal – Ensemble	1

- Active/Contributing Member 1

Debate
- Team 4
- Other debaters 2

Dramatics (full-length play)
- Principals 2
- Supporting Roles 2
- Head of Crew 2
- Minor Role 1
- Member of Crew 1
- One Act Plays ½

Speech
- Contest participants 3
- Others 2

State/National Officers
- In School-Rated Activities 1

Student Council
- President 4
- Active/Contributing Member 3

The Torch Club will be an active organization with regular meetings and activities designed to serve the school and community. Membership is both an honor and a responsibility. You must maintain the qualities for which you were selected and contribute to the organization and its programs. Attendance at regularly scheduled meetings is required for membership. Transfer members must meet the new chapter standards within one semester to retain their membership. Members who are seniors in good standing are eligible to be nominated for competition in the National Honor Society Scholarship Program.

Selection and Dismissal
- Students do not apply for membership in the Honor Society. Membership is granted to those students who meet the grade point requirement and the activity point requirement.
- To be eligible, the candidate must be a junior or senior and have been in attendance at Ottumwa High School the equivalent of one semester.
- Candidates must have a cumulative scholastic average of 3.2 or better and have earned 22 service points to be considered.
- Students must have approval of the administration.
- Members who fall below the standards, which were the basis for their selection, shall be warned in writing by the chapter advisor and given reasonable time to correct the deficiency, except in cases of flagrant violation of Ottumwa High School rules or civic laws when the warning shall not be necessary.
- In cases of impending dismissal, the member shall have the right to a hearing before the faculty council and then may appeal under the same procedures as disciplinary appeals.
- Students may resign with the understanding they may never again be eligible for membership in the National Honor Society nor may they claim its benefits. Parents and students will receive written notice before formal action is taken.

Science Club

The Science Club provides students with an opportunity to socialize with other members of the student body who are interested in science. Science Club gives its members a chance to enjoy themselves in a selected metropolitan area (Chicago, Minneapolis, Omaha, etc.), where they visit museums, zoos, and many other wondrous sites. Membership is open to any high school student who is fascinated by intellectual conversations about science. Regular meetings are held on most Mondays after school.

Silver Cord

The Silver Cord program is an opportunity for students to be recognized for hours of community service that they have completed during their four years of high school. For service hours to be honored, the student may not receive payment or

credit for their service. Students may see an OHS administrator or the Silver Cord Advisor if concerned whether the service they have chosen is acceptable. Not all hours can be from the same activity, as it is expected that students will volunteer for a variety of activities. If students complete the required 200 hours of service, they will be recognized at the Senior Honors Assembly and will wear a silver cord at commencement.

Speech and Debate Team

Speech and Debate are activities that offer individuals an excellent opportunity to develop communication skills.

Each year a national debate topic is selected and debated throughout the season. Research analysis, reasoning, organization, argumentation, delivery and leadership are some of the talents that can be developed through competitive debate.

Individual speakers choose from many areas of speech: humorous, dramatic, poetry, extemporaneous, oratory, radio, storytelling, and impromptu. Individual speakers accrue many of the same benefits as the debaters, and they gain experience in reading and analyzing a wide variety of literature.
In addition to individual improvement, there is the fun and excitement of traveling to compete with other high schools from Iowa and surrounding states. The speech and debate team is one of Ottumwa High's more active organizations and maintains a vigorous program for its members.

The season begins at the opening of the school year with research, training, and practice for everyone on the team. The tournament schedule begins in late September and concludes in March. We maintain an active schedule of both Saturday and Friday-Saturday overnight tournaments.

The Ottumwa High School speech and debate team participates in the Iowa High School Speech Association, the Iowa Forensics League and the National Forensics League. The National Forensics League is an honor society organized to recognize excellence in speech and debate activities. National Forensics League membership is recognized by most as a significant achievement. Some speech and debate team members choose to participate in only debate, some do only individual events and some do both speech and debate. Membership on the team is open to any student in high school. The main requirements are enthusiasm, the willingness to work hard and to attend practice and tournaments sanctioned by the team.

Student Council

Student Council organizes numerous activities throughout the district and community. Major responsibilities include planning and organizing for homecoming, holiday parties/events, community volunteering, intramurals, dances, and concession stands for varsity football. Meeting attendance is necessary and vital to ensure comprehensive planning for sponsoring and creating the activities. In addition to the meetings, time and effort outside of the school day is required. Hours of participation can be documented for Silver Cord recognition.

