

**OSKALOOSA JUNIOR-SENIOR HIGH SCHOOL  
STUDENT HANDBOOK  
2022-2023**



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**OSKALOOSA JUNIOR-SENIOR HIGH SCHOOL CORE VALUES**

**Integrity:** consistency in thought and adherence in action to principles of truth, honesty, trustworthiness and sincerity

- We are just and honorable in all of our actions.
- We tell the truth.
- We seek to distinguish between right and wrong and strive to do what is right.
- We uphold our commitments and honor our word.

**Kindness:** acting with consideration, compassion and empathy for others

- We help and support each other.
- We treat others politely.
- We consider the feelings and needs of others.
- We interact with others in a positive, thoughtful and cooperative manner.

**Courage:** internal strength enabling one to act, venture or persevere in the face of difficulty

- We persevere through adversity and recognize obstacles as opportunities for growth.
- We take the risks necessary to achieve that which is right.
- We adhere to higher principles regardless of difficulty or influence.
- We sacrifice our personal interest to serve the greater community.

**Respect:** acting with fairness, courtesy and sensitivity to others and the community

- We use good manners and tact.
- We listen to others and consider their opinions.
- We honor our differences.
- We act with impartiality and fairness.

**Responsibility:** acting in accordance with what is right in the absence of authority and being accountable for one's behavior to one's self and others

- We are accountable for our words, actions and deeds.
- We can be trusted and depended upon to fulfill our obligations.
- We value self-discipline and hard work.
- We strive to serve others and our community.

**Scholarship:** establishing a foundation of knowledge and skills that enable higher cognitive processes

- We pursue academic excellence in teaching and learning.
- We recognize that initiative, knowledge and understanding create an enriched life.
- We develop critical judgment to help in determining what is relevant and what is genuine.
- We make learning part of our lives and not exclusively part of school.

**GENERAL INFORMATION**

**SCHOOL BOARD MEMBERS**

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Mike Boyd	Dakota Davis McKabe O'Neal	Jana Farmer Aubrey Malsbury	Heath Flax	Matt Lockard
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**ADMINISTRATION**

Joe Palmer, Superintendent   Felicia Yoakam, Principal   Taylor Holland, Asst. Principal

**EQUAL RIGHTS**

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All students attending USD #341, Oskaloosa Public School, Kansas, may participate in education programs and activities, including but not limited to health, physical education, music, vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

Unified School District #341, Oskaloosa Public Schools, does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment, or employment in its programs or activities. Any questions regarding the school's compliance with Title VI, Title IX, or Section 504 may be directed to the Title IX Coordinator, who can be reached at (785) 863-2539, 404 Park St., Oskaloosa, Kansas 66066, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

**AFFIRMATIVE ACTION**

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The Oskaloosa School District has the responsibility for preparing students for active and constructive participation in a society, which is culturally diverse. Cultural diversity is understood to mean diversity in sex, race, ethnic background and religious beliefs. Any student or employee of this district who believes he/she has been discriminated against in any district education program or activity may file a written complaint. An investigation will be conducted and a written response will be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint along with the Superintendent's response shall be provided to each member of the school board. If the complainant is not satisfied with such a response, he/she may submit a written appeal to the Board of Education indicating, with particularity, the nature of disagreement with the response and his or her reasons underlying such disagreement. The Board shall consider the appeal at its next regularly scheduled board meeting following receipt of the response.

## **USD 341 Mission and Vision Statement**

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### **MISSION STATEMENT OF USD 341**

The mission of Oskaloosa Junior/Senior High School is to provide a positive learning environment, with challenging and diverse opportunities, to motivate and encourage all students to function at their maximum potential..

### **VISION**

Our vision is to produce productive members of society and lifelong learners.

### **BUILDING HOURS**

Students should make an effort not to be on school grounds before 7:30 A.M. unless arrangements have been made with a cooperating faculty member. All students not involved in co-curricular activities should leave the building by 3:45 P.M. each day unless being directly supervised by a cooperating faculty member. Once you arrive on campus, you are to immediately come into the building. Office hours are from 7:15 A.M. to 3:45 P.M.

### **ANNOUNCEMENTS**

Announcements will be made during assembly the first Monday of each month. If school is out on Monday, the assembly will be the first day back. Any information that teachers want to announce for the month will be made during assembly. A teacher or staff member must approve all announcements from students. Mrs. Morgison must approve any sports announcements from students. Announcements will be posted on the district website and on the bulletin board outside the HS office. Additional announcements may be read aloud over the intercom system by discretion of the office.

### **BELL SCHEDULES**

Oskaloosa Jr/Sr High School has a rotating 8 drop 2 bell schedule. This type of rotating schedule is defined as a type in which students meet for six of their eight classes on any one day. Each day, one class of the eight is “dropped” in the morning rotation and another is “dropped” in the afternoon rotation.

<b>9th - 12th</b>	<b>A Day</b>	<b>B Day</b>	<b>C Day</b>	<b>D Day</b>
<b>8:00 - 8:55</b>	Hour 1	Hour 2	Hour 3	Hour 4
<b>8:59 - 9:54</b>	Hour 2	Hour 3	Hour 4	Hour 1
<b>9:58 - 10:53</b>	Hour 3	Hour 4	Hour 1	Hour 2
<b>10:57 - 12:23</b>	MOD / Lunch	MOD / Lunch	MOD / Lunch	MOD / Lunch
<b>12:27 - 1:22</b>	Hour 5	Hour 6	Hour 7	Hour 8
<b>1:26 - 2:21</b>	Hour 6	Hour 7	Hour 8	Hour 5
<b>2:25 - 3:20</b>	Hour 7	Hour 8	Hour 5	Hour 6

7th - 8th	A Day	B Day	C Day	D Day
8:00 - 8:55	Hour 1	Hour 2	Hour 3	Hour 4
8:59 - 9:54	Hour 2	Hour 3	Hour 4	Hour 1
9:58 - 10:53	Hour 3	Hour 4	Hour 1	Hour 2
10:57 - 12:23	MOD / Lunch	MOD / Lunch	MOD / Lunch	MOD / Lunch
12:27 - 1:22	Hour 5	Hour 6	Hour 7	Hour 8
1:26 - 2:21	Hour 6	Hour 7	Hour 8	Hour 5
2:25 - 3:20	Hour 7	Hour 8	Hour 5	Hour 6

This is the bell schedule that will be used on Early Release Days:

First Bell	7:55
Session 1	8:00 - 8:42
Session 2	8:46 - 9:28
Session 3	9:32 - 10:14
Lunch / MOD	10:18 - 11:25
Session 4	11:29 - 12:11
Session 5	12:15 - 12:57
Session 6	1:01 - 1:45

This is the bell schedule that will be used anytime we need to have all eight hours meet. For example, this schedule may be used at the beginning or end of a semester to account for uneven distribution of A-B-C-D days.

First Bell	7:55
1st Hour	8:00 - 8:45
2nd Hour	8:49 - 9:34
3rd Hour	9:38 - 10:23
4th Hour	10:27 - 11:12
MOD	11:16 - 11:34
ALL LUNCH	11:34 - 12:04
5th Hour	12:08 - 12:53
6th Hour	12:57 - 1:42
7th Hour	1:46 - 2:31
8th Hour	2:35 - 3:20

## SEMESTER FINALS

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All 9th-12th grade students will take semester test finals in core classes. All 7th-8th grade students will take semester finals for the spring semester only. Each test will be representative of what was covered over the course of the semester. No finals will be given early without prior approval of the administration.

In the fall semester, students in grades 9-12 will have a comprehensive final exam during Finals Period. In the spring semester, students in grades 7-12 will have a comprehensive final during Finals Period. The final will be worth a minimum of 10% of the students' final grade for the semester. Students in grades 9-12 will be required to attend all finals unless they have an Opt-Out Reward (see Student Recognition/Rewards section). Junior High students will be required to be on campus and take finals in all courses.

Note: Grades 7-8 will have an All-8 Rotation Schedule on Wednesday and Thursday. The following schedule will be used for 1st Semester Finals for grades 9-12.

**Wednesday, Dec. 14, 2022, Thursday, Dec. 15, 2022 and Friday, Dec. 16, 2022**

**Finals are also the last three days of school in the Spring**

<b>Wednesday</b>	<b>TIME</b>
First Bell	7:55
Workshop - Study Time	8:00 - 8:15
English Final	8:20 - 9:45
Math Final	9:55 - 11:15
HS Lunch	11:20 - 12:00
DISMISSAL	12:00

<b>Thursday</b>	<b>TIME</b>
First Bell	7:55
Workshop - Study Time	8:00 - 8:15
Science Final	8:20 - 9:45
Social Studies Final	9:55 - 11:15
HS Lunch	11:20 - 12:00
DISMISSAL	12:00

<b>Friday</b>	<b>TIME</b>
First Bell	7:55
Spanish Final	8:05 - 9:30
Make Up Finals	9:40 - 11:00

Note: 2nd Semester Finals will be similar to this schedule. However, Junior High Students will take semester finals.

## ACADEMICS

### ACADEMIC DISHONESTY

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Academic dishonesty is not acceptable. Cheating is defined as copying another student's work and claiming it as your own. Plagiarism is defined as the use of another person's original ideas or writing without giving credit to the true author. Both are prohibited practices. Materials acquired from electronic sources are also covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

### STUDENT IN GOOD STANDING (SIGS)

In order to represent or participate in Oskaloosa Junior-Senior High School, students must be in good standing. A student in good standing (SIGS) has the following characteristics:

1. The student is not currently on the ineligibility list,
2. The student has no more than 8 absences during the current semester,
3. The student does not have any unresolved discipline,
4. The student does not have any outstanding fees or fines owed to the district.
5. Have not failed a drug test during the current semester\*

Events include but are not limited to, school dances, traveling on overnight trips, reward trips, and participating in Graduation/Promotion, Bear Stock and Bear Bash and or any other on campus school related activity.

