

**FORT SUPPLY PUBLIC SCHOOL  
SCHOOL  
HANDBOOK**  
**A Handbook to Guide Students, Teachers, and Parents of Fort Supply School**  
**Fort Supply Public School**  
**P.O. Box 160**  
**302 Reservation Road**  
**Fort Supply, OK 73841**

**COMPLIANCE STATEMENT**

Students, their parents, and employees of Fort Supply School District, I005 are assured that the district does not discriminate on the basis of race, sex, national origin, handicap, religion, or age.

**MISSION STATEMENT**

The mission of Fort Supply School is to empower all students to succeed in a changing society. We strive to ensure that all students receive the skills necessary to become productive, creative and caring individuals in society, according to their unique educational needs.

**NOTE TO PARENTS**

We, the administration and faculty of Fort Supply Public School, take this opportunity to welcome you as a patron to our combined endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a student may not achieve his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity. With your help, our chances of doing something that will be of lasting benefit for your child are greatly increased. This handbook has been prepared for the students of Fort Supply Public School in hope that it will answer many of the questions about school that are likely to come up for discussion at the dinner table. For this reason, it is hoped that it will be helpful to all parents and patrons interested in our school. Parents are encouraged to read the entire handbook and to keep in mind that changes are likely to become necessary year after year. Please visit your school, meet the teachers, and feel free to ask for a conference on any problem concerning the school community.

**STATEMENT OF PHILOSOPHY AND GOALS**

The school is the beginning point of a child's educational process which should be provided in a positive environment conducive to living and learning. Fort Supply School will insure a program of study that will allow each student to reach his/her maximum potential while developing both a positive self-image and a respect for others. The curriculum will provide students with knowledge, practice and skills set forth by the Priority Academic Student Skills Curriculum and the Common Core State Standards. The school will provide the foundation for a student to become a productive, responsible, literate member of society. Fort Supply School will strive to assure that:

- A. All students have the opportunity for the best curriculum and instructional programs possible.
- B. All students are provided equality in educational opportunities.

- C. All students and employees have a safe, healthy, and orderly environment.
- D. Citizens and parents are aware and involved in our schools.

**SCHOOL COLORS:** Black and Orange

**SCHOOL MASCOT:** Bulldog

### **PRIDE**

Pride is a tradition at Fort Supply. We are proud of our students, our faculty, and our families. We are proud of the achievements our students accomplish in the various activities offered by our school. As a student, you become part of this tradition, and you are expected to uphold this tradition as a representative of this school.

### **ACTIVITIES BEHAVIOR EXPECTATIONS**

Students are subject to the authority of the school and its officials when attending any school-sponsored activity. This also applies to students as participants and spectators at any out of town school activities. Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students at school. Teachers are therefore vested with the necessary authority to discharge these responsibilities. It should be understood that any teacher has this authority at any time on school property or at school functions. One of the most serious offenses a student can commit is insubordination to a teacher, and any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior be tolerated. **Senate Bill 610** approved by the state legislature states: "Every person who, without justifiable or excusable cause, knowingly commits any assault, battery upon the person of a school employee or a school district or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six months, or by a fine not exceeding \$500, or by other such fines and imprisonment. Disruptive behavior by adults may result in removal from school property for up to one calendar year.

### **BEHAVIORS THAT MAY WARRANT AFTER SCHOOL DETENTION/IN-SCHOOL SUSPENSION**

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|--|--|
| 1. Cheating  | 2. Disruptive behavior in class                                  |
| 3. Inappropriate language (abusive/vulgar)         | 4. Excessive tardiness   |
| 5. First truancy                                   | 6. Disruptive/uncooperative behavior in detention                |
| 7. Inappropriate dress                             | 8. Minor disruptive behavior in the hall, cafeteria, or bus line |
| 9. Absence from assigned after-school detention    | 10. Refusal to comply with the teacher's instructions or request |
| 11. Disrespectful conduct toward peers or teachers | 12. Repeated failure to perform responsible                      |
| 13. Public displays of affection                   | 14. Refusal to complete assignment requests                      |

### **BEHAVIORS THAT MAY WARRANT AT-HOME SUSPENSION**

- |  |   |
|--|---|
| 1. Ten days of after-school detentions.                          | 2. Fighting, assault, vandalism, larceny, smoking, arson, extortion, stealing |
| 3. Tobacco, alcohol, drug possession.                            | 4. Major disruptive behavior (aggression/defiance) against peers or staff     |
| 5. Possession of dangerous objects.                              | 6. Second truancy   |
| 7. Repeated unauthorized absence or late pick-up from detention. |   |

## **AFTER SCHOOL DETENTION**

In an effort to apply immediate consequences for misbehavior and to establish behavior ownership on the part of the student, the following guidelines will be followed:

1. When a classroom teacher or other staff member identifies a discipline problem, the student will be sent to the Principal's office.
2. After-school detention will be considered as one of the consequences for a rule violation; the Principal will assign the number of detention days.
3. For each violation warranting a detention, the teacher will contact the student's parents involved and will inform them of the situation requiring detention. Students are to be picked up by 4:00 p.m.
4. After-school detention will be held from 3:30-4:00 each day as needed. The student will be responsible for bringing homework assignments, study materials or library books to detention.
5. The student will complete schoolwork while in detention. No socializing, talking or uncooperative behavior will be allowed. If the student is uncooperative, the detention teacher will note this and inform the student to report to the office of the Principal before school the following day. Disruptive behavior can result in additional detention.
6. If the student chooses not to attend an assigned after-school detention, parents will be notified and the student will automatically serve an additional after-school detention. Repeating this choice will result in at-home suspension with no credit for work.
7. The teacher that identifies the discipline problem warranting after school detention, will be responsible for supervising or arranging for supervision of the after school detention.