Trapshooting Club

The OHS Trapshooting club is open to all OHS students, male and female, who are interested in the shooting sports. The season runs from March until the end of May/early June. This is a competitive sport of trapshooting where groups of five individuals compose a squad of competitors. The team competes in the Southeast Iowa Conference and will also compete in a number of Invitational shoots, typically on weekends, throughout the months of April and May. Practices typically begin in March and will be held at the trap shooting fields at the Ottumwa Izaak Walton League facility. This sport is covered under the National Scholastic Shooting Sports Foundation and the Scholastic Clays Target Program. Shooters may become eligible to compete in the state trapshooting competition.

GENERAL EDUCATION PROVISIONS

These general education interventions may occur at any time throughout the school year:

- Teacher consultation and collaboration
- Peer counseling
- Individual counseling
- Group counseling
- Peer tutoring
- Computerized instruction
- Tutorial instruction
- Cooperative learning
- Modification of instructional materials and/or methods
- Child Day Care services
- Social services
- Attendance counselor
- Adult services for youth
- Teen Health Center
- Referral to Great Prairie Area Education Agency. The Great Prairie AEA staff includes audiologists, consultants, itinerant teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech/language pathologists. These professionals will be available to help you and your son/daughter. Students' teachers may contact any of these AEA professionals to observe students, to talk with them or to participate in discussions about students. An AEA employee may be in contact with your son/daughter this school year. **If you do not want the above services, please notify the school in writing**. If you have any questions or concerns about these services, please call Nathan Wood at the GPAEA (641-682-8591).

DISTRICT WELLNESS POLICY

The Ottumwa Community School Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The Ottumwa Community School District supports a healthy environment where students learn and participate in positive dietary lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential. Please visit the following website to access the entire District Wellness Policy:
www.ottumwaschools.com/wellness

HAWK I INSURANCE

HAWK I is a health insurance program for kids in Iowa under the age of 19. This insurance is either **free** or at a **low cost** for Iowa kids. For further information and or help with registering for this insurance program, please contact 1-800-452-1098 ext. 109. Your school nurse can also provide more information.

USE OF STUDENT RECORDS

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises - name, address, phone number, date and place of birth, honors/awards, and dates of attendance. Any student over the age of 18, parent/guardian not wanting this information released to the public must make objection in

writing no later than September 15, and within 15 days of enrollment should enrollment occur after that date. You must renew this objection at the beginning of each school year. Notification should be directed to the Principal and should be dated and signed.

LEVEL I INVESTIGATORS

Building principals in the Ottumwa Community School District serve as Level I investigators for allegations of abuse of enrolled students. Assistant principals, the associate superintendent, and the director of curriculum and instruction serve as alternative Level I investigators. Level I investigators will respond promptly to allegations of physical or sexual abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible, according to board policy. Employees are required to assist in the investigation to provide information and to maintain confidentiality of the reporting and investigation process.

All Level I investigators and alternates have received the appropriate training to conduct such investigations. Board Policy requires the district to release this information to parents annually.

HOMELESS CHILDREN

Definition: Anyone who, due to a lack of housing, lives

- In emergency or transitional shelters.
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care.
- In cars, parks, public places, bus or train stations, or abandoned buildings.
- Doubled up with relatives or friends.
- Migratory children living in these conditions.

What Homeless Families Need to Know

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

State Coordinator
Carolyn Cobb 515-402-2736

NON-DISCRIMINATION FOR STUDENTS: GENDER IDENTITY AND EXPRESSION

This policy is meant to advise school site staff and administration regarding transgender and gender non-conforming student concerns in order to create a safe learning environment for all students, and to ensure that every student has equal access to all components of their educational program.

Names/Pronouns: Students shall have the right to be addressed by a name and pronoun corresponding to their gender identity as expressed by the student and asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. This directive does not prohibit inadvertent slips or honest mistakes, but it does apply to an intentional and persistent refusal to respect a student's gender identity. The requested name shall be included in the District's electronic database in addition to the student's legal name, in order to inform teachers of the name and pronoun to use when addressing the student.

Official Records: The District is required to maintain a mandatory permanent pupil record which includes the legal name of the pupil, as well as the pupil's gender. The District shall change a student's official records to reflect a change in legal name or gender upon receipt of documentation that such legal name and/or gender have been changed pursuant to Iowa legal requirements.