\*Failure includes refusing to be tested.

### USD 341 GRADUATION REQUIREMENTS

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Minimum Graduation requirements for Oskaloosa High School:

3.5 credits of Language Arts: English I, English II, English III, and 0.5 credits of English IV;

0.5 credits of Speech or HCC Public Speaking;

3 credits of Mathematics to include Algebra I or equivalent and Geometry or equivalent;

3 credits in Science to include Physical Science or Chemistry, and Biology I;

3 credits in Social Sciences to include:

1 credit World History,                      0.5 credit American Government,

1 credit American History,                0.5 credit Social Studies Elective;

1 credit of Freshman P.E./Health;

1 credit of Fine Arts;

0.5 credits of Personal Finance                      10.5 credits of Electives.

Total Number of Credits to Graduate: 26 credits

These are minimum requirements for graduation from Oskaloosa. Colleges, the military, businesses, trade and technical schools recommend that you take additional coursework.

## **EARLY GRADUATION FOR SENIORS**

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Students interested in graduating in December will need to get approval from the USD 341 Board of Education. The student will need to request a recommendation from the administration before requesting approval from the Board of Education. A student should request approval in writing, during the Fall semester. If the student is under 18 years old, a parent or legal guardian must accompany him or her to the Board of Education meeting. The student can get the request form from the counselor's office.

The student must meet certain requirements before the administration will recommend the student for early graduation. Criteria involves, but may not be limited to, the following: Full time employment, joining any of the branches or military, full time college/technical school.

Procedure for requesting an **Early Graduation Recommendation**:

1. Student will need to schedule an appointment with a counselor to review his/her transcript and credits for graduation, and discuss the purpose for seeking recommendation. Student will get a recommendation form from the counselor.
2. If a student is on track to graduate, the student will then schedule an appointment with the principal to discuss plans and purpose for seeking recommendation.
3. Student will need to fill out the Early Graduation Request form and letter and submit to the principal and counselor.
4. After the Early Graduation Request Form is signed by both the counselor and the principal, the student will attend a school board meeting to get board approval.

A student graduating in December may participate in Prom. The student may participate in commencement exercises if the student chooses to do so. However, if the student poses any behavioral or legal disruptions while attending Prom the privilege of participation in commencement exercises will be revoked. A student graduating in December may not earn Graduation Honors (Laude System).

## **SENIOR EARLY RELEASE (REDUCED SCHEDULE)**

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Seniors may request early release for the second semester. Early release means the student comes to school for less than a full school day. Any student involved in a KSHSAA sponsored sport or activity, must be enrolled in no less than 5 subjects, not including Aide and/or MOD.

Procedure for requesting an Early Release:

1. Student obtains Early Release request form from the counselor's office.
2. Student schedules an appointment with the counselor to discuss second semester plans.
3. Student submits request form by December 1st.
4. Once the counselor verifies that the student meets the criteria for early release (graduation credits, etc.), the student submits the request to the office for administrative approval.

A senior is not eligible for any Graduation Honors (Laude System) if he or she has a reduced schedule during the spring of senior year. Students must stay enrolled for the full school day, including MOD.

Seniors may not reduce their schedule once the second semester has begun and the change-in-schedule period has passed.

### **COMMENCEMENT/PROMOTION EXERCISES**

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All students who have completed the requirements for commencement/promotion are entitled to participate, unless participation is denied because the student is under disciplinary action or because they have outstanding debts to the district. Students must be in attendance at commencement/promotion practice to participate in the activities. Considerations may be made for extenuating circumstances. Only Students in Good Standing may participate in Commencement/Promotion Exercises.

### **STUDENT OBLIGATIONS**

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From time to time, students will have obligations to meet. These may include class dues, fees, library fines, lunch account payment, replacement costs for athletic uniforms or textbooks, etc. It is the student's responsibility to be accountable for all their obligations. A student is responsible for the return of these items in as good of condition as when received, except for ordinary wear. The student will be required to pay for lost or damaged items.

Student obligations must be met at the end of each grading period. If their obligations are not met, they may be ineligible to participate in school activities. These activities include, but are not limited to, beginning of sports seasons, dances, prom, activity trips, commencement, and other school events.

There is a \$30.00 annual Enrollment/Textbook Fee for students in grades K–12. There is a \$30.00 annual Activity Fee for students in grades 7-12 who wish to participate in any KSHSAA sponsored activity. There is a \$20.00 annual Class Dues Fee for students in grades 8-12. There is a \$10.00 annual Art Fee for students in grades K-12 who are enrolled in an Art class, and a \$15.00 Technology Fee for all K-12 students.

### **CONCURRENT COLLEGE CLASSES/DUAL CREDIT**

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With parental approval, students in good academic standing are eligible to take traditional college classes or online college classes for dual credit at Oskaloosa Jr/Sr High School. See the counselor for more information. Seniors may be released from school for college courses with administration approval. However, they must be academically classified as a senior and present the administration with a written notice from the college and parent/guardian. Release time will not be continued if a student withdraws from a college class. Any student found in violation of this policy will be denied the privilege.

### **CLASSIFICATION OF STUDENTS**

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Classification as a sophomore requires that the student has completed requirements for six (6) credits at the end of the freshman year; classification as a junior requires that the student has completed twelve (12) credits at the end of the sophomore year; classification as a senior requires that the student has completed eighteen (18) credits at the end of the junior year. Students must have senior classification at the beginning of the school term to be eligible to order graduation announcements, cap and gown or to participate in any commencement

activities. A student not having the required eighteen (18) credits who shows evidence of sufficient progress toward graduation may request special consideration by the administration.

## **TRANSFER STUDENTS**

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### **Transfer from a Non-accredited School (including Home-Schooling)**

Students transferring from a non-accredited school or home-schooled students who wish to attend Oskaloosa Jr/Sr High School shall be tested by the school to determine grade level (7th – 12th grade) placement. The school officials shall make grade placement after consultation with the parents/guardians, guidance counselor, involved staff members and the principal or designee. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment. Grades earned during homeschooling or a non-accredited school shall not be used in determining grade point average, National Honor Society Membership, or graduation honors.

The amount of credits to be awarded will be determined by the department(s) on the basis of proficiency with recommendation to the principal. Satisfactory proficiency for a specific course will be given a grade of “CR” for credit, with no letter or numerical designation of level of proficiency. When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while homeschooled or from a non-accredited school, the letters “CR” as indicated shall be entered on the student’s transcript, for credit, along with the statement “home schooled” or “non-accredited school.” These courses are not to be considered in the grade point average or class rank of the student.

### **Transfer from an Accredited School**

For students transferring from an accredited school, credits will be awarded on a case-by-case basis, as determined by the administration.

## **GRADE REPORTING**

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Grade reports are intended to keep parents informed and initiate communication between the parents and teacher. Parents may access PowerSchool online to monitor their child’s grades as well. Student progress reports will be mailed to parents each semester for any student earning a D or F in any class. Semester grade cards will be mailed at the end of each semester to the home address(es) the school has on file.

## **GRADING SYSTEM**

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The criteria used in determining a student’s grades are scholarship, attitude, initiative, participation and individual improvement.

For the majority of courses, the following marks are used:

<b>Grade</b>	<b>Percentage</b>	<b>Grade Points</b>
<b>A± - Excellent</b>	<b>90 - 100%</b>	<b>4.0</b>

<b>B± - Very Good</b>	<b>80 - 89%</b>	<b>3.0</b>
<b>C± - Competent</b>	<b>70 - 79%</b>	<b>2.0</b>
<b>D± - Weak</b>	<b>60 - 69%</b>	<b>1.0</b>
<b>F - Failing</b>	<b>Below 60%</b>	<b>0</b>

Grades will be cumulative throughout the semester. Teachers will use either total points or weighted categories to compute semester grades. The comprehensive final (9-12 only) must be worth a minimum of 10% of the overall semester grade.

### **INCOMPLETE SEMESTER GRADES**

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Incomplete semester grades must be made up within 10 days after the end of the semester, unless special arrangements are made with the administration and teacher. After 10 days, an incomplete is considered an F, and may affect a student's eligibility, as defined by the Kansas High School Activities Association (KSHSAA).

### **COURSE ENROLLMENT**

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Students will be placed into the most appropriate course for which they are prepared. This determination will be based on standardized assessment scores, previous course grades, parental recommendation, and teacher recommendations. The administration has final authority in all matters of student placement.

### **SCHEDULE CHANGES**

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Oskaloosa Jr/Sr High School offers classes that are one semester and one year in length. Schedule changes will be permitted during the first 3 full days of a new semester. Students having academic difficulty in any class should visit with the counselor to investigate alternatives.

A student must confer with parents, teachers, and the school counselor and obtain parental permission to change classes.

### **WASHBURN INSTITUTE OF TECHNOLOGY (WIT) PLACEMENT AND GRADING**

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The placement of all vocational education students shall be approved by the high school principal. A student that wishes to enroll in WIT must be on track to graduate. A student who is dropped from the Vocational/Technical School during a semester will be allowed to finish high school courses already enrolled in, but not be able to enroll in additional coursework.

