

OKOBOJI MIDDLE SCHOOL STUDENT HANDBOOK 2025-2026



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COMMUNICATION

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Parents should feel free to contact the school whenever they have questions or ideas. When contacting the school, **please direct your communication to the person most directly involved in the situation.** For instance, if you have a question regarding your child's performance in a certain class, please contact the teacher of the class. If you have a social-emotional concern, please contact the teacher and possibly the counselor. If your ideas and/or questions still need clarification after communicating with the staff member(s) most directly involved in the situation, please feel free to take your question or idea to the next higher level of authority. All teachers can be reached by phone or email. As it is often hard for a teacher to take a call during class, you may have to leave a voicemail for the teacher.

Access Student Grades and Assessments

Teachers will update grades minimally every academic checkpoint (approximately every two weeks). Infinite Campus is our parent portal and can be used to access class grades and assessments. If you are unsure how to access Infinite Campus, please contact Lenae (lrubis@okobojischools.org) in our office.

Late Starts and Cancellations

Should school be called off, the announcement will be directed to Facebook and sent out to families via text, voice message, and email. KUOO, KTIV, and Explore Okoboji will also be notified.

Phone Messages to Students

In the event that it is necessary to leave an *emergency message* for your child, please call the office. Your message will be forwarded to your child. We try not to interrupt classes unless it is an emergency, but your message will be delivered before your child leaves school. If you choose to send your child a text message, students will be allowed to check their phones at the end of the school day. You can email your student directly as they can check their school issued email throughout the day. Please remember to make every effort to limit messages through the office and to those which are *absolutely necessary*. Since the end of the school day is often busy, messages should be left with the school administrative assistant before 2:30 PM to ensure your child receives the message before the end of the day.

ACADEMICS

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Student Task Completion/Practice Work

Students will be assigned practice work. Much of this work can be completed in school during class time or in study hall. Teachers regularly monitor task completion problems and will work with parents when issues become significant. Parents may also keep informed by checking Infinite Campus access or contacting teachers.

At the point in time where the teacher(s) believe the student may be negatively affected by task completion problems, the school may contact the parents to discuss possible solutions. These may include:

- Supervised intervention before, during, or after school
- Intervention during recess
- Extra intervention during study hall/WIN
- Parental involvement
- Other modifications

Academic Interventions

At our academic checkpoints all teachers update their grades.

- Students who have low grades, a high number of missing assignments, or recently struggled on an assessment or assignment, may be assigned intervention time (either at recess, during study hall or WIN time, after school, or through other academic interventions).
- At the end of each quarter, the Tier II Student Assistance Team (consisting of teachers, counselors, and at-risk teachers) will look into students who have not succeeded in a class and make changes to the student's schedule to ensure the student learns the required material. This may include learning recovery through online instruction, individual tutoring, altered schedules or organizational support.

Grading and Assessing Principles

Grades will be determined in each quarter and semester core course to summarize student learning. The following grading scale will be used:

A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	<60

We believe the feedback we give students should be an accurate reflection of student learning. In order to make this belief a reality, staff at Okoboji Middle School consistently implement common assessment and reporting practices. Please click [HERE](#) to access our assessment and reporting guidelines.

Elective Add/Drop Procedures

OMS students have the opportunity to choose elective courses including Choir (7-8), Band (5-8), and a variety of other elective courses into their schedules. Students will have one week past the start of a new term to add or drop elective courses. If students want to add or drop either class during this one-week period, we ask for parents to contact the teacher and give verbal or written permission within the two-week period. Students who do not drop a class during this two-week period will be expected to continue in the class through the remainder of the semester.

Quarter/Semester/Midmester Schedules

We have over 60 elective and Midmester courses available for middle school students. The vast array of courses offered allow students to personalize their pathway, as 20% of a student's middle school career consists of Midmester, Exploratory, and Elective courses.

The year will be broken down into four quarters/two semesters and one Midmester Academy to end the year. The Midmester Academy is broken down into STEM (Science, Technology, Engineering, Math), Humanities (Literacy and

into 3 - 90+ minute blocks. Elective courses in 7th and 8th grade will each correspond to at least one career cluster.