Restroom Accessibility: Students shall have access to the restroom that is gender neutral. Where available, a single stall bathroom may be used by any student who desires increased privacy, regardless of the underlying reason.

Graduation/Yearbook: The student will be allowed to have in the yearbook their name of choice and have their name of choice announced at graduation and listed in the graduation program.

Dress Codes: Students shall have the right to dress in accordance with their gender identity that as expressed by the student and asserted at school, within the constraints of the dress codes adopted at their school site. This policy does not limit a student's right to dress in accordance with the Dress/Appearance standards articulated in the Student Handbook.

Group Participation in School Activities: Transgender and gender non-conforming student groups will be allowed to participate in school activities (i.e. homecoming parade) and to have their approved events and student highlights shared on the district's webpage and/or Facebook page.

NON-DISCRIMINATION STATEMENT

It is the policy of the Ottumwa 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, Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: (teri.king@ottumwaschools.com); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

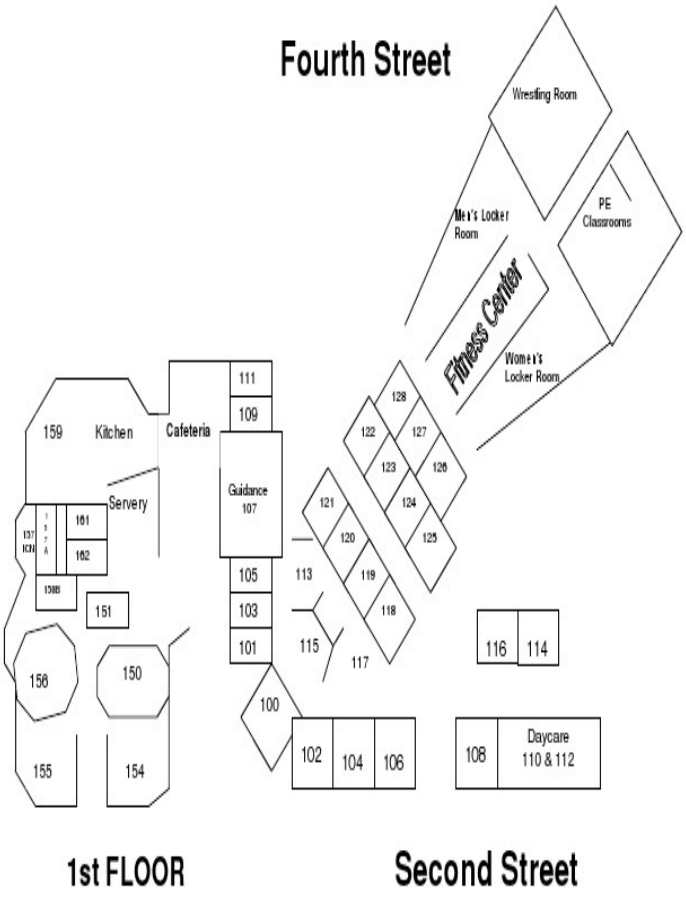
GRIEVANCE PROCEDURE

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Compliance Officer, Teri King, Director of Human Resources, 1112 N. Van Buren Ave, Ottumwa IA 52501, Telephone: (641) 684-6597, Email: teri.king@ottumwaschools.com; or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