Students will receive 1.5 credits toward high school graduation for each semester they are enrolled at WIT and receive passing grades. The student's grades from WIT will be computed by the following formula: (Sum of the Grade Points (A=4, B=3, C=2, etc.) times relative number of Credit Hours) / Total # Credit Hours.

## **TRANSFER AND WITHDRAWAL OF STUDENTS FROM OJSHS**

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When a student transfers, his/her records will indicate grades earned. If the transfer is before the end of a regular grading period, grades will be based on work done from the beginning of the semester. The records will note the number of days upon which grades are based.

Whether withdrawing or transferring, all library books, equipment, and textbooks should be turned in before leaving the building. Student transfer/withdrawal forms are available from the counselor or the registrar.

If a student withdraws from Oskaloosa Jr/Sr High School before the end of the school year, she/he must receive the proper form from the principal or guidance counselor. This form must be presented to each of the student's teachers, and those teachers must sign this form. The student is responsible for the return of textbooks, library books, music instruments, and other school property in as good of condition as when received except for ordinary wear. The student will be required to pay for lost or damaged items. Transcripts will not be sent unless written authorization from the parent or transferring school district is received and all outstanding obligations have been met. According to Kansas State law students with active IEPs may not withdraw from school.

## **RETENTION POLICY & PROCEDURE (GRADES 7 - 8)**

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Students who fail two or more core classes (language arts, social studies, math, and science) will be reviewed for retention. Student attitude, work habits, test scores, IEP plan, attendance, and maturity level will also be considered. It is recommended that a meeting be held with the teachers, parents, counselor, and principal before the end of May to make a final decision on retention. If the parent disagrees with the team's decision to retain their child, they may appeal to the USD 341 Board of Education for a hearing on the decision. The parents or guardians must contact the Clerk of the Board within ten days from the date of the conference. The notification to the Clerk of the Board must be in writing and must state the purpose of the request. The USD 341 Board of Education will hear the appeal within 30 days from the day the clerk was notified. The Board may wish to conduct the hearing at a regular or special meeting. The building principal shall provide copies of the most pertinent, legally presentable data for the Board and the parents or guardians. The building principal, counselor, and teachers may be asked to explain and review the data presented.

Step One: Students who have been declared ineligible for extracurricular activities or who may be having difficulty mastering concepts in one or more of the core subject areas will be identified during the school year and targeted for additional assistance. Any student failing two or more core classes at the end of the fall semester will be identified for intervention. The teacher or teachers in those subject areas should provide additional help. A meeting involving the student, his/her parents or guardians, teachers of classes the student is failing, principal and counselor will be held to determine the best plan of action for each student. The goal of each individual action plan will be to prevent possible retention of the student by offering suggestions for improving areas of deficiency.

Step Two: For students continuing to fail or struggle at the end of the midterm of the spring semester, a dialog will begin with the student and parents or guardians regarding the

possibility of retention. If, after repeated intervention, the student is continuing to experience problems as evidenced by failing two or more of the core classes, the student will be reviewed for retention at his/her present grade level. Students on active IEPs will be given latitude in identified areas regarding the retention policy. Retention will be used only once during a student's Junior High school years. Previous retention in elementary school will also be considered.

Step Three: Retention. Repeat the current grade for an additional school year.

## **ATTENDANCE**

### **PHILOSOPHY OF ATTENDANCE**

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Oskaloosa Jr/Sr High School believes that a direct correlation exists between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility, which will later be vital in all aspects of life. Also, each day, teachers design learning experiences that serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement. The student and his or her parents are responsible for the student's regular attendance.

### **ATTENDANCE POLICY**

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Students are to attend each regularly scheduled day of school. A student is considered absent when he/she is not in regular school classes or in a school sponsored activity.

Absences fall into four categories: Parent Excused, Professionally Excused, School Excused, and Unexcused. Parental approval of an absence does not necessarily excuse the absence; the Principal has final determination if an absence is excused.

Parent Excused Absences must fall into one of the following categories:

1. Personal illness - short or long-term illness (if verified by a doctor, this would be a Professionally Excused Absence),
2. Family crisis,
3. Extended absences (i.e. family vacations) - should be requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook, and
4. Obligatory religious observances.

To be Parent Excused from school, the parents must notify the office by phone or send a signed, written note within 24 hours as to why the student was absent. If notification is not given to the school, an attempt will be made by the school to verify the absence by a call to the parents. If parental contact is not established by phone or note, the absence will be classified as unexcused. Note: Students who are not Professionally Excused (see below) are not eligible to attend or participate in extracurricular activities that day.

Professionally Excused Absences are those validated by a professional for medical or legal reasons, such as a doctor's appointment and/or court appearance. The Principal or their designee have the right to declare absences as "professional" when, in their opinion, situations in a student's personal life warrant their absence. In order to be eligible for extracurricular activities students must be Professionally Excused. The note must be the original note and signed. No photocopies will be accepted. An email or fax directly from Dr.'s office will be accepted.

School Excused Absences are class field trips, college visits, extra-curricular activities and performances. These school absences do not count toward the 90% Minimum Attendance Requirement (see below).

Unexcused Absences are absences without a valid excuse for absence. When school is in session, leaving without receiving permission from the office will be counted as unexcused.

### **90% MINIMUM ATTENDANCE REQUIREMENT FOR COURSE CREDIT (GRADES 9 - 12)**

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Within a semester grading period, students must attend class a minimum of 90% of the periods the class meets to routinely receive credit. This means students could miss 8 class periods per semester without credit loss. When a student misses their 9th class, credit is lost. Failure to attend a minimum of 90% will not affect the grade given in any class, but will result in no credit being granted, despite the grade. Credit is automatically lost when a student fails to attend a minimum of 90% of the class periods. School Excused Absences do not count against the 90% minimum attendance requirement. If a student is not in attendance the first ten minutes of class, the student is counted absent. If a student is injured while participating in a KSHSAA activity, absences directly related to the injury will not count towards the 90%

There will be no differentiation between Parent-Excused or Professionally Excused Absences when computing total absences in any class. School-Excused Absences (see above) will not count toward the student's total absences in any class. Exemptions from the attendance policy may be granted on a case-by-case basis upon receipt of a medical doctor's attestation that the student's absences were medically necessary. Other unusual circumstances may also be considered at the discretion of administration. The attendance clerk will notify parents/guardians when the student has accumulated 75% and exceeded 100% of the allowed absences.

### **ATTENDANCE REQUIREMENT FOR GRADES 7 - 8**

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For 7<sup>TH</sup> & 8<sup>TH</sup> grade students, credit will not be lost, but time may need to be recovered. The amount of time and method of recovery are left to the Principal's discretion.

### **CONSEQUENCES FOR EXCESSIVE ABSENCES**

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The following consequences apply to excessive absences (more than eight per semester).

Upon the 6th absence, a warning letter will be sent home notifying parents of the excessive absences. A second letter will then be sent when the student loses credit for the class (upon the 9<sup>th</sup> absence in a class in a semester).

If a student has excessive absences (more than 8 in any class), he or she may be assigned to lunch detention for the remainder of the semester.

### **SATURDAY SCHOOL FOR EXCESSIVE ABSENCES**

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In an effort to improve attendance and academic achievement, Oskaloosa Junior-Senior High School has implemented Saturday School. This is a program designed for students who have absences such as parent excused, professionally excused and unexcused absences. By attending Saturday School, the student will be able to make up previously missed hours and avoid significant consequences for continued truancies and/or absences. If the student exceeds 8 absences and does not attend Saturday School the student shall not receive credit for that class/classes. Time can only be made up during scheduled Saturday School.

#### **DATES FOR SATURDAY SCHOOL 2022-2023**

<b>October 22, 2022</b>	<b>November 5, 2022</b>	<b>November 12, 2022</b>
<b>November 19, 2022</b>	<b>December 3, 2022</b>	<b>December 10, 2022</b>
<b>February 18, 2023</b>	<b>February 25, 2023</b>	<b>March 4, 2023</b>
<b>March 25, 2023</b>	<b>April 1, 2023</b>	<b>April 15, 2023</b>
<b>April 22, 2023</b>	<b>April 29, 2023</b>	<b>May 6, 2023</b>

#### **Saturday School rules and procedures:**

- Students are to arrive at 7:50 a.m. Students who arrive after 8:00 a.m. will not be admitted
- Students are to meet in Room 10 in the HS building with all required items
- No lunch will be provided. Students will have two break times and are allowed to bring water and snacks. Students are responsible for cleaning up any messes they may make
- Students must remain at school for the full 4 hours (8 a.m. to 12 noon) to receive credit
- There is zero tolerance for misbehavior, defiance, and non-compliance of school rules; students who violate these rules will be released and no attendance credit will be given
- Completion of one Saturday School will clear one full day of an absence in each course
- Students who are assigned due to truancies and do not attend may be referred to the Jefferson County Attorney's office

#### **Loss of Credit information:**

1. Students should not exceed a total of 8 absences from any class during the course of a single semester.
2. Students who exceed the total of 8 absences in any class in a semester would lose credit in that class. The student must continue to attend the class and continue to do all work assigned in the class.
3. The student could regain their credit status in the class through attendance at Saturday School sessions. This process will allow students to make up the time they have missed over the maximum (eight) 8 absences.
4. An absence from class would not be counted under this policy for the following reasons:
  - a. Administration excused absences

- b. Absences that are documented due to appearance in court
- c. Absences that are the result of a student's involvement in any school related academic, athletic, activities or rewards
- d. Absences that are due to religious observances
- e. Absences due to a verified serious family emergency.
- f. Absences due to an out-of-school suspension assigned by the administration of the high school.