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

The Fort Supply Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school. It is the policy of this board of education that students who have contracted Acquired Immune Deficiency Syndrome (AIDS) or students who are infected with the Human Immunodeficiency Virus (HIV) will not be denied educational opportunities. The placement of students with AIDS or with HIV within the school system will depend upon the student's needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician or a private physician as having contracted AIDS may be placed in the school's handicapped program provided that the students otherwise meet eligibility requirements or will be enrolled according to procedures established by the principal.

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (CONFIDENTIALITY)**

Protection of the confidentiality of information regarding AIDS infected students will be maintained. Only those employees who have an absolute need to know are to be made aware of the identity of the AIDS-INFECTED person. When a student is identified as infected, the building principal is to establish a separate file on that student to which he or she and other specially designated employees are to have access. No entry regarding the student's AIDS condition is to be made on the student's cumulative record, health care record, the computerized student data base or any other student information record.

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (REGULATION)**

In accordance with the policy of the Fort Supply Board of Education, this regulation shall govern the placement of students infected with the Human Immunodeficiency Syndrome (AIDS), and its related illnesses. The knowledge that a student of this school district is infected with HIV may arise from different sources. If a student or the student's parents or guardian advises a member of the staff that the student is infected with HIV or is suspected of being infected, the staff member will report that information immediately to the principal. If the student or any person other than a student's parents or guardian reports that a student is infected with HIV or has AIDS, the principal will meet with the student's parents or guardian as soon as possible. The principal will determine whether or not the parents/guardian(s) have knowledge of

the student's infection and, if further medical examination is needed. If the principal confirms that the student is infected with HIV or that the student has AIDS, the principal will report the student's illness to the Oklahoma Department of Public Health. When a student is confirmed as being infected with HIV, the principal will discuss the educational option of the student with a Health Review Committee composed of the student's parents/guardian(s), the student's physician, public health personnel and school personnel. School personnel may include the principal or the principal's designee, the counselor and, the homeroom or grade teacher. The Health Review Committee will make recommendations for educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting. If the Health Review Committee determines that the condition of the student warrants the child being classified as a "handicapped child" in need of special education and related services under P.L. 94-142, then the District shall convene a Special Education Placement Team to consider whether the child is qualified for an Individual Educational Placement. The Health Review Committee will determine if the student's health poses an immediate and present danger to the student, school staff or other students if the infected student is placed in a regular classroom environment. If the Health Review Committee determines that such a danger is present, the principal will offer homebound instruction to the student under the school's homebound instruction program. A student with AIDS may be temporarily removed from the classroom by the school principal if and when communicable diseases are occurring in the school population in order to protect the infected student from extraordinary risk. If the Health Review Committee determines this the student's health does not pose a immediate danger to the student, school staff or other students, the Health Review Committee will be requested to conduct a monthly evaluation of the infected student's progress or a more frequent evaluation as circumstances warrant.

### **ADVANCED CREDIT**

On occasion exceptional students may, under the direct supervision of classroom teachers, advance to a higher level of course work than is the norm for their enrolled grade level. Students must have completed a full semester in a course at least one grade level advanced above their normal placement in order to get additional credit for working on an advanced course. The following credit will be provided after calculating the final average for the purpose of determining valedictorian and salutatorian, "A" = .05 in an advanced course, "B" = .04, C = .03, "D" = .02. Credit will be given for each advanced class completed 5<sup>th</sup>-8<sup>th</sup> grades and 9<sup>th</sup>-12<sup>th</sup>. Nine week's grades in advanced courses will be considered on an equal basis with regular classes when calculating quarterly or yearly honor rolls. The above credit formula is used solely to achieve equality when calculating valedictorian and salutatorian after 1st semester 8th grade and senior year.

### **ANONYMOUS ALLEGATIONS**

The right of an individual to face his accuser is a basic right on which the principles of democracy were founded. Anonymous written or oral statements violate the rights of those involved. To the end of the rights of all individuals, all anonymous allegations, written and/or oral, will not receive any consideration by the Administration or board of education. It shall be policy of the board to refer all individual complaints, requests for information or clarification, requests for policy change, etc. through the proper levels of authority. These levels of authority are listed in order: 1<sup>st</sup>-teacher, 2<sup>nd</sup>-principal, and 3<sup>rd</sup>-Superintendent. Individuals desiring to visit with teachers about concerns should set appointments to meet through the Principal's Office. If the matter cannot be resolved through this procedure, then the matter will be brought to the attention of the Superintendent at a scheduled meeting. Requests to be on the agenda for the board of education meeting should be brought to the Superintendent and will be considered for placement on the agenda. Some requests may not be granted. Since the board member has authority only at a scheduled board meeting, this should prevent him from being pressured into a decision concerning the school or an individual. Such decision-making by one board member is not only illegal, but also ill advised. The board of education may allow residents or the parent/guardian of a student enrolled in Fort Supply school to appear before the board and speak, provided that the individual who wishes to appear before the board has followed the procedures outlined above. Persons who desire to be placed on the agenda to speak must notify the Superintendent by Thursday, 3:00 p.m., prior to the board meeting the following Monday night. The person who wishes to appear before the board must identify the subject matter to be brought before the board. The board will "take under advisement" the comments that are made by the person or persons appearing before the board. If board action is necessary, the topic presented to the board will be placed on the agenda of a later board meeting for consideration. If the person who wishes to appear before the board has not attempted to solve the problem in the manner outlined above, such persons will not be placed on the agenda until these steps have been followed. If a citizen tells the board member of improper teacher performance, the board member should respond that he can not act upon such evidence until the facts are brought

to the attention of the board through the proper channels. Complaints against school employees cannot be used in determining whether to renew or non-renew the employee's contract unless the complaint is presented in writing and the person who makes the complaint is willing to testify in a due process hearing, if such a hearing is requested by the school employee.