Field Trips

Classes may take educational field trips during the school year. Such trips will be made on school buses with a teacher in charge. Information regarding the field trip will be sent home prior to the trip. Please contact the classroom teacher if you do not wish for your child to participate in the activity.

Our field trips are funded by the Okoboji Community School Foundation (OCSF). This allows us to keep costs low for both our school and our families. Keep in mind that this is made possible by OCSF through donor dollars. It is important that families continue to support the Foundation through tax deductible contributions as you are able. Look for flyers from the school as we approach your child's field trip for more information on how to donate.

Human Growth and Development

The school board has approved a curriculum in human growth and development which is to be taught at the middle school. Parents will be notified prior to the presentation of this material. It may be reviewed at any time.

ATTENDANCE

Okoboji Attendance Procedures

For Chronic Absenteeism (based on SF 2435)

This procedure will be updated annually based on legislation and will be followed consistently at all buildings across the district.

Definitions from SF 2435

- **"Truant"** is a child for whom exceptions don't apply who has been absent from school, for any reason, for at least 20% of days or hours in the grading period, however, prohibits truancy alone from being the sole basis for a CINA petition.

- **“Chronically absent”** means any absence from school for more than 10% of the days or hours in the grading period established by a public school. (Although exceptions may apply for local board policy purposes, this definition includes all absences. Watch for definitions of chronically absent for ESSA federal compliance purposes in Iowa’s new state plan.)
- **“School official”** means an employee of a public school whose job duties involve identifying children at-risk for becoming chronically absent, creating interventions to limit the rate of student absenteeism and participating in the legal process related to student absenteeism.

Truancy Officer: Keaton Vernor - Okoboji School Resource Officer

Weekly:

- Run the attendance report, by district - Gayle/Eric/Amanda talk to them
- Coordinate a meeting with the PBIS Tier II intervention team to overview the absences, keeping in mind exceptions (see exceptions below). The purpose of this meeting will be to determine:
 - Which level of intervention (level I or II) is necessary (see interventions below). **Level III Intervention is only done at the grading period.**
 - Record the results in a [spreadsheet](#), to be shared with the admin/success team

By Semester

- Run the report by district
- Coordinate a meeting with the success team to overview the absences, keeping in mind exceptions (see exceptions below). The purpose of this meeting will be to determine:
 - Which level of intervention is necessary;
 - Record the results in a spreadsheet, to be shared with the admin/success team

Interventions

- **Level I Intervention: Chronically Absent Letter** - chronically absent notice to students who are between 10-14%; at the grading period, with a specific percentage included in the letter. Send notice to county attorney as well.
- **Level II Intervention: School Engagement Meeting** - coordinate a meeting with family, student, success team member, and any other pertinent staff member when a student is between 15-19% absent for a grading period. Send copy of signed School Engagement Meeting notes to county attorney, as requested.

- **Level III Intervention: Truancy** - at the grading period, if a student has reached 20% or more absence rate, and if failing to follow through on the School Engagement Meeting plan, the county attorney should be notified to file truancy.

Truancy and Open Enrollment

Page 8 of the [Iowa Open Enrollment Handbook](#) states the following:

Any student who has been absent from school, for any reason, for at least 20% of the days or hours in a grading period is considered truant (Iowa Code 299.8, as amended by Senate File 2435). If the student is participating in open enrollment and defined as truant, the receiving district school board may terminate the open enrollment agreement AND prohibit the student from re-enrolling in the receiving district.

If the receiving district has terminated the open enrollment agreement for the student, the resident district must enroll the student. A parent or guardian may apply for their child to open enroll to another school district, except the previous receiving district where the student was previously attending, they must follow the procedures outlined in the Application Information and Deadlines section..