Note: Junior and Senior students will be allowed a total of four post secondary educational visits total

The official record of absences will be the one that is kept in the Jr/Sr High School office. Students can only be assigned to the Saturday School program through the administration.

Any student who has exceeded 6 absences may be allowed, with administration approval, to sign up for Saturday School to remove an absence.

## **TRUANCY**

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A child is truant when he/she is required by law to attend school and is not enrolled in a school. A child is also truant if he/she is under 18 years of age, and has a total of three (3) consecutive unexcused absences, a total of five (5) accumulated unexcused absences in one semester, or seven (7) accumulated unexcused absences in a school year. In such cases, the student will be referred to the juvenile court and the Department for Children and Family Services (DCF). The building principal is the school official, designated by the Board of Education, to determine whether an absence is unexcused.

## **ACADEMIC CREDIT / MAKE-UP WORK**

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Upon returning to class, the student is responsible for inquiring about work missed during his or her absence. A student who has been absent shall have the number of days absent plus one day to make up work assigned during the absence. If the student is absent on the day the work is due, the work must be handed in on the first day the student returns to class.

If the student has been absent on the due date of an assignment or a test, the student must turn in the assignment or take the test on the day he or she returns to class, provided that the assignment was made before the absence was incurred.

The student should realize that at times he or she will miss experiences that can happen only during class time, and are impossible to make up directly, such as discussion, lab work, music or drama practice, etc. If a student misses an experience for which the teacher assigns credit, then that teacher may assign reasonable alternative work for making up that credit. Daily participation points in those classes that have them cannot be made up, regardless of the reason for the absence.

A student who misses class due to a school-sponsored activity may be required to make up work in advance. Teachers will work with all students to see that all work is made up.

## **STUDENT'S RESPONSIBILITIES WHEN BEING ABSENT PART OF A DAY**

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Once a student arrives on school grounds, the administration has responsibility for that student until the end of the school day unless other arrangements are made. When you enter school grounds you are in attendance for that day.

To leave school before the five-minute warning bell or during the day, a student must have advance permission from a parent or receive permission from the administration. The student must sign out in the office with parent permission to do so. A student leaving during the day without permission and without signing out will incur an unexcused absence.

A student returning to school during the day after having signed out and left must sign in at the office.

## **COLLEGE VISITATION DAYS**

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Each junior and senior is permitted a total of Four (4) college visitation days. Excessive visitation days must be approved by the administration. All college days must be initiated through the counselor prior to the visit. Students will need to fill out a college visit form and have a parent sign, as well as the counselor. The form then needs to be turned into the JSH office for the principal to approve prior to the date of the college visit. When possible, class work should be made up in advance. This absence will be categorized as a School Excused absence, and does not count toward the 90% Minimum Attendance Requirement.

## **TARDY POLICY**

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A student is tardy to class if the student is not in the classroom when the tardy bell rings. A student who is tardy to the first hour must check in at the office and get an admit slip.

Students are allowed four (4) unexcused tardies (total all classes) per semester without penalty. Upon the 5<sup>th</sup> and 6<sup>th</sup> tardies, the student will be assigned a lunch detention. Upon the 7<sup>th</sup> tardy, the student will be assigned a one-hour after school detention. A student will incur further disciplinary action if he or she continues to be tardy.

## **ATTENDANCE AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

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Students must be in attendance by no later than 9:00 am to participate in co-curricular activities after school, including practices, unless the absence was for a professional appointment. A note from the professional must verify the appointment. The note must be the original note and signed. No photocopies will be accepted. An email or fax directly from the doctor's office will be accepted.

# **DISCIPLINE**

## **STUDENT CONDUCT AND DISCIPLINE PHILOSOPHY**

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In our school, we believe there should be an orderly, purposeful, businesslike atmosphere that is free from the threat of physical harm and emotional abuse. Our school must be characterized by its integrity, kindness, courage, respect, responsibility, and scholarship. The purpose of our conduct in school is to teach and learn. We set high expectations for student conduct. Each individual has the right to an education. However that does not mean the

individual is entitled to special rights or privileges that interfere with the educational pursuits of others. Students must learn to follow basic school rules, regulations and policies so that they may understand and accept the process of living in a society governed by rules, regulations and laws.

### **DISCIPLINARY RESPONSES**

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The goals of administering disciplinary consequences are:

1. To prevent reoccurrence of misconduct by the offender.
2. To educate the offender about appropriate behavior.
3. To provide healing within the community.
4. To maintain acceptable standards of behavior within the community.

### **RECOMMENDED ACTIONS IN HANDLING CODE OF CONDUCT**

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The following possible actions are authorized to be taken in all cases of breach of school discipline regulations:

1. Reprimand
2. Detention, Lunch or after school
3. Friday Night School (FNS)
4. Denial of privileges, exclusion from class and/or extra-curricular activities
5. In-School Suspension (ISS) or Out of School Suspension (OSS), including Long Term Suspension
6. Placed on a behavior contract
7. Alternative educational placement
8. Expulsion from school

### **Teacher-Assigned Detentions**

A teacher may assign a detention to be served with that teacher. Such a detention is not a part of the office records for detentions. If a student fails to appear or cooperate with the teacher, the detention may be transferred to the office.

### **Academic Lunch/Lunch Detentions**

Academic Lunch is not recorded as a behavior issue. Lunch detentions are. If a student misbehaves in Academic Lunch/Lunch Detention consequences could be assigned.

Academic Lunch is a time for students to complete work that they are missing. A general rule of thumb is once a student is missing two assignments the teacher will assign the student Academic Lunch. However the teacher has the discretion and could potentially assign Academic Lunch on the first missing assignment. Students in Academic Lunch will not be able to leave early. Students will remain in Academic Lunch until their missing assignments are complete.

Students are NOT allowed to attend any class meetings or activities during Lunch Detention or Academic Lunch.

The following rules shall govern Lunch Detention and Academic Lunch:

- Arrive on time.
- Arrive with all necessary materials.

- NO socializing and NO electronic devices.
- NO sleeping and NO heads down on desk.
- NO passes, drinks, snacks, or bathroom breaks.
- NO leaving for lunch without the supervisor's escort.
- You must come with homework or a book to read.
- You must raise your hand to speak with the supervisor.

### **Office Detentions**

The office will assign detentions to students for tardies, unexcused and excessive absences, and discipline. All detentions will be 1 hour in length. Students will be notified at least twenty-four hours in advance before they need to serve the detention. Detentions will be served after school on a Tuesday or Thursday unless otherwise directed by the administration. Students assigned detentions will not be allowed to attend practice or school events unless they occur after the detention is over. Failure to serve an assigned detention will result in attending Lunch Detention until the original detention is served as well as potentially more discipline assigned at the discretion of the administration.

### **Friday Night School (FNS)**

Friday Night School will be assigned for serious or repeated violations of rules of conduct and excessive absences from school. FNS will run from 3:30 P.M. to 7:00 P.M.

### **In-School Suspension (ISS)**

Students may be assigned ISS for attendance and/or behavior problems. Students will be isolated from their peers for a period of time determined by the administration. Students will receive all homework and, if completed, will receive credit for doing the work. It is the student's responsibility to obtain notes and other lecture materials they may have missed. The student will also be ineligible to represent the school in any after-school extracurricular activities while in ISS, however the student will be eligible to practice with the team.

### **Out-of-School Suspension (OSS)**

The Board of Education has authorized the principal and the superintendent to suspend a student when that student is in violation of the Board's policy concerning discipline and when such action is in accord with the provision of (K.S.A. 8901-02-03-04-05). No short-term suspension may be of longer duration than ten days.

Out-of-school suspension is used when misbehavior is serious or frequent enough to warrant a severe punishment. The parents of the student will always be notified. Students will be ineligible to participate and/or attend any extracurricular activities during their suspension.

Out-of-school suspension may also affect participation and/or transportation to/from Washburn Tech.

### **Long-Term Out-of-School Suspension (LT OSS) / Expulsion**

The expulsion procedure will be initiated by the school principal, who has jurisdiction over the student. Should the student and/or parents of the student wish to appeal the decision of the principal the appeal must be filed with the superintendent. If the student and/or parent wish to appeal the decision of the superintendent the appeal must be filed with the Clerk of the Board within ten days after the student is notified of the decision. The Board will grant a hearing after receiving the appeal. The decision of the Board of Education will be final.

## **INAPPROPRIATE BEHAVIORS**

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### **Drugs / Alcohol/Mind Altering Substances**

The unlawful possession, use or distribution of illicit drugs and drug paraphernalia, mind altering substances or alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the appropriate sanctions.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas statutes,. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

Additional policies are in place for students that participate in KSHSAA sponsored activities. Please see the Activities Handbook for further information.

### **Portable Electronic Devices/Cell Phone Policy**

#### **High School Students**

The use of electronic devices/cell phones during class, during the school day, will be strictly prohibited. Students are not to use electronic devices/cell phones during class time or during scheduled student activities such as assemblies, pep rallies, etc. At no time should the electronic device/cell phone be used or visible on a student while in a restroom or locker room or while walking to and from a restroom during class time. Students may use electronic devices/cell phones before the school day begins, during passing periods, and at lunch unless they are in lunch detention or academic lunch. Wearable technology (smart watches), while allowed, should not become a distraction in the classroom. If it does, it is subject to the same consequences.

#### **Junior High Students**

For students in the 7<sup>th</sup> and 8<sup>th</sup> grades, cell phones and all electronic devices, may not be seen or heard during the school day. Junior High school students may use the devices before or after school. Once the first bell rings all devices should be placed in your locker or bag and turned off. If a student has an electronic device/ cell phone violation, the electronic device/cell phone will be confiscated and sent to the office.