## **ATTENDANCE POLICY**

In order to pass a class, a student must attend 89% of the days in a semester. If a student misses more days due to serious illness or injury, the administrator must determine that the illness or injury is serious enough to prevent the student from attending school. The Board of Education and/or administration may require a doctor's verification to certify that any student is physically and/or mentally able to attend classes or unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total percentage or days in attendance at Fort Supply Schools. If attendance is less than 89% in the previous semester, the student may not be allowed to participate in school activities.

1. Any student who is more than ten (10) minutes late to class is recorded absent.
2. Students who for any reason other than school-sponsored activities attend less than 89% of a class during a semester may not receive credit for the class.
3. All exceptions to this rule must be requested in writing to the High School office by the parents/guardian with documentation for medical reasons of consecutive absences, or family emergencies, no later than three (3) days after the close of the semester. Exceptions will be determined by the administrator. If the administrator denies the waiver, the parents/guardians may request a review by the attendance committee composed of a different administrator and Senior Staff Members. Physician notes will be considered by administration at the end of a semester but will not automatically reduce the absence total.
4. Absences that are due to vacation or truancy may not be waived.
5. After a student's fifth absence, the parents/guardians will receive a reminder letter detailing attendance policy and also a count of student absences for the current semester.

## **PARENTAL RESPONSIBILITY FOR ATTENDANCE**

Oklahoma School Law Section 229. Neglect or Refusal to Compel Child to Attend School—Exceptions.

*It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session.*

Parents are expected to contact the school on the day that their child is absent due to illness, death in the family, or emergency. Otherwise, a note must be sent with the student upon his/her return which states the reason for such absence.

## **STUDENT RESPONSIBILITY FOR ATTENDANCE**

It is the sole responsibility of the student to contact all teachers and arrange for make-up and completion of all required assignments.

When a student is absent, a phone call should be made or a note sent by the parent explaining the absence. If valid notification is not made, the absence will be unexcused. If valid notification is not made within 24 hours, the absence will remain unexcused.

## **SCHOOL LAWS OF OKLAHOMA**

### **Section 229. Neglect or Refusal to Compel Child to Attend School-Exceptions**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed to teach a kindergarten program within the public school system must be certified in early childhood education. It shall be the duty of the attendance officer to enforce the provisions of his section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school District may present the attendance records of the child or ward in court. (70-10-105)

Students returning to school following an absence must present a note from parents stating a reason for the absence unless parents have contacted the school prior to the return of the student. The office will then issue an admit slip which must be obtained before the last bell in the morning. A student is allowed one day for each day absent to do the assigned work, for excused absences only. No student may participate in a school activity if that student is more than one week behind in making up missed class work. Each admit slip shall be given to the last teacher that has the student the last period of the day. The teacher will turn these slips into the office. Students that work or baby-sit during the school day will receive an unexcused absence. Students should refrain from such practices. Only the principal, not the parents, determines what an excused absence is. Students will not be permitted to make up work for unexcused absences. If the student appears in class without an admit, the teacher must send the student to obtain one. Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that students and parents alike judiciously meet these responsibilities. Regular attendance is important and necessary for success at school. Perfect attendance certificates shall be issued to any student who has not been recorded absent during the school year. An amount of time equal to the time missed will be allowed for make-up work to be turned in. It is the responsibility of the student to find out what work needs to be made up and to hand it in on time. Excused absences will be given for illness, death in the family, and emergencies. Most other absences will be unexcused. Examples of unexcused absences are: hair appointments, shopping, oversleeping, car trouble, baby-sitting, etc. Any absence that fits in the above categories or is similar in nature to the examples mentioned will be unexcused. Excused absences by arrangement: in some instances, absences may be excused when students need to be out of town with parents. In these instances, parents must contact the principal in advance and all work must be made up in advance if the student is to be excused. In case of suspension, the student is excluded from all activities, and will not be permitted to make up any schoolwork missed. Work missed on account of suspension will be recorded as zero credit. At that point, a note from a parent and direct communication with the principal's office will be required in order for the student to be allowed to make up work missed.

**College days** – A senior student will be allowed a reasonable number of days (limit 2) to visit post-high school institutions which the student is interested in attending after graduation. The college day visitation must be approved by the Principal in advance to be excused. A student who visits a post-high school institution without receiving prior permission from the Principal will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to visit and a brief report describing the student’s activities on their college day is required.

## **ACTIVITY POLICY**

### **Definition**

Extracurricular activities are those activities that do not relate directly to the academic curriculum. Field trips, when properly planned, may be a part of the academic curriculum.

The following rules will apply to all students attending Fort Supply Schools for participation in interscholastic athletics and extracurricular activities sponsored by Fort Supply Schools.

A student shall not be permitted to miss any one class period more than ten (10) times per school year due to participation in extracurricular activities. Any exceptions to this number not covered by this policy must be submitted in writing to the Internal Activities Review Committee. This committee will make their recommendations to the Administration and they or their designated representative will make the decision to permit or refuse the request.

Sponsors of each extracurricular activity should make every effort to schedule the event outside the framework of the school day.