Open enrolled students will be informed that if their attendance rate at the end of the semester is at or above 20%, the recommendation may be made in the January or June board meeting to terminate the open enrollment agreement. Extenuating circumstances such as long-term illness, and circumstances outside of the student's control will be taken into account and the goal will always be to maintain the student's enrollment at Okoboji Schools if it is believed that attendance can be improved to the point where the student can be successful.

Exceptions for students who

- have completed graduation requirements or attained a G.E.D,
- are excused for sufficient reason by any court or record or judge,
- are attending religious services or receiving religious instruction,
- are unable to attend school due to a legitimate medical reason, or
- have an IEP or 504 plan that affects attendance.

STUDENT BEHAVIOR AND DISCIPLINE

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Student Behavior

Education is a right and a responsibility. Every student is guaranteed the right to public education and with this right comes the responsibility to contribute in a

positive manner to the learning process. Okoboji Middle School uses Positive Behavioral Interventions and Supports (PBIS) as the foundation for behavioral expectations and procedures. OMS staff have developed three building-wide expectations that are consistent with the rest of the Okoboji District. Those are

- Be Kind
- Be Responsible
- Be Respectful

These school-wide expectations are explained in the [OMS School Wide Expectations Matrix](#).

There are times throughout the school year where students may violate our expectations. When that violation is a major behavior a referral is immediately made. Major behaviors are things like using significant profanity, ongoing bullying, refusals and shut downs, throwing items, fighting, pushing someone to the ground, and many others.

Students may also exhibit minor behaviors that would result in a referral. A minor behavior could be unintended hurtful words, name calling, brief refusals, repeated talking out of turn, rough play, and many others. When a minor behavior occurs a student is prompted to change the behavior. If the issue is not resolved then a private conference will occur. If the issue is still not resolved then a minor referral will be submitted.

Both major and minor referrals are tracked and we use that information to identify students that may require additional instruction on how to follow our schoolwide expectations. We believe in a re-teaching and instructional model for behaviors. We know that many of our students are still learning and we want to help them gain the skills to be successful in the future. We try to be as proactive as possible and the submission of major/minor referrals is what we use to prompt us into action with particular students. We always do our best to conduct our re-teaching during non-academic times and always try to keep our students in the classroom as much as possible unless we feel there is an immediate safety concern for others in the room.

Consequences for Student Conduct Violations

Consequences for violations of student conduct will typically be progressive. That is, the more frequent the violations, the more significant the consequences. Within our PBIS system, students can receive minor and major infractions. For minor infractions, students will be retaught behavior, and if they receive multiple (3 or more) minor infractions in a week, there will be weekly accountability systems in place where students will contact parents and have a consequence of lunch and/or recess detention.

Should students have consecutive weeks in a row with multiple minor

infractions, the student will be referred to the PBIS Tier II team. This team meets weekly and consists of our Student Success Coach, Adaptive Behavior Instructor, School Counselor, At-Risk Education, External Behavior Coach (AEA), and Principal. The team will look at the minor behavior infraction pattern and assign a Tier II intervention (Check In/Check Out, Suspension After School (SAS), etc).

Students who receive a major infraction will be dealt with immediately. These consequences can often be dealt with by the teacher with support from the Success Coach and School Counselor. Should the action be related to a significant fight, threat, or extreme action (major vandalism, weapon, illegal substance, etc), the principal and/or School Resource Officer will be involved and lead the process. Consequences may include: letter of apology, restitution (paying for damages), denial of privileges, in-school or out-of-school suspension, and in extreme cases, such as possession of a weapon, expulsion from school is possible.

Finally, a behavior that is always taken seriously at OMS is any sort of threat that would occur during school hours. A threat is an expression of intent to harm or act out violently against someone or something, including self-harm. It may be spoken, written, or symbolic. Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied.

In order to determine the severity and validity of a threat it is important to assess the situation. We have established guidance on how to do just that. We will work with each student when a threat is made to determine if the threat is

transient or substantive. Transient threats are non-genuine and often occur in periods of temporary anger or perhaps intended as a joke or figure of speech. Substantive threats are specific and plausible. They may include thoughts on planning and will show some evidence of intent to carry out the threat.