OTTUMWA HIGH SCHOOL

Phone Number: 683-4444

683-4444 – Main Office
683-4445 – Attendance Office
683-4446 – Activities/Business Office
683-4447 – Counseling Office/Registrar
683-4448 – Medical Services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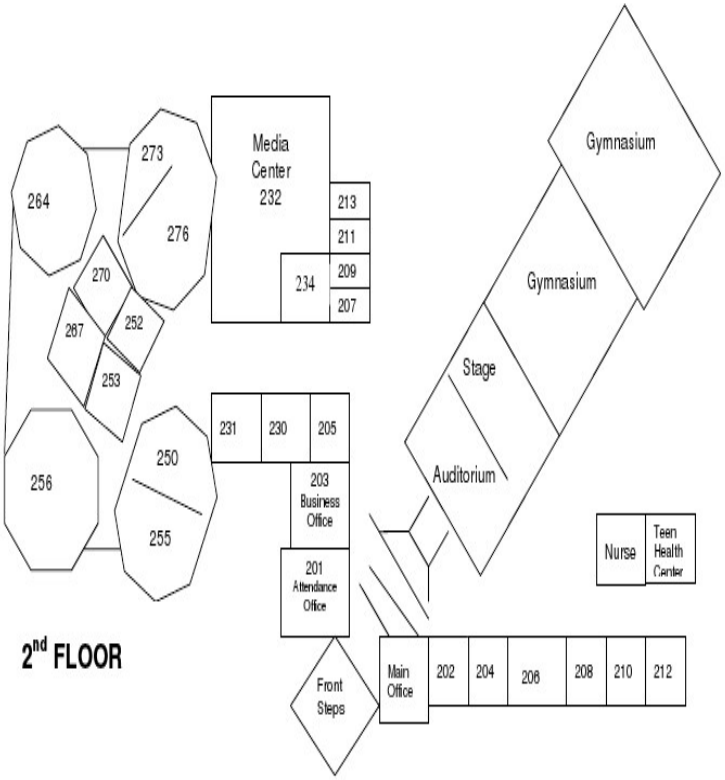
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Office
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Attendance
Office
Gymnasium
Gymnasium
Stage
Auditorium
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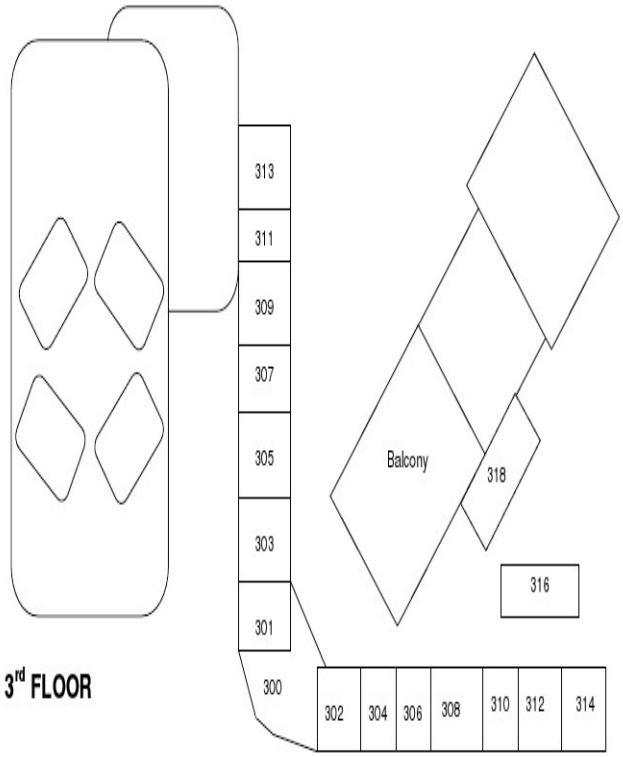
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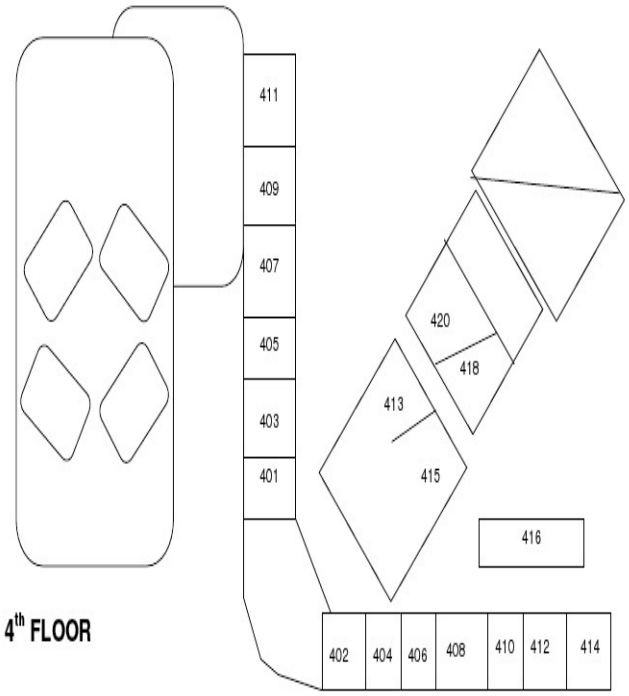
3rd FLOOR



4th FLOOR

Locker Color Code map
8/2008