### **INTERNAL REVIEW COMMITTEE**

The administration will appoint a committee composed of two (2) teachers, one (1) superintendent and (1) principal. They will be responsible to periodically review exception requests and to annually review the entire activity policy. They will make recommendations to the Board of Education on any deviations to the policy

### **Activities Covered Under This Policy Include:**

- Athletics, Academic Bowl Team, FFA and 4-H

### **Exceptions:**

The following activities are to be exempt from this policy:

- School sponsored assemblies
- Class activities that take less than one half the period
- FFA state conventions
- District, state and national levels of school sponsored contest in which a prerequisite has been met for qualification at a lower level. Sponsors shall submit in writing as to how a student may meet a prerequisite entitling the student to compete at a higher level of competition
- Two college days for seniors per year
- High Plains Institute of Technology leadership conference, legislative day, district and state competitions for qualifying students

## **REGULATIONS FOR FFA/4-H ACTIVITIES**

An individual shall be limited to three (3) FFA events requiring loss of school time in addition to the following association/approved activities:

- Two (2) fall fairs (any combination of county, district and state)
- Chapter Officers Leadership Conference
- National FFA Convention (for chapters and individuals receiving national honors)
- Sophomore Motivation Conference
- Two (2) spring livestock shows (any combination of county/district/state)
- State FFA Convention
- District interscholastic contests
- State interscholastic contest

## **REGULATIONS FOR ATHLETIC/ACADEMIC ACTIVITIES**

An individual shall be limited to three (3) tournaments, meets or contests requiring loss of school time in addition to the following association/approved activities:

This is in addition to the association elimination series in each athletic activity (Individuals are limited to three (3) basketball tournaments.)

In the spring, students will only be allowed to participate in two sports.

## **REQUEST FOR DEVIATION FROM POLICY**

Individual request for deviation from this policy must be in writing to the Internal Activities Review Committee. This committee will make its recommendation for final decisions to allow or reject the request. Such request must be made in writing to the Committee.

If the request of a student for additional days of absence is denied by the committee and the student arbitrarily misses classes to participate in the activity, they shall be counted unexcused absence. The teachers shall be responsible for maintaining records to verify each student's absences.

## **COMPLAINT PROCEDURE**

Complaints concerning decisions based upon this policy shall be made by a signed written statement filed with the Board of Education through the Superintendent. This complaint must include name(s) of student(s), date(s), and class(es) missed concerning the 10 days of class policy. To be on the agenda for the Board meeting, the complaint must be submitted to the Superintendent at least five (5) days preceding the Board meeting. Board meetings are normally held on the second Monday of each month.

*\*Sponsors of extracurricular activities and administration may establish additional requirements and regulations which they feel are necessary and appropriate for their particular sport of activity.*

## **CRITERIA FOR EXTRA CURRICULAR ACTIVITIES PARTICIPATION**

1. Meet all the eligibility requirements of the *Oklahoma Secondary School Activities Association*.
2. Must be passing all classes on a week to week basis.
3. Pass five (5) solid subject classes the prior semester. Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the next semester (P.E., athletics, yearbook, and newspaper courses may be counted).



4. Maintain a cumulative attendance record of 90% in all classes per semester. Be in attendance for the full day of an activity unless a permit to leave school has been issued by the principal. Anyone who is too sick to attend school is too sick to participate in the game or activity on that day. Missing two (2) or more days preceding an activity will require administrative approval to participate in the activity.
  5. Be in compliance with conduct, dress, and grooming codes established by the administration and the activity sponsor.
  6. Students that are on the ineligible list shall not be excused to attend a school function that results in loss of school time.
- \* If a student is concurrently enrolled for college credit, one solid subject class for eligibility purposes only, will be waived.

### **STUDENT ELIGIBILITY DURING A SEMESTER**

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
  2. A student must be passing all subjects they are enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
  3. A student who lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility with the first class of the one-week period (Monday through Sunday.)
  4. The weekly grade check is for the cumulative grade a student has earned all the time he/she has been in school during a semester. Participants in school activities must ride the activity bus to and from activities. Exceptions can be made only by the administrative or sponsors approval. No student may be transported by anyone other than their parents without specific written permission from the parent prior to being transported. While attending any school sponsored activity, students are under the supervision of the sponsor and are to abide by all school regulations. Noncompliance can lead to ineligibility.
- \*Travel time will not count as loss of school time if tournament, meet or contest is scheduled after school hours.

### **SEMESTER GRADES**

1. A student must have received passing grades in any five subjects counted for graduation that they were enrolled in during the last semester they attended fifteen or more days. (This requirement is five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students.)
2. If a student does not meet the minimum scholastic standard they will not be eligible to participate during the first six weeks of the next semester they attend.
3. A student who does not meet the above minimum scholastic standards may regain their eligibility by achieving passing grades in all subjects they are enrolled in at the end of a six-week period of the next semester.

### **ATTENDANCE AGE**

The State School Code shall govern attendance age for students. No student may enter school unless they are 4 years old on or before September 1 of the school year in question.

### **BAD WEATHER INFORMATION**

When it is necessary to close Fort Supply Public School because of inclement weather, the following TV and Radio Stations will be notified: T.V. – Channels 4, 5, and 9; Radio – K101. The school will also send out a text message of school dismissal. Students should be sure to know in advance where to go for supervision should it be necessary to dismiss school early. It is impossible for all students to call home and ask for instructions at that time.