If a threat is determined to be transient, parents will be contacted and the child will likely be educated on what happened and what to do in the future. If transient threats are repeated over time parents may receive a recommendation from the school to seek mental health services for their child.

If a threat is determined to be substantive, a deeper intervention will need to occur to ensure safety for all. The following will occur:

- Immediate removal from peers to ensure safety for all
- Parental contact as quickly as possible
- A mental health assessment will be required prior to the student

returning to class and/or regular activities. The mental health assessment can be performed by any of the following parties:

- Doctors at the Emergency Room
- Mobile Crisis Unit
- Local Police Department
- Another mental health expert that is familiar with the student

Teachers and staff have the responsibility to explain their expectations for student conduct within their classrooms. They have the right to expect appropriate behavior of students and to administer discipline when students misbehave. The classroom teachers and teaching staff will handle most student behavior problems.

In an effort to prevent problems from happening in the first place, students are advised to take great care with expensive items brought to school. The school is not responsible for lost or stolen property.

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local law and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures and practices to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preferences, political belief, socioeconomic status, or familial status.

Harassment against employees based upon employee's race, creed, sex, sexual orientation, gender identity, national origin, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the boards, while on school owned or school operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation by our student services coordinator (counselor), a student is found to be in violation of this policy, the student shall be disciplined by appropriate measure which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include expulsion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a students which is based on any actual or perceived trait or characteristic of the students and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student, and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for

- academic decisions affecting that student' or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

If You Feel You are Being Bullied or Harassed:

Individuals who feel that they have been bullied/harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask an adult staff member for help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor (student services coordinator) or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded
- Once the counselor (student services coordinator) or principal are involved, they will also direct the student to the Anti Bullying/Harassment Complaint Form that can be filled out. Filling out this form will start the process for a formal investigation.

Dress Code

Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices or shoes with rollers; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks/innuendos, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. Faculty and staff reserve the right to deem clothing as inappropriate for the school setting based on the example guidelines below. The student services coordinator (counselor) or principal will

make the final determination of the appropriateness of the student's appearance if there is a question from any staff member. Students inappropriately dressed are required to change their clothing. If the student does not have alternate clothing or parents are unable to bring in alternate clothing the office will provide oversized t-shirts to cover student clothing which is not in compliance with the student dress code.

Guidelines include:

No clothing that allows undergarments to be exposed.

Mid-riff exposure should be limited to no more than one inch of exposure when standing upright.

No pants or shorts with inappropriately placed holes in them.

All shirts must have sleeves or over the shoulder straps. No halter tops will be allowed.

No tops that reveal cleavage will be allowed.

No hats, caps, headscarves, bandanas, hoods, or other such head attire. The only permissible headwear is that which is necessary for the keeping of long hair.

Shorts, dresses and skirts should be of reasonable length. As a general rule, shorts, dresses and skirts should be at least as long as the mid-palm of the hand when standing and should not allow exposure of undergarments or any part of the buttocks.

Clothing with signs and symbols that reflect affiliation with organized gangs will not be tolerated.

In addition, there may be circumstances not listed above that are considered inappropriate for school. The principal reserves the right to make a determination on any unique situation not covered by the guidelines above.

A student that is asked to make an alteration to appearance and/or attire is expected to do as requested. Faculty and staff members will be permitted to specify a dress code for field trips, activity trips and/or special occasions.

Cell Phones - Okoboji Middle School is a Phone-Free School. Please see [THIS](#) document for the phone-free procedures and FAQ.

Bus Safety

Safety is the number one priority of our school transportation system. Every weekday hundreds of students board, ride, and unload from the school buses. Parents place their children in the care of bus drivers who are well-trained and physically able to perform their duties. The Okoboji Community School District takes pride in the safety record of its transportation system which can be attributed to our dedicated staff.