#### **Consequences**

**While class is in session all personal electronic devices/cell phones are not to be seen or heard.** Failure by Oskaloosa Jr/Sr High School students to follow this policy will result in consequences being assigned.

**1st Offense:** Teacher will confiscate phone and deliver to office where it will remain until the end of the day. Students can pick up at the end of the school day.

**2nd Offense:** Teacher will confiscate phone and deliver to office where it will remain until the end of the day. Students will receive a lunch detention. A parent is required to pick up the phone.

**3rd Offense:** Teacher will confiscate phone and deliver to office where it will remain until the end of the day. The student will receive detention. A parent is required to pick up the phone.

**4th Offense +:** Teacher will confiscate phone and deliver to office where it will remain until the end of the day. A parent is required to pick up the phone. The student will receive a FNS. The student will lose the privilege to carry the electronic device/cell phone during school hours for the remainder of the semester. This privilege loss will require the student to hand in their electronic device/cell phone once they enter the building and they will be able to pick it up once the last school bell has rang for the day.

Personal electronic devices/cell phones should be kept in student lockers or school bags (i.e.- out of sight in a book bag, locker, etc.). No unauthorized video and/or audio taping/filming or taking pictures in school.

The use of any type of personal electronic device/cell phone by students during class must have the prior consent of the school administration. Only the school administration can give permission for the use of electronic devices/cell phones while in class. If the electronic device /cell phone is in plain sight, it will be deemed as in use and consequences assigned.

Note: Students who bring their own electronic devices, will do so at their own risk. The school is not responsible for lost or stolen electronic devices. Electronic devices and cell phones are a privilege to have in possession during school hours.

### **Sexual Harassment**

Sexual harassment is defined as unwanted sexual or gender based behavior that occurs when one person has informal power over the other. Staff and/or the administration will investigate all incidents of sexual harassment reported.

### **Tobacco Use / Possession**

All use or possession of tobacco and nicotine products, in any form, by students on school grounds or at any school activity is prohibited. For any offense, authorities may be notified and a conference with the student's parents will be arranged. E-Cigarettes and similar devices will fall under this policy.

### **Weapons**

While on the school grounds or at a school activity, function or event, a student shall not possess, handle or transmit any object that, in the opinion of the administration, can

reasonably be considered a weapon or harmful item. This policy shall include as a weapon, any item being used as a firearm, knife, destructive device, or any facsimile thereof.

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge, or missile having an explosive or incendiary charge, mine, or other device similar to any of these devices.

Possession of a weapon shall result in expulsion for a period of one year (186 school days), except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

### **SEARCH AND SEIZURE**

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School officials may search students or personal property including lockers and desks which are under their control, and motor vehicles on school grounds, if there are reasonable grounds to suspect that the search will produce evidence of violations of the law or school rules.

### **BULLYING, HAZING, HARASSMENT, INTIMIDATION, MENACING POLICY**

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The Board of Education is committed to providing a positive and productive learning and working environment. Bullying, hazing, harassment, intimidation or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline as per the terms of the Negotiated Agreement and Due Process. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Individuals may also be referred to law enforcement officials.

"Bullying" means:

Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. Harming a student or a staff member, whether physically or emotionally
2. Damaging a student's or staff member's property
3. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

The major goal of this policy is to ensure that everybody enjoys our school equally, and feels safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and/or nationality. We encourage any and all incidents of bullying in Oskaloosa Schools to be reported immediately to a Teacher/Administration.

**Forms of Bullying:**

Includes, but not limited to the following: electronic (cyber), emotional, physical, sexual and verbal.

**Consequences for Bullying:**

If a student is being bullied, the student is encouraged to get a Bullying Report Form from a teacher, counselor, or the office, fill it out and return it to a teacher or counselor. If a student is a bystander, not the target, they are also encouraged to report the behaviors. Their identities will be kept confidential. We should all have it as our goal to have a safe, respectful environment, and the mistreatment of others should not be tolerated. The consequences for bullying behaviors are as follows:

- **1<sup>st</sup> Offense - Phone call home, Two after school detentions.**
- **2<sup>nd</sup> Offense - Parent Meeting, Friday Night School.**
- **3<sup>rd</sup> Offense - Parent Meeting w/ Superintendent/SRO, Five Days ISS or OSS.**
- **4<sup>th</sup> Offense - Parent Meeting w/ Superintendent/SRO, Ten Days ISS or OSS.**
- **5<sup>th</sup> + Offense - Parent Meeting w/ Superintendent/SRO, Long Term Suspension/ Expulsion.**

**DISCIPLINE MATRIX**

The following are suggested responses to particular student behaviors. The school and the district maintain the right to modify any consequence based on the nature of the specific incident. If the behavior becomes persistent, staff may create a student behavior plan or contract to be utilized as needed. This matrix is used for guidance purposes. Parents may be contacted on any violation. Discipline given out by individual teachers outside of this matrix may be taken into account for assigning discipline.

LD=Lunch Detention                      DET=After School Detention    ISS=In School Suspension  
 OSS=Out of School Suspension                      FNS= Friday Night School

<b>Misbehavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense +</b>
<i>Alcohol Violation* - Use or possession</i>	ISS	OSS	OSS - Expulsion
<i>Arson*</i>	ISS - OSS- Expulsion	ISS - OSS- Expulsion	ISS - OSS- Expulsion
<i>Bullying</i>	See Bullying Policy		
<i>Bus Misconduct</i>	See Transportation Policy		
<i>Cheating</i>	Warning - DET - FNS	Warning - DET - FNS	DET- FNS-ISS
<i>Disorderly Conduct</i>	Warning - DET - FNS	Warning - DET - FNS	DET - FNS-ISS- OSS
<i>Disruption of Learning environment</i>	Warning - DET - FNS	Warning - DET - FNS	DET - FNS-ISS- OSS
<i>Distribution or selling or Tobacco, Drugs,</i>	ISS - OSS- Expulsion	ISS - OSS- Expulsion	OSS- Expulsion

<i>Alcohol*</i>			
<i>Driving, reckless or careless</i>	Warning - DET - FNS- Loss of driving privileges	DET - FNS- ISS -Loss of driving privileges	Loss of Driving Privileges FNS-ISS-OSS
<i>Dress Code Violation</i>	Warning	LD or DET	DET - FNS-ISS
<i>Drug Violations -Use, possession, paraphernalia*</i>	ISS - OSS- Expulsion	ISS - OSS- Expulsion	OSS- Expulsion
<i>Electronics misuse. Cell Phones, computers etc</i>	See Portable Electronic Devices/Cell Phone Policy		
<i>Fight with punches thrown*</i>	ISS - OSS- Expulsion	ISS - OSS- Expulsion	ISS - OSS- Expulsion
<i>Fight without punches</i>	DET -FNS-ISS	DET -FNS-ISS	DET -FNS-ISS
<i>Fire alarm, False*</i>	Warning - DET - FNS- ISS	Warning - DET - FNS- ISS	ISS - OSS- Expulsion
<i>fireworks - Use or possession</i>	FNS-ISS-ISS	ISS-OSS	ISS - OSS- Expulsion
<i>Harassment/ Teasing/Name calling</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS- OSS
<i>Horseplay with unintended injury</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS- OSS
<i>Horseplay without unintended injury</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS- OSS
<i>Inappropriate use of Electronic Devices</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS- OSS
<i>Inciting a fight*</i>	DET -FNS-ISS	DET -FNS-ISS	FNS-ISS- OSS
<i>Inflicting harm physically -intentionally*</i>	FNS-ISS-OSS-Expulsion	ISS-OSS-Expulsion	OSS-Expulsion
<i>Insubordination/ Willful disobedience/ Repeated interference</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS-OSS
<i>Intimidation/Threats* (student to adult) in person, in writing, electronically</i>	FNS-ISS-OSS-Expulsion	ISS-OSS-Expulsion	OSS-Expulsion
<i>Intimidation/Threats *(student to student)</i>	See Bullying Policy		
<i>Leaving Campus without permission</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS- OSS
<i>Lying (giving false information)</i>	Warning - DET - FNS	DET -FNS-ISS	FNS-ISS- OSS
<i>Misbehavior for a substitute teacher</i>	2 DET s	FNS	ISS-OSS

<i>Physical Aggression/ Touching a staff member*</i>	ISS - OSS- Expulsion	ISS - OSS- Expulsion	Expulsion
<i>Plagiarism</i>	1 Day ISS	2 Days ISS	5 Days ISS
<i>Possession of Dangerous Weapon*</i>	OSS-Expulsion	OSS-Expulsion	Expulsion
<i>Profanity</i>	2 Days LD	4 Days LD	6 Days LD
<i>Receiving stolen property knowingly*</i>	FNS - ISS-OSS	FNS - ISS-OSS	FNS-ISS-OSS-Expulsion
<i>Sexual Harrassment/ Violence/Battery*</i>	FNS-ISS-OSS-Expulsion	FNS-ISS-OSS- Expulsion	Expulsion
<i>Tardy</i>	See Tardy Policy		
<i>Theft*</i>	DET - FNS-ISS	FNS-ISS-OSS	FNS-ISS-OSS-Expulsion
<i>Threat of Physical Attack*</i>	FNS-ISS-ISS	ISS-OSS	ISS - OSS- Expulsion
<i>Tobacco Violation*- use possession, devices (including electric)</i>	ISS-OSS	ISS-OSS	ISS - OSS- Expulsion
<i>Truancy*</i>	DET -FNS-ISS	DET -FNS-ISS	ISS - OSS- Expulsion
<i>Use of dangerous weapon*</i>	Expulsion	Expulsion	Expulsion
<i>Vandalism*</i>	Warning-DET -FNS- ISS-OSS	DET -FNS-ISS- OSS	FNS-ISS-OSS

\* Law Enforcement May Be Notified

Administrator has discretion to modify the discipline based on circumstances or severity.