## **BELL SCHEDULE-ENTERING OF BUILDINGS**

School begins at 8:00 a.m. Students not in their rooms at 8:00 a.m. are marked absent or tardy. The school day ends at 3:30 pm. Buses will depart approximately five minutes after the end of the school day. Bus drivers are instructed not to deliver students to school prior to 7:30 a.m. **No student should arrive at school before 7:30 a.m.** Students should go directly to the cafeteria upon arrival at school. **NOTE TO PARENTS:** No teacher is on duty before 7:30 a.m. When it is raining or extremely wet or the weather is severe, all students will be kept indoors during recess. At all other times, these students will be expected to go outdoors during their recess period. Students with chronic health problems or those recovering from a severe illness may be excused with a note from the parents stating the health problem and the length of time the child should be kept in. Notes merely asking us to let the child stay in will not be honored. If the child is staying in frequently but in our judgment does not have a significant health problem, we may ask you to provide us with a doctor's statement. The administrator has the authority and the responsibility to see that students and teachers abide by and adhere to these regulations.

## **BUS BEHAVIOR**

The School Laws of Oklahoma stipulate that transportation by bus may be furnished by the school district, but that districts are not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a requirement. A penalty that may be applied to bus riders is the loss of bus privileges on a temporary or permanent basis. Misbehavior on the bus will result in:

- 1st offense-office
- 2nd offense-Loss of bus privileges for 3 days
- 3rd offense-Permanent loss of bus privileges

## **BUS RULES**

Students must ride the bus on all school activities unless permission has been given by the administration to do otherwise.

1. Be on time. Do not make the bus wait.
2. Stay in your seat
3. No loud, disruptive behavior
4. Observe all safety practices (check traffic both ways before boarding or departing the bus)
5. Do not leave items on the bus
6. Unless the driver instructs you, otherwise remain on the bus in an emergency
7. Keep hands inside the bus
8. Place trash in proper place
9. Do not throw objects on or out of the bus

Failure to abide by the above rules, can and will, result in suspension from the bus.

## **CHEATING/PLAGERISM**

A grade of zero (0) for all work resulting from cheating/plagiarism (as determined by the instructor) will be given to the student and to any student who assisted the student to cheat. Any student found to have committed or assisted another student in committing cheating or plagiarism shall be ineligible for any academic honor award for the current semester and the following semester. After school detention may also be used as punishment.

## **CHECKING OUT OF SCHOOL**

Students must check out of school through the office. (Failure to do so may result in noon campusing or suspension) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school. A sign out sheet will be maintained in the office.

## **CONDUCT OF STUDENTS**

The student's behavior should be conducive to a good learning atmosphere. Any student using profane language will be immediately taken to the office for disciplinary action. Students should not mark, mar, or deface any school property. Such cases should be reported to the administration. **Parents are liable to reimburse the school for the amount of damage.** This includes books, textbooks, workbooks, sports uniforms and furniture. All students must follow instructions given by any staff member of the Fort Supply Public School. Fighting on the school grounds is prohibited. All students should be instructed that they represent Fort Supply School and community when they are on trips of all types. It will be understood that students who are frequent discipline problems are not interested in their own education and are depriving other students of their education. Therefore, such students will be suspended from school. No student has automatic permission to go see the principal at any time he or she wishes during class time. Students will not be allowed to eat candy or other refreshments, or drink soda pop in class, except on special occasions with permission of the principal. No gum chewing in school building, buses, etc. No radios/CD/i-Pod players may be in use at school. No toys will be allowed without permission of the teacher. Running, jumping, shouting, shoving, etc during class changes is not permitted.

## **CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS**

It is the policy of the Fort Supply School Board of Education that a parent who is awarded legal custody of a child by court action must file a copy of the court decree with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written judicial instruction must also be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent and teacher conferences (not necessarily together in the same conference).

## **DIRECTORY INFORMATION**

Directory information for Ft. Supply Schools includes the following: Name, participation in activities and sports, awards, etc. If the parent/legal guardian or student does not want directory information released regarding the student, written notification must be given by the parent/guardian or student in writing to the office by Sept.1, of each school year.

## **DISCIPLINE**

Disciplinary action will be taken depending on the severity of the violations and/or number of times the student has broken the regulations. Corporal punishment will be used only as a last resort except in extreme cases. Refusal to accept corporal punishment will result in a 3-day suspension without credit for work missed. Disciplinary methods may include, but are not limited to the following methods:

1. Before and after school detention
2. A conference with parent/guardian
3. Contact with parent/guardian
4. Corporal punishment
5. In-school detention
6. Out-of-school suspension
7. Probation
8. Removal from class

Serious disciplinary cases may result in a student being suspended from the school for the remainder of the present semester, and the succeeding semester. Students will accept the punishment or be suspended from school until a parent or guardian returns with him/her for a conference with the principal and teacher involved. In cases of suspension, the principal will notify the parents of the right to a conference with the principal. At the end of the conference, which will be during school hours, the principal will inform the parents if the suspension is still in effect.

If a student fails to comply with disciplinary action due to circumstances genuinely beyond the student's control, the student must comply as soon as possible. If the student forgets to serve the discipline, the discipline is doubled. If the student refuses or his parent/guardian refuses to allow the student to serve the punishment, the student will receive out of school suspension. Upon returning from the suspension, the student will serve the originally assigned punishment.

### **DISCIPLINE – ALTERNATIVE EDUCATION**

Students may be assigned to attendance at the alternative school for a variety of reasons and for a variety of terms. Attendance is not optional, and by law must be enforced by the parent/guardian for the student. When attendance at the Woodward Alternative School has become a part of the student's educational plan, they are to report to that site within 24 hours. (700 S 23-101.3; SLO 488.2)

### **DISCIPLINE – EXTENDED TERM SUSPENSION**

Extended term suspension means in excess of 10 school days. The student and their parent/guardian will be given the opportunity for a hearing provided in Oklahoma State Law, affording the involved parties procedural due process. A parent/guardian who does not agree with the action taken may request in writing an appeal to the school board. Said hearing will take place in a timely fashion and all due process procedures adhered to. The decision of the Board is final.