Students are expected to conduct themselves in a manner that is safe, respectful, and responsible on the buses. Common problems encountered on the buses include standing and moving around, excessive noise, bullying, swearing and disrespect. These behaviors make it difficult for drivers and riders alike and jeopardize the safety of everyone on the bus. Bus drivers and building principals have worked together to develop the following

expectations for students riding to and from school:

- Respect drivers, other students, and property.
- Stay in your seat keeping your hands, feet and personal objects to yourself.
- Keep the bus clean. Food and drink is a privilege on the bus.
- Use appropriate language at an appropriate voice level.
- Be at the bus stop on time.

Bus Disciplinary & Action Procedures

All students in our school system who ride a bus to school or activity are subject to regulations until they get off at their school, bus stop, or activity. Any misbehavior that distracts the driver is a severe hazard to the safe operation of the vehicle and, as such, jeopardizes the safety of all passengers. Students who choose not to comply with these reasonable expectations may receive disciplinary consequences depending upon the seriousness of the problem.

Three minor violations equal one major violation. Violations will be removed 365 days from the date of the violation.

Student violations of the bus expectations will result in the following:

First Major Violation:

Warning--driver reviews expectations for bus behavior with the student
Driver documents the incident; Driver notifies Transportation Director
The driver assigns a seat to the student
Transportation Director notifies building Principal
Transportation Director notifies the parents

Second Major Violation:

Driver reviews expectations for bus behavior with the student; Driver documents incident
Driver notifies Transportation Director
Transportation Director Notifies Principal
Transportation Director notifies Parents
Student receives three (3) day suspension from bus

Third Major Violation:

Driver Notifies Transportation Director
Transportation Director Notifies Principal
Transportation Director Notifies Parents
The student is suspended from the bus for 365 calendar days

Following these basic rules and complying with the requests of bus drivers, riding the bus will be a safe experience for all. Courteous, respectful behavior will eliminate any bus problems. Behaviors involving violence or potentially dangerous may be dealt with more severely, even if it is the first offense.

Backpack Use

Students are required to have a backpack and to take their backpacks to the classroom to support efficient transition from class to class, as well as safe storage of their Yondr Pouch.

Lockers

Lockers assigned to students for their use are the property of the school. Students should use their assigned lockers only. If you choose to decorate the interior of your locker, please make sure you use materials that can easily be taken down without leaving residue in the lockers. The school reserves the right to charge students for damage left by decorative materials. If students have a padlock, the combination should be turned into the office. There is absolutely no reason for a student to be in another student's locker. The school reserves the right to periodically conduct locker inspections for the purposes of maintaining a clean building or to search for lost or stolen property. Locker inspections may be done without prior notice.

Water/Snack Machine

Water/snack machines are available for student use in the lobby. Students may not take pop or juice to their lockers or classrooms without permission. Pop is also not allowed at lunch. The vending machines are a privilege and may be revoked if students do not follow the rules of their use. The snack machine will be closed during the lunch periods, but open at all other times throughout the day.

Technology Use

OMS is committed to providing students with learning opportunities which make use of technology. Every student at OMS is provided with a school laptop to be used at school and at home for learning purposes. Students who deliberately misuse technology will assume appropriate consequences for their actions, which may include denial of technology privileges.

Due Process

Students have due process rights. In the event that a student believes he/she has not been treated justly in a discipline situation, she/he may appeal the consequence. Typically this would be the next higher authority. In the case of expulsion, the student has a right to be represented by an attorney at the expulsion hearing before the school board.

Notice to Students and Parents

The school and administration has the right and responsibility to address those issues which interfere with or disrupt the educational process of the building, but may have not been directly mentioned in this handbook.

OTHER POLICIES AND PROCEDURES

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Crisis Plan and Preparation

In order to ensure a safe and secure learning environment for all students, the Okoboji School District places an extraordinary emphasis on planning and preparing for a crisis situation. Fire drills and tornado drills will be practiced quarterly and we will also practice a lockdown situation once a year. The Lockdown situations, using the [ALICE protocol](#), will be taught and practiced to help students prepare for external threats, intruders, and other internal threats.