## EXTRACURRICULAR ACTIVITIES

### KSHSAA AND OJSHS ELIGIBILITY REQUIREMENTS

See Student Activity Handbook

## STUDENT AFFAIRS

### LUNCH RULES AND REGULATIONS

Oskaloosa Jr/Sr High School has a closed lunch period. Students are not allowed to sign out of school to go eat lunch at home or at a business. No student should leave the designated areas during the lunch period. In addition, the following expectations will be enforced:

1. No food is to be taken from the lunchroom area. Food **MUST** be eaten at lunch tables.
2. Each student is responsible for his/her own clean up in the cafeteria.
3. Lockers, locker rooms, academic areas, and gyms are off-limits.

Students failing to comply with these rules could face disciplinary action.

The price of lunches will be determined by the Board of Education, based on the cost involved. Families may apply for free or reduced lunches. Applications are available in the school office. Students will be issued an account number and are expected to carry a positive balance in their account. A student may not charge more than twenty dollars (\$20.00). If this occurs, the student will be notified of the charges and will not be able to charge unless payment is received. The student may still eat lunch but must pay cash.

On special occasions, lunches may be brought to school by parents/guardians only with administration approval.

## **STUDENT DRESS CODE AND PERSONAL APPEARANCE**

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The personal appearance of each student is the responsibility of the parents and the student. The wearing of appropriate clothing to a place of work is emphasized within this dress code. Students are expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become actionable by school staff when a student's dress or personal grooming habits are disruptive to the function of the school, or is in violation of this dress code.

*The school's administration shall make the final determination regarding the appropriateness of a student's appearance.* Students who are inappropriately dressed will be required to change their clothing. Repeated dress code violations, or extreme first time violations, may result in consequences being assigned to the student.

The following attire is **not** acceptable at Oskaloosa Jr/Sr High School:

- bandanas, hats, hoods, or other head coverings
- sunglasses;
- shirts with cut off sleeves;
- strapless tops or straps that are less than three finger-widths wide;
- roller shoes or cleats (indoors);
- any article of clothing that exposes undergarments, or is a distraction, or draws attention to, or is suggestive of drugs, alcoholic beverages, tobacco, sex, sexual orientation, gang signs/symbols or profanity is not acceptable;
- pants, shorts, dresses, skirts, or other garments must be appropriate as not to cause a distraction.
- clothing that calls undue attention to oneself, reveals any part of the midsection, armpits or reveals cleavage will not be allowed;
- shorts/pants worn below the waistline;
- any article of clothing that poses a potential risk.

Attire at school-sponsored events that is deemed unacceptable by the school administration will not be allowed. Shoes must be worn at all times while at school.

Hairstyles (including color) that become a distraction or may pose a potential risk to other students, faculty, or staff will not be acceptable or tolerated. Also, students wearing jewelry

(including piercing and chains) that become a distraction or may pose a potential risk to other students, faculty, or staff will not be acceptable or tolerated.

## **FIRE, TORNADO, AND LOCK-DOWN DRILLS**

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### **Fire Drills**

When the fire alarm sounds, the building should be evacuated immediately. Do not take books or any other supplies with you on a fire drill. Go directly to the exit indicated on the chart in your classroom. Each student should be familiar with the proper exit from his/her classroom. Remain quiet and do not run or crowd when leaving the building. Students should return quietly to class when instructed to do so.

### **Tornado Drills**

State law requires tornado drills similar to that of fire drills. The alert signal will be given over the public address system. Students will proceed in an orderly fashion to the assigned/posted locations. Students will remain in the assigned shelter until an "all clear" is given by the administration. In the event of an actual tornado sighting, students will remain in the assigned shelter until an official "all clear" directive is received.

### **Lock-Down Drills**

A PA announcement or the SafeDefend lights and siren will signal the start of a lock-down. Students must follow the directions of the teacher/staff in the classroom. Students that are in the commons area, restroom, or other areas must immediately report to their classroom. Teachers will be locking doors and will not let students in if they are out of the classroom. If students are locked out of their classroom, they should find a safe location immediately.

During the drill, be calm and quiet. Take all lockdown procedures seriously. Be smart and use common sense.

When the situation has been resolved, each classroom will be visited individually by either law enforcement or the principal (or their designee).

## **STUDENT INSURANCE**

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A student's participation in school-related activities shall be adequately insured against injury or any mishap as a result of their participation. If the student is uninsured, a policy to secure insurance may be obtained through USD 341.

Participation in extracurricular activities may be denied until the student has submitted a written statement verifying insurance coverage or acceptance of the school plan. If an injury occurs, please contact the school for insurance information.

## **HEALTH RECORDS**

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All JSH students shall present to district nurse:

1. Immunization record.
2. Copy of state issued birth certificate.
3. School entry health assessment or physical form.

All forms must fulfill Kansas's immunization statutory requirements and state documentation requirements.

All 7-12 students involved in extracurricular athletics, including cheerleading and dance must have a valid physical form on file with the building principal.

### **KANSAS SCHOOL SAFETY HOTLINE NUMBER**

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HB 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report "impending school violence." The toll free Kansas School Safety Hotline number is **1-877-626-8203**.

### **LOCKERS, CRATES, BACKPACKS, AND PERSONAL PROPERTY**

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Each high school student may be issued a locker or a crate in the JH. The lockers/crates are the property of the school district with the school district maintaining all ownership rights. Lockers/crates may be inspected at any time at the discretion of the administration.

Backpacks are not allowed in high school classrooms or cafeterias. Students may transport items to and from school in backpacks or duffel bags, but cannot use them during the school day. The backpack or duffel bag must stay in their locker. If a student brings his/her backpack to a classroom, a tardy may be issued so that the student can take the backpack to his/her locker.

When a student brings personal property (including money) to school, they should be aware that the school is not responsible for that property. If a student does bring their personal belongings to school, these belongings should be kept on their person, locked in their locker or checked into the office. Skateboards, roller shoes/blades, hacky sacks, toys or other gadgets are not to be seen, used or heard during the school day. No personal belongings may be brought to school if that personal belonging upsets or disturbs the normal functioning of any class or the school itself. The district is not responsible for student's personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

### **MEDICATION DISTRIBUTION POLICY**

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#### **Prescription medications will be handled as follows:**

1. All prescription medication will be kept in the school office. No medication will be kept in the classroom or with the student.
2. The school will have on file a signed request for prescription medication administration.
3. Medication needs to be in its original prescription container with a pharmacy label or physician's signature on the medication administration request form.
4. Dosing instructions from parents/guardians must be within the manufacturer's/physician's recommendations.

5. The first dose of any new medication must be given at home prior to being brought to school.
6. NO EXPIRED MEDICATIONS WILL BE KEPT AT THE SCHOOL.
7. The parent is responsible for picking up medication at the END OF THE SCHOOL YEAR. Medication left at school will be destroyed.

**Non-Prescription medications will be handled as follows:**

In the junior and senior schools, students and parents will be responsible for the administering of all over-the-counter(OTC) medications. Students should only bring over-the-counter medications to school for personal use, not for the purpose of giving to other students. OTC medications must be in the original container.

\*K.S.A. 72-8252 allows students to self administer certain medications. Each school district shall adopt their own policy. USD 341 will allow JSH students to self-carry asthma inhalers with the appropriate forms on file.

\*OTC medications may remain with the student for the reason of self-dosing only. Any student found allowing other students to medicate with their personal inhaler or OTC medications will have this opportunity removed for the remainder of the 2022-2023 school year.

For further details in regards to the medication policy, contact the school nurse to see the policy in its entirety or visit the USD 341 website, under the “Health” tab to view.

**Annual Screenings**

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Vision, hearing and dental screenings occur annually. Parents/Guardians will be notified in writing if anything of concern is identified with your child.

Vision and hearing screenings are required. To opt out of dental screenings, the school nurse must receive the request in writing prior to screening day.

**REPORTING ACCIDENTS**

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Students should report any injury incurred at school or at a school-sponsored activity to the appropriate sponsor and/or teacher immediately.

**FEVER AND HEAD LICE**

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Students will be sent home and should stay at home if their temperature is 100 degrees or greater. Students must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.

Students will be sent home if head lice or nits are present. Students should remain home until lice are treated with a lice-killing shampoo and ALL nits are removed. If a student is sent home with head lice, they may NOT ride school transportation upon returning, but will submit to a head check being permitted back into class. ALL NITS MUST BE REMOVED for readmission to class.

**SCHOOL CLOSING/WEATHER EMERGENCIES**

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Should it become necessary to close school due to adverse weather conditions, the announcements will be broadcasted by school messenger, WIBW-TV (13), KTKA-TV (49),

KSNT-TV (27), as well as WIBW radio stations 580 AM and 94 FM. If you do not hear the announcement by 7:00 A.M., you may assume that school will be in session and the buses will run. Monitor these stations throughout the day if you are concerned about early dismissal.