### **DISCIPLINE – SHORT TERM SUSPENSION**

Short term suspension means 1-10 school days. The student will be given notice of the charges against them, be informed of the basis for the accusation and be given opportunity to make statements in defense of or in mitigation of the charges or accusation. This will take place between the Superintendent and the student. Notice of any short term suspension and the reason therefore will be given to the student involved. An attempt will also be made to notify the parent/guardian within twenty four hours after suspension has been imposed. Any student who is suspended from school is dropped from the attendance rolls (State School Board Regulation). The Superintendent has the authority to suspend a student out of school for a period up to and including, 10 school days. A student who is suspended for 10 or fewer days may appeal the Superintendent's decision to a suspension appeal committee designated by the Superintendent and approved by the Board of Education. The decision of the suspension committee is final and cannot be appealed to the Board or to any other school official. Before a student may be suspended out of school for over 10 days, the student has the right to appeal the decision to the Board. The decision of the Board is final.

A student shall be suspended from school for serious offenses/ multiple infractions of lesser offenses. A student who is suspended from school shall not be allowed on school property, or to participate in or attend extra curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days. A student shall receive a grade of zero (0) on all work missed for the 1<sup>st</sup> 5 days of suspension, no work during those 5 days may be made up and additional work for credit to compensate will not be assigned. Student may complete the work for their own benefit; however a score of 0 will be given and calculated into the students other grades for 5 days or fewer. A student shall not make up work for credit that was assigned during the period of suspension nor shall the student complete additional work for credit to compensate for the work on which the student received a grade of zero.

Students suspended beyond 5 days will receive an education plan for the core curriculum in which they are enrolled at the time of suspension. Parents shall bear the responsibility for monitoring the students until readmission into the school. A student shall receive an educational plan for the core curriculum in which the student is enrolled at the time of the suspension for days suspended beyond 5 days. Eighty Five percent (85%) credit will be granted for academic work completed on the educational plan beyond 5 days, but for fewer than 10 days.

Students suspended for a period of time of six days or longer will be allowed to complete work for credit in core subject areas.

## **DISPLAY OF AFFECTION**

Display of affection such as arms around each other, holding hands, and kissing will not be permitted at school. School and school activities are not a proper place for this type of activity.

## **DISRUPTIVE BEHAVIOR**

Disruptive behavior is the failure to follow classroom, playground, bus or hallway rules. Students are expected to conduct themselves in a proper manner at all times during the school day, at any school activity, or when on school property and are responsible to school authorities (principal, teachers, and other school staff). Neither disobedience nor disrespect will be tolerated. Should it occur, an escalating disciplinary plan of action will begin immediately. Disruptive behavior by adults may result in a removal from school property for up to one (1) calendar year.

## **STUDENT DRESS AND APPEARANCE**

Students should present a neat, conservative and appropriate appearance during school hours. Student dress should be clean, neat and in good taste at all times. A student whose extreme appearance create a distraction or interferes with the normal orderly process of the instructional program or the management of any school program will be subject to discipline until corrections are made. Final judgement on the inappropriateness of student appearance will be made by the administration. The administration will determine proper dress using the following guidelines.

The following will **not** be permitted:

- Shorts may **not** be worn **after** fall break and **before** spring break (No athletic shorts for grades 7-12). Length of shorts should be a dollar bill width above the knee.
- Wind pants/Sweat pants/Pajama bottoms (grades 7-12, students with special needs will be considered). Bottoms/shorts with wording on the back. Jeans with holes.
- Hats, caps or sunglasses.
- See through clothing, low cut blouses, bare midriffs, tank tops, crop tops. Bare backs are not permitted. All shirts must have sleeves. Shirts must be long enough to tuck into the waistband.
- No body piercing of any kind. Earrings are limited to the ears only and only for females.
- Shoes will be worn at all times (no house shoes).
- Tattoos are not allowed to be visible (and should be covered) during school or any school sponsored activity.
- Clothing which is worn out of season, large coats or jackets or gang related clothing will not be prohibited.
- Hair must be clean and well-groomed at all times. Boys' hair will be cut so that it will be out of the eyes and off the collar at the back. Mohawks at any age are not permitted. Hair color other than natural color (as judged by the administration). All students will be clean shaven.

It is the prerogative of the individual sponsors to make additional requirements of the students involved in the activity of the organization that they sponsor or direct.

Clothing may not have any vulgar or profane expressions or advertisements for tobacco, drugs or alcohol. Hats or bandanas shall not be worn inside any building unless they are part of a required uniform of a skit or play.

Dress associated with extracurricular activities must comply with the above codes. Students who are inappropriately dressed must change into school issued clothing. Second offense- the parents will be contacted and the student will be required to change clothes before returning to class. The time missed will be considered an unexcused absence.

## **STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES**

The Fort Supply Board of Education in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Fort Supply Public School District, has adopted the following policy for drug testing of activity students.

### **Statement of Purpose and Intent**

Although the Board of Education, administration, and staff desire that every student in the Fort Supply Public School District refrains from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in all extracurricular activities and those driving to school. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Fort Supply Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extracurricular activities at the Fort Supply Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

- To educate students of the serious physical, mental and emotional harm caused by illegal drug use,
- To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
- Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
- To prevent injury, illness, and harm for students that may arise as a result from illegal and performance enhancing drug use.
- To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Fort Supply Public School District. For the safety, health and well being of students in extracurricular activities the Fort Supply Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 7 – 12. The administration may adopt additional regulations to implement this policy.