Medication at School

Students who must take prescription medication at school should bring it in correctly labeled containers to the school office or school nurse. The nurse or other personnel trained in dispensing medication will then do so according to the prescription directions.

Allergy/Nut-Aware Procedure

In order to minimize the incidence of life threatening allergic reactions, the Okoboji Community School District will maintain a system-wide emergency plan for addressing allergic reactions. Training and education for employees, as well as building based student education, will occur to raise the level of awareness. Further, the District will utilize proactive procedures to minimize the chance of a child experiencing a life threatening allergic reaction.

1. Students may not bring in snacks that contain nuts. School staff in classrooms with a student(s) with a life threatening allergy will be notified of the health threat and be provided with a safe snack list. In the event of a celebration where the school provides food, all food will be free of nuts, but may be produced in a facility that uses nuts/tree nuts for other products. Alternate options and space for students with allergies will be provided.
2. No homemade treats or food items, for students, will be brought into our schools either by parents or staff for distribution to other students. All treats for other students must be commercially prepared, not contain peanuts, and be packaged for distribution with intact ingredient labels. We also request that

students and staff bringing snacks for themselves refrain from products which contain peanuts or peanut products.

3. Lunchroom Procedures:

- a. All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Students who consume cold lunch will be encouraged to wash their hands before they go to the playground or back to their classrooms.
 - b. We will designate a table(s) in the lunchroom as “nut free” for all students whose parents have indicated their child has an allergic reaction to nuts. Students eating the school provided lunch will also be permitted to sit at these tables but no lunches brought from home (other than those with nut allergies) will be permitted at the “nut free” tables. Students will have the option and not be forced to sit at the “nut free” table unless parents request for their child to sit at the “nut free” table.
 - c. Lunchroom tables will be cleaned after each lunch shift.
4. No type of food or candy items containing nuts will be used for any project related to the curriculum, whether made at home or school.
5. Whenever students travel on field trips, a clear plan to activate EMS will be in place.
6. The District Transportation Supervisor will be notified of student(s) who have life threatening allergies and it will be the supervisor’s responsibility to communicate this information to drivers.

Access to Student Records

Okoboji Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but is not limited to, the following types of records: identification data, aptitude and achievement tests, family background data, grades, attendance and discipline data, external agency reports, and anecdotal information.

In order to maintain student confidentiality and the provisions of the Family Educational Rights and Privacy Act, access to student records is restricted to parents, legal guardians or the student (if 18 years of age or older). Restricted access shall be granted to school officials, teachers, AEA support staff, state and federal education auditors, officials of other schools in which the student proposes to enroll, organizations which process and evaluate standardized tests, and appropriate parties in health or safety emergencies. Anyone accessing student records will record the date and purpose of their use.

Visitors to School

Parents and guardians are welcome to visit OMS to observe the educational experiences of their children. In order to minimize class disruption, visitors are

expected to notify the school minimally 24 hours in advance of the visit. Visitors should also stop in the office to check in before entering the school. Should the administration deem the nature of the visit may create a disruption to the learning environment, the right to visit may not be allowed.

Church Night

Wednesday night of each week is designated as church night. School events are not to be scheduled on that night.

Student-Initiated Non-Curricular Groups

Students who wish to start a non-school club or organization and use school facilities to conduct their meetings may contact the principal for approval. If approved, the meetings must be held before or after school.

Handicap Accessibility

The Okoboji Community School District will take such means as necessary to ensure that no physically handicapped student is denied the benefits of, excluded from participation, or otherwise subject to discrimination in his/her educational program. Federal law does not require the District to make structural changes to existing facilities where other methods are sufficient to meet the needs of the student. Such methods may include: reassigning classes to accessible locations, redesigning equipment, and assigning para-professional aides.

Equal Opportunity Notice

The Okoboji Community School District is an equal opportunity education institution and will not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This is as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Justin Bouse, Activities Director, OHS, 901 H Avenue, Milford, Iowa 51351. Phone: (712) 332-5641.