### **SCHOOL DANCES AND SOCIAL FUNCTIONS**

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**No student is permitted to leave a school dance and then return.** When a student leaves the building in which a dance is being held, he/she will not be permitted to re-enter and his/her parent or guardian may be called. The sponsoring organization has the responsibility of providing sponsors. Additional security may be provided by the administration. A student may not bring a guest that is not enrolled in their school unless prior permission is given by the principal. No Junior High students are allowed to attend Senior High dances. No Senior High students are allowed to attend Junior High dances. No guest's age 21 or older will be admitted.

A student must be a Student in Good Standing to attend school dances and functions.

### **STUDENT BREATHALYZER POLICY**

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The purpose/goal of Breathalyzer testing is to provide a safe and positive environment for all USD 341 students, faculty/staff and guests. One of the biggest concerns is for students when driving themselves to and from school activities/events. To help eliminate or curtail consumption of alcohol prior to school and school events, the following policy will be in place.

1. Student Breathalyzer testing will be used in situations where USD 341/Oskaloosa administration has reasonable suspicion of the use of alcohol. Random Breathalyzer testing may be used during the school day and/or at any/all extra curricular activities.
2. A properly trained USD 341 administrator will conduct Breathalyzer testing in privacy with at least one other school employee as a witness. All Breathalyzer testing will be done in a professional and confidential manner.
3. A refusal to submit to the Breathalyzer test will be considered a positive test result.
4. If a student fails the Breathalyzer test, parents/guardians will be notified and required to pick their child up from the administrator/school as soon as possible.
5. If the student has used alcohol, all school regulations in existence shall apply.
6. Parents/guardians will be notified if Breathalyzer testing has been conducted. The Police/Sheriff's Department and other authorities will not be notified following a positive Breathalyzer test. This will be considered a school, student and parent/guardian issue only.
7. If a student fails a Breathalyzer test and they contend that they have not consumed alcohol, a second Breathalyzer test may be administered. The second Breathalyzer test will be done with a different Breathalyzer unit. If the student fails the second test, the results will be considered final and the proper protocol will be followed.
8. Breathalyzer units shall be maintained, repaired and calibrated as required by the manufacturer.

### **ACTIVITY AND FIELD TRIPS**

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A field trip permission form will need to be signed by a parent/guardian and turned in.

Sponsors are responsible for student behavior while on activity trips. Those students that do not behave in an appropriate manner are to be reported to the principal immediately.

In order for students to participate in school activities, students must go to the activity and return by school transportation. Exceptions may be made if the following procedure is followed: Parents/guardians who wish to take their child home with them from co-curricular events may do so after notifying the school sponsor of their intent and signing their student out on the USD 341 Activity Release Form.

## **OFFICE TELEPHONES**

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The office telephone is a business phone and is not to be used for personal calls by students. We expect students to use a personal cell phone when they need to reach parents/guardians unless it is an emergency or health situation. Students will not be called from class to answer telephone calls except in emergencies.

## **VISITORS AT SCHOOL**

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Persons not presently enrolled in school that come to the buildings or grounds for any purpose are to report to the principal or her/his representative at that building and give their name and the nature of business. If this is not approved as satisfactory, the person may be asked to leave immediately. If the person or group of persons do not leave the premises after repeated requests are made, appropriate action will be taken. The principal or her/his representative may notify the sheriff's office and charge the offender(s) with trespassing. Visitors, including parents and/or guardians may be allowed to attend classes or visit students with the permission of the administration. Visitors will not be allowed while assessments are being given.

## **LIBRARY**

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Regular library books: These are placed on the shelves and must be checked out before they are taken from the media center. Any book checked out must be returned on or before the due date. Due dates are usually two weeks from the date the book was checked out. If the student still needs the book, the check out may be renewed for an additional time period. Students who have overdue library books will not be allowed to check out any more books until the overdue books have been returned or paid for.

Reference books: These include dictionaries, general and special encyclopedias, almanacs, biographical sources, bound columns of magazines and other miscellaneous reference materials. Students may take them off the shelves, but must have permission from the media specialist or the media aide before they may be checked out.

Students will be required to pay for lost or damaged books.

## **TRANSPORTATION**

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### **Regular Routes**

The Transportation Director shall establish bus routes in August of each school year with input from the superintendent and drivers when applicable. The Transportation Director and

the driver of the route will run the routes. It should be ascertained that no student would ride the bus more than one hour each way. Normally, where buses are not forced to retrace their routes, students first on will be first off.

No student will be required to walk more than 440 yards, a quarter of a mile, in order to board a bus, excluding private driveways. Buses will not travel lanes or privately maintained roads.

In housing developments, a route will be established and students will be expected to meet the bus at a designated point on the route.

All students will be picked up at the designated point and discharged at the same stop unless a written note is presented by the parent and initiated by the principal or their designee.

Only regularly assigned students will be allowed to ride a route bus. Exceptions will be made if there is room on the bus and the student presents a written note signed by the parents of both students and initiated by the principal or their designee.

The district will not provide transportation for any students living out of the district unless they are first approved for attendance. Both the sending and receiving districts must enter into an agreement noting approval by their respective boards.

State laws and regulations require that students transported in a school bus are under the authority of the driver and are to obey his/her instructions. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student. Drivers shall report all discipline problems to the appropriate building principal.

### **Washburn Institute of Technology (WIT) Transportation**

Students have the option to ride district transportation to and from WIT each day classes are in session. Students may drive to WIT themselves with prior parent permission and a completed authorization and release to drive form. This form will be available at the beginning of the school year. Students will not transport other students to or from WIT. If students choose to ride the bus it will leave promptly at 6:40 A.M. If a parent or guardian does not give permission for a student to drive him/herself and the student does so anyway, disciplinary action up to and including possible dismissal from the WIT program may occur. If a student rides the bus to WIT in the morning they are expected to ride the bus back to Oskaloosa in the afternoon unless prior arrangements including parent permission have been made ahead of time. If a student fails to ride the bus both to and from WIT, the student will face disciplinary action up to and including possible dismissal from the WIT program.

### **Student Rules on the Bus**

The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly. Students who do not obey rules and regulations shall be reported to the school administration. The following are rules that shall be adhered to:

1. School rules, and consequences, apply on the bus, bus stops, and field trips. Absolutely no fighting, foul language, rude behavior, or unnecessarily boisterous conduct.

2. Students shall be on time, as the bus must run on schedule. The bus will not wait for students who are not at the loading area, or not making an attempt to reach the bus. Students must notify their bus driver and/or the transportation department when transportation plans change. Any student not notifying the district, and not at the morning loading area three mornings in a row, will need to make contact with the transportation department in order to reschedule morning pick-up.
3. Students who must cross the road before getting on the bus and after exiting from the bus shall pass in front of the bus far enough so that the driver can see them (approximately 10 feet in front of the bus) and not behind the bus. Students shall look both ways before crossing to the opposite side of the road. Students shall cross the road only when the driver signals all is clear, after proper alighting procedures.
4. Students are not to carry on unnecessary conversation with the driver while the bus is in motion. Students will be permitted to converse in a normal tone while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks. Rough or boisterous conduct will not be permitted in the bus.
5. The use/possession of tobacco, alcohol or drugs in any form shall not be permitted on the school bus.
6. Students shall not get on or off the bus or move about the bus while it is in motion.
7. Students must occupy the seats, if assigned to them by a school official and/or the bus driver.
8. Students must not extend their hands, arms, heads, or bodies through the bus windows, nor will they be permitted to throw any item inside or outside of the bus.
9. Students shall stay out of the driver's seat and shall not tamper with the equipment. Any damage to the bus from any cause shall be reported to the driver and the driver shall report it to the administration.
10. Students will not be permitted to leave the bus on the way to or from school without the permission of the school administration in advance. (Any stop but their regular stop.)
11. Students will not be permitted to eat or drink on the bus without permission of the driver and must cooperate in keeping the bus clean.

### **Consequences for Violating Bus Rules**

The district has installed video camera black boxes in the school buses. This system will be very helpful in assisting with discipline problems. The following consequences will apply for violating bus rules:

#### **First Offense:**

1. Bus ticket/copy of bus ticket sent home to parent & conference with principal

#### **Second Offense:**

1. Bus ticket/copy of bus ticket sent home to parent & conference with principal
2. Warning given for withdrawal of transportation privileges
3. Parent phone call

#### **Third Offense:**

1. Bus ticket/copy of bus ticket send home to parent & conference with principal
2. Withdrawal from transportation privileges for 3 days

3. Parent phone call

**Fourth Offense:**

1. Bus ticket/copy of bus ticket sent home to parent & conference with principal
2. Withdrawal from transportation privileges for 5 days
3. Parent phone call

**Fifth Offense:**

1. Bus ticket/copy of bus ticket sent home to parent & conference with principal
2. Withdrawal from transportation privileges for the remainder of the semester.
3. Parent phone call

Upon agreement between the principal and superintendent that denial of transportation is appropriate action then the student(s) and parent(s) have the right to request to have a formal hearing before the Board of Education. The hearing should be held within five days. Should this not be possible, the student(s) will be allowed to ride the bus after the five-day period until the hearing has been held.

**HOMECOMING/KING & QUEEN OF COURTS/PROM KING & QUEEN CANDIDATES**

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In addition to current district policies regarding student candidacy for Oskaloosa USD 341 Homecoming, King & Queen of Courts, and Prom King and Queen Royalty:

A student candidate must have attended Oskaloosa High School the previous semester of school before being eligible to represent the student body as a candidate. To be eligible for Homecoming in the fall, a student must have attended Oskaloosa High School the spring semester of their junior year. In order to be eligible for either K & Q of Courts or Prom, a student must have attended Oskaloosa HS the fall semester of their senior year.