### **I. Definitions**

**“Activity Student”** means a member of any middle school or high school Fort Supply Public School District sponsored extracurricular organization which participates in interscholastic competition. This includes any student that represents Fort Supply Schools in any extracurricular activity in interscholastic competition, such as Academic Team, Athletics, Cheerleaders, 4-H, FFA, Yearbook and any student who drives a vehicle to school (auto or cycle). Each vehicle must be registered in the School Principal's office.

“Drug Use Test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person’s urine.

“Random Selection Basis” means a mechanism for selecting activity students for drug testing that:

- Results in an equal probability that any activity student from a group of activity students subject to the selected mechanism will be selected, and
- Does not give the School District discretion to waive the selection of any activity student selected under this mechanism
- Students of Fort Supply Public Schools (grades 7 – 12) participating in any/or all extracurricular activities will be subject to be tested for any/or all of the substances listed below at any time during the school year.

“Illegal Drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, “illegal drugs” shall also include alcohol.

“Performance Enhancing Drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term ‘performance-enhancing drugs’ does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“Reasonable Suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

## **II. Procedures**

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student’s annual physical or for eligibility for participation; (b) when the Activity Student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form.” Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the Activity Student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

All Activity Students will be required to provide a urine sample before the student may participate in an extracurricular activity covered under this policy. A student who moves into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Fort Supply Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Fort Supply Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test.

The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by direct employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof the unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### **III. Confidentiality**

The laboratory will notify the principal, athletic director or designee of any positive test, to keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal, athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or the lab. The Fort Supply Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from students other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.



#### **IV. Appeal**

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days on notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

#### **V. Consequences**

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

**A. For the First Offense:** The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test in order to continue participation in the activity the student and parent/guardian must within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offence will be imposed.

**B. For the Second Offense:** Suspension from participation in all activities covered under this policy for (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under this policy and will be required to re-test as would a student who has tested positive.

**C. For the Third Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for the remainder of the school year eighty-eight school days (one (1) semester) whichever is the longer.

## **VI. Refusal to Submit to Drug Use Test**

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions or drive a vehicle to school or school activities for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Fort Supply Public School is committed to cooperating with parents, guardians, in an effort to help students avoid illegal drug use. The Fort Supply Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

**CROSS-REFERENCE: Policy FM, Student Activities, Eligibility  
Policy FNCF, Drug-free Schools**

## **EMERGENCY-STUDENT INFORMATION**

Information regarding your child's health and medical history must be made available to school officials to ensure the welfare of your child. The school must be provided with the current name, address, and telephone numbers of at least two people who can be contacted in case of emergency. Without contact with one of these individuals and early dismissal for any reason cannot be granted at any time. Additionally no student will be released at any time to an unauthorized person.

## **EXTRACURRICULAR ELIGIBILITY**

Any student who has a failing average in any subject will not be allowed to participate in any extracurricular activities. This includes field trips, athletic events and cheerleading, school carnival royalty contests and homecoming coronation. Grades determining eligibility will be turned in no later than 3:00 p.m. Wednesday afternoon. The eligibility period will be from Monday through Sunday.

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes, authorized school activities include, but are not limited to competitive events against other schools, field trips, student activities outside the normal school day, and non classroom activities. A student who is not eligible will not suit up, travel with the team, group, and organization nor sit on the bench or stand on the sidelines.

The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a passing grade in all courses. Eligibility will be determined after 3:00pm on Wednesday.

A student must receive a cumulative passing semester grade in all courses at the end of the third week of each semester, and each week thereafter, or the student will be placed on academic probation of the following week. A student may participate in authorized school activities during the week that student is on academic probation.

Academic Probation and Ineligibility outline:

1. Failing any course(s) after 3rd week of semester-Probation
2. Failing any course(s) for 2 consecutive weeks-Ineligibility
3. Student remains ineligible until the student is passing all subjects for 1 week. When the student is again eligible, steps 1 and 2 are repeated if necessary.

## **FAPE**

Fort Supply Public School announces publicly its policy of non-discrimination both in staff employment and in admission of student to programs and activities. It further assures that no person shall on the basis of gender, race, color, national origin, or handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any of its educational programs or activities, including those receiving federal financial assistance.

## **FERPA POLICY**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students more than 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Fort Supply District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within the educational agency or institution who the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(2))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State –supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.(§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to a)develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(9))
- Information the school has designated as "directory information" under §99.37.(§99.31(a)(11)0

### **FIRE/TORNADO/SHELTER IN PLACE/LOCK DOWN DRILL**

Signals on the bell system in case of emergencies are as follows: FIRE-series of short rings. TORNADO-One long continuous ring. Intercom notification will be made for Shelter in Place/Lock Down.

### **FUND RAISING**

All fund-raising activities shall have administrative approval and shall be scheduled on the school calendar by the administrator.

### **GANG SIGNS**

Gang signs, writing, language, attire (including bagging/sagging pants), or known activity will not be tolerated.

## **GIFTED EDUCATIONAL PLAN**

An important goal of the Fort Supply Public School is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic areas, and who require learning opportunities or experiences not ordinarily provided the school in order to fully develop such capabilities. Initiative to provide those appropriate educational experiences will include:

- Assessing the instructional level of identified students find considering the unique learning characteristics of each child.
- Expending curriculum opportunities to allow gifted students to move through the core curriculum at the appropriate flexible pace.
- Appropriately matching the programs and support services to the individual.
- Structuring learning environments that address the unique needs of gifted students and accommodate a variety of learning rates and styles.

The Gifted Educational Plan for Fort Supply School is a very extensive plan and, therefore is available at any time for viewing in the administration office.