School Hours

School Opens	7:35	7:45 (must sit in commons during this time)
Breakfast.....	7:45	– 8:05 a.m.
School Hours	8:05	– 3:35 p.m.
Staff Hours	7:45–	3:45 p.m.

Students should arrive no earlier than 7:35 unless they have teacher permission. Supervision does not begin until 7:35. Students should also leave the school by 3:35 each day, unless they are here for a school-sponsored activity.

Accidents and Illnesses at School

In case of serious illness or accident at school, you will be notified. If you can not be reached, the school will contact the person you have identified as an emergency contact. Thus, it is important that the school know whom to notify in case of an emergency. Parents should inform the school immediately of any change in this information. No child will be sent home until appropriate prior arrangements have been made for the child's supervision. Parents will not be informed of all minor injuries and possible illness, however, any illness, injury or accident which may require further treatment will be brought to your attention immediately.

Building Cleanliness

We take great pride in the appearance of our facilities. Every effort is made to clean all areas of the school on a daily basis. Should you find an area that is unclean, please bring it to the attention of the custodial staff and/or the building principal.

Physical and Sexual Abuse

The Okoboji Community School District has appointed a designated investigator of child abuse allegations by school employees. This individual is the elementary school nurse. Child Abuse Reporting Policy 402.2 is on file in the Principal's Office.

EXTRA-CURRICULAR AND ACADEMIC CHECKPOINTS

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Eligibility for Extracurricular Activities (7th/8th)

Philosophy:

Participation in extracurricular activities is an important part of the educational program for middle school students. Students who are involved in school activities get better grades, enjoy school more and are less likely to get in trouble. They also learn about self-discipline, leadership, teamwork, respect for rules, and sportsmanship. Students who participate in extracurricular activities represent not only themselves, but also their school and community.

The following rules shall apply to all 7th and 8th grade students who are involved in school sponsored activities that require students to perform or compete as representatives of the Okoboji Community School District.

Game Day Attendance: A student must be in school for the day of an extracurricular activity in order to participate. To be considered a full day, the

student must arrive at school before 12:00. Exceptions must be cleared through the middle school office (i.e. doctor's appointment, funeral, etc.). Students who miss school due to suspension, either in or out of school, will be ineligible to participate in any extracurricular events on those days.

Academic Eligibility for 7th and 8th Grades: Academic Checkpoints are scheduled approximately every two weeks throughout the year. If a 7th-8th grade student is receiving a failing grade in any class on the first checkpoint of the current athletic season, they receive a warning. Students are encouraged to work with teachers before school, during recess or study hall, and at WIN, to ensure their grades are in good standing. Should a student have a failing grade at consecutive checkpoints in a season, they will also miss one competitive athletic event for that checkpoint time period.

Okoboji Community Schools Good Conduct Policies: Any student who admits to or is found guilty of a violation of school rules and is suspended from school will be ineligible to represent the school in extracurricular activities during the days of suspension. In addition, if a student is found in violation of school rules and not suspended, it may have an impact on practice and/or playing time. If a student admits to or is found guilty of a violation of local, state, or federal laws (except minor traffic violations) they shall be ineligible to represent the school in extra-curricular activities as listed by the offenses below. This includes such things as shoplifting, theft, use of tobacco, alcohol or illegal drugs, extortion, assault, etc. If admitting to or found guilty of such violations, the student will be ineligible for competition according to the following:

- 1st offense--2 events
- 2nd offense--4 events
- 3rd offense--1 calendar year

The student needs to finish the season or activity in good standing in order for the events to count towards fulfillment of their consequences.

Expectations of Coaches, Directors or Sponsors:

Each coach, director, or sponsor may impose in-season rules for his/her respective extracurricular activity. The in-season rules should not supersede this eligibility policy or the Okoboji District Coaches Handbook. Students and parents need to be made aware of these rules at the beginning of the season in writing. A copy of such rules shall be provided to the Athletic Director.

Due Process:

Students have due process rights. In the event that a student believes he/she has not been treated justly in an extracurricular eligibility situation, she/he may appeal the decision to the next higher authority.