A student must be a Student in Good Standing to be a candidate for Homecoming, K & Q of Courts, or Prom.

**STUDENT PARKING PRIVILEGES**

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Students must register all vehicles that they may drive during the school year. Each student will fill out a driving request form and provide the school with a current copy of car insurance. Each vehicle must display a parking placard on the rearview mirror. The first placard will be free. Replacements will cost \$5.00. If you drive a car not registered you may get a one day temporary pass. Failure to register your vehicle or proper display of placard may result in loss of driving privileges. The student parking lot, to the west of the school, and all vehicles are off limits during school hours and during the lunch period. The parking spaces to the south of the high school are reserved for staff and visitors. Vehicles are to be parked within the designated spaces in the parking lot. Reckless driving or improper parking in the parking lot will serve as cause to revoke the privileges of using the student parking lot as well as the assigning of discipline. When students arrive on campus they are to park their vehicles and immediately enter the building. Students are not to loiter in their vehicles before, during, or after school and at activities.

## STUDENT RECOGNITION/AWARDS

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS rewards are in place to reward and support positive behaviors, while reducing negative or disruptive behaviors in school. Disruptive behaviors are those behaviors that interfere with the learning environment or success of self or others. They may also be behaviors that show disrespect towards peers, adults or property.

In order to promote a positive climate in our building and promote positive, respectful and responsible behaviors that contribute to a successful and safe environment, we developed Quarterly Rewards as outlined below:

Due to the nature of the criteria, remote learners (Greenbush, JDLA, etc.) will not be eligible for these rewards.

### **Junior-Senior High (7-12)**

#### *Quarterly Rewards*

Criteria: Students must have no unexcused absences, three or less tardies, three or less absences, one or less major ODR, *AND* no Friday Night School, In School Suspension, or Out of School Suspensions. Have not failed a drug test or have unresolved discipline. Seniors must be enrolled full time (including Workshop) to be eligible. Transfer students must be in attendance at least half of the quarter to be eligible.

For students in grades 9-12, the quarterly rewards are as follows:

- Quarters 1 and 3 - Day Off Pass: Students may use the Day Off Pass on any day school is in session except during Finals. The "absence" is designated a "School Excused Absence" and will not count toward the 90% Minimum Attendance Policy. Parents are required to notify the office that their child is using their day off pass. Any work assigned that day in the student's courses will be at the teacher's discretion whether it must be made up. Students will be eligible to compete in any extracurricular activities that day as well. It is recommended that students notify teachers when they anticipate using their Day Off Pass, if possible.
- Quarters 2 and 4 - Finals Opt-Out Pass: Students must obtain teacher permission to use the Opt-Out Pass on a final. Teachers have the discretion to allow/disallow any student from opting out of his/her final. All college-level class finals (whether taken for credit or not) must be taken; a student can not opt out of them.

For students in grades 7-8, the quarterly rewards are as follows:

- Quarter 1 - Fun Afternoon: Students will participate in a half day of games, social time, movies, etc. Students may bring their own drink or snack for the afternoon.
- Quarter 2 - Hot Cocoa & Movie Day: Students will enjoy a choice of movies and be served hot cocoa. Students may bring a snack.
- Quarter 3 - Ice Cream Sundae Party: Students will enjoy an Ice Cream Sundae Party complete with a variety of toppings. Following the party, students will have time to socialize or use their electronic devices.

- Quarter 4 - Kickball/Recess: Students will head outside to play kickball or have free time to socialize with peers in the bleachers.

## **HONOR ROLL**

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Honor Roll will be calculated at the end of each semester. To be eligible for the Principal's Honor Roll, a student must be enrolled full time and have a semester grade point average of 4.0. To be eligible for the Blue Honor Roll, a student must be enrolled full time and have a semester grade point average of 3.67 - 3.99. To be eligible for the Red Honor Roll, a student must be enrolled full time and have a semester grade point average of 3.00 – 3.66. A student receiving an F in any course will not be eligible for the honor roll.

## **ACADEMIC LETTERS**

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A letter patch and/or bar are awarded each semester in which a student maintains a 3.5 or higher GPA, has a 3.3 or higher GPA for two consecutive semesters, or has a 3.3 or higher GPA for four or more semesters during their high school years. Eligible students must be enrolled as a full-time student for the entire qualifying semester.

## **END-OF-THE-YEAR STUDENT AWARDS**

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- **STUDENT OF THE YEAR** – This award is given to the student who represents Oskaloosa with pride and honor, and has excelled both academically and in extra-curricular activities.
- **HONOR STUDENT** – This award is given to the student who shows a high level of character and citizenship while representing Oskaloosa with pride.
- **SERVICE AWARD** – This award is given to the student who shows service not only to Oskaloosa High School but also to the community at large.
- **MOST IMPROVED** – This award is given to the student who has made the most improvements in all aspects of school life.

## **NATIONAL HONOR SOCIETY (NHS)**

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Students in grades 10 and above may apply for NHS each spring. The four pillars of the NHS are scholarship, leadership, service, and character. For more information about applying for the NHS, please contact the sponsor.

## **GRADUATION HONORS (LAUDE SYSTEM)**

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The Laude System will recognize academic excellence at graduation for students with high GPAs that have taken a rigorous college-preparatory curriculum during their eight full-time semesters of high school attendance.

Each semester, students will calculate their Laude credits. This is done in coordination with the school counselor. Students will use the worksheet to keep a running total of Laude credits earned from taking Honors, College, or Advanced courses (see list of courses, below).

### **For the class of 2023:**

Graduation honors are awarded based on the following Laude scores:

- **Summa Cum Laude** (with highest honor/distinction) – Earn 14 Laude credits
  - **Must complete Kansas Honor Scholars Curriculum**

- **Must be enrolled full time through the end of senior year**
- **Participate in one extra-curricular activity per year**
- **GPA of 3.90 - 4.00**
- Magna Cum Laude (with great honor/distinction)– Earn 11 Laude credits
  - **Must complete one year of foreign language**
  - **Must be enrolled full time through the end of senior year**
  - **Participate in one extra-curricular activity per year**
  - **GPA of 3.80 - 4.00**
- Cum Laude (with honor/distinction)– Earn 9 Laude credits
  - **Must complete one year of foreign language**
  - **Must be enrolled full time through the end of senior year**
  - **Participate in one extra-curricular activity per year**
  - **GPA of 3.60 - 4.00**

**Class of 2024 and beyond:**

Students wanting to graduate with honors will follow the Kansas Honor Scholar curriculum and take a full year of American Government. They will stay enrolled full time through the end of the senior year, and be involved in one extracurricular activity per school year.

- Summa Cum Laude 3.9-4.0
- Magna Cum Laude 3.8-3.89
- Cum Laude 3.6-3.79
- Kansas Scholars Curriculum:
  - 4 years of English
  - 4 years of Math (4th year having Alg 2 as a prerequisite)
  - Both Chemistry and Physics
  - 2 years of the same Foreign Language

**For the Class 2023, the following courses are awarded laude credit:**

**ENGLISH**

Honors English I  
 Honors English II  
 Honors English III  
 College Composition (S1)  
 College Literature (S2)  
 College Research Writing (S2)  
 College Public Speaking

**MATH**

Honors Geometry (taken as a freshman)  
 Transition to College Algebra (Year-long)  
 College Algebra (Fall)  
 College Trigonometry (Spring)  
 Calculus

**SOCIAL STUDIES**

Honors World History  
 Honors American History (Class of 2022)

**FOREIGN LANGUAGE**

Spanish I  
 Spanish II  
 Spanish III  
 Spanish IV

**SCIENCE**

Honors Biology  
 Chemistry  
 Physics  
 College Biology (Year-long)  
 College Anatomy & Physiology

Washburn Tech Students will earn 1.5 Laude credits per semester enrolled.

## FACULTY AND STAFF

Principal: Mrs. Felicia Yoakam  
Assistant Principal: Mrs. Taylor Holland  
Activities Director: Mrs. Shelbie Morgison  
Director of Technology: Mr. William Cormode  
Administrative Assistant: Mrs. Jennifer Spreer  
Administrative Assistant: Natalie Noll  
School Nurse: Maleah Lockard

### English Language Arts

Mrs. Kelly Fields  
Mrs. Jordan Soper  
Mrs. Lori Whaley

### Mathematics

Mrs. Trish Batemon  
Mrs. Sara Miller  
Mrs. Molly Newman

### Social Sciences

Mr. Zackary Harvey  
Ms. Myla Heston  
Mr. Rod Stottlemire

### Sciences

Ms. Stephanie Aldridge  
Mr. Steven Murdie  
Ms. Stephanie Newell

### PE/Health

Mr. Matt Johnson  
Mr. Eddie Minor  
Mr. Scott Whaley

### Special Education

Mrs. Jeri Fischer  
Mrs. Jaclyn Scherer  
Mrs. Heather O'Neal  
Mrs. Karen Whelan

### Electives

Mrs. Sydney Igert - Business  
Mr. James Caldwell - HS Art  
Mr. Bryce Freeman - Spanish  
Ms. Addison Miller - FACS  
Ms. Tess Seidner - JH Art  
Mrs. Amy Waldron - Band/Choir

**Oskaloosa Junior Senior High Student Handbook  
Signature Page 2022-2023**



This handbook was developed as a guide for students and parents, and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and that you sign this page as evidence that you are aware of our policies and procedures.

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**I acknowledge that I have reviewed and understand the procedures and guidelines as presented in the 2022-2023 Oskaloosa Junior Senior High School Handbook.**

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Student Printed Name

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Student Signature

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Date

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date