## **GRADING SCALE**

90 thru 100 A	70 thru 79 C	0 thru 59 F
80 thru 89 B	60 thru 69 D	

## **GRADING – NINE WEEK AND SEMESTER EXAMS AND GRADES**

Nine week and semester exams are to be comprehensive tests and will constitute twenty (20) percent of the grade for that marking period. Each nine week grade will represent forty (40) percent of the semester grade. For the purpose of calculating 9 week averages prior to the 9 weeks exam, tests will carry a value of sixty (60) percent of the 9 week average and daily grades will have a forty (40) percent value. Semester grades will be computed by using the overall percentage earned each nine week marking period.

## **GRADES – TEST – SEE UNDER TESTING**

## **GRADUATION REQUIREMENTS**

Students graduating from Fort Supply High School in 2018 and beyond must have twenty-six (26) units to graduate. Beginning with Students entering the ninth grade in 2015-2016 school year, in order to graduate with a standard diploma, students shall complete the college preparatory/work ready curriculum. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. In order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy. Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between 9<sup>th</sup> grade and high school graduation. 2016-2017 school year local policy will determine examination criteria needed to graduate. Any student failing to meet the minimum requirements established by the state and the local district will not receive a diploma nor participate in the graduation ceremony.

## **GRADUATION POLICY**

A student may participate in graduation ceremonies if he/she has completed the requirements of Fort Supply School. If the student only lacks ½ credit towards the graduation requirement, he/she may participate in the graduation ceremonies, but not receive his/her diploma until the requirements have been met.

## **HIGH SCHOOL CLASSIFICATION**

Freshman	0-6 ½ credits	Junior	14-20 credits
Sophomore	7-13 credits	Senior	20 plus credits

## **GUN FREE SCHOOLS POLICY**

Any student who brings a firearm to school or transports it on a school bus shall be expelled for a period of no less than one year. Additionally, any such case shall be immediately reported to the proper law enforcement authorities. The superintendent may modify the expulsion on a case-by-case basis. It is unlawful for any person to possess any firearm or weapon on school property or while in any school bus or vehicle used as school transportation. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license is not a violation, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. A school administrator may authorize firearms or other weapons to be brought onto school property and used in an Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety, or firearms training course. (21 O.S. 1280.1(c); S.L.O. 1031) Any student found in possession of a weapon while on any public school property or while in any school bus or any other vehicle used by the school shall be suspended out of school for a period of not less than one year to be determined by the Board of Education. The term of the suspension may be modified by the Superintendent based on a case-by-case basis (70 O.S. 24-101.3; S.O.L.O. 488.2)

## **HANDICAPPED CHILDREN**

The Fort Supply Public School will be in compliance with the Individuals with Disabilities Education Act (IDEA) 1990 P.L. 101-476. This law specifies regulations for the education of all handicapped children. Anyone who has any knowledge of any handicapped individual is asked to refer them to the principal at Fort Supply School.

## **HARASSMENT/BULLYING**

It is the policy of this school district that harassment of students by other students, personnel or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Applies to conduct “on school grounds, going to or returning from school, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events”

Also applies to “electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school” during school hours.”

Harassment set forth above may include, but is not limited to the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, etc;
- Demeaning jokes, stories or activities directed at the student;
- Unwelcome physical contact.

The Superintendent shall develop procedures providing for:

- Prompt investigation of allegations of harassment;
- The expeditious correction of the conditions causing such harassment;
- Establishment of adequate measures to provide confidentiality in the complaint process;
- Initiation of appropriate corrective actions;
- Identification and enactment of methods to prevent reoccurrence of the harassment; and
- A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

## **HAZING**

All forms of hazing/intimidation are prohibited in connection with school sponsored activities (including but not limited to admission to a club, team or organization)

## **HEAD LICE/NIT**

Head lice are found periodically in schools and do not reflect upon a person’s living conditions or personal hygiene. All parents are requested to examine their children for indication of head lice/nits. The school periodically conducts screening examinations using health department guidelines. If a child is found to have head lice and/or nits (eggs), parent notification will be made and the child will need to be picked up immediately upon notification.

Any reported condition should be treated at once. Parents are encouraged to follow the treatment guidelines as recommended by the health department. These guidelines are available in the administrative offices or parents/guardians may wish to contact their personal physician. Information is also available at: [www.ok.gov/health](http://www.ok.gov/health).

Once the student has been treated and cleared of all head lice/nits, and a statement has been sent to the school by the county health department or personal care physician the student will immediately be readmitted.

## **HOME SCHOOLED STUDENTS**

Prior to placement in a public school setting, students coming from being home schooled will be tested and placed according to their academic levels, rather than being placed according to chronological age.

## **HOMEWORK POLICY**

Fort Supply students will be required to do regular homework assignments. Students will be expected to complete all assigned homework and return it to school promptly. Students will be given feedback on homework assignments and will receive grades on their homework. Students who do not complete their homework will be given a homework warning. Students are allowed two homework warnings and receive credit for that late work. However, on the third homework warning, students failing to turn work in on time will receive zero credit for that work and be expected to serve detention after school in an attempt to compel the student to fulfill their responsibility. Suspension for failure to attend detention or being picked up late after detention will apply.

## **HONOR ROLL**

Students in grades 2-12 will participate in the honor roll. Assemblies will be held at the end of each nine week session in order to recognize students who have achieved placement on the honor roll. The students will be recognized in front of their peers and presented a certificate each 9 weeks they qualify for the honor roll. Honor roll qualification will be determined at the end of each 9 week period, when all grades have been determined and posted on report cards.

The Superintendent's Honor Roll will include those students with grades of 90 and above (A's) in all enrolled classes.

The Principal's Honor Roll will include those students with grades of 80 and above (B's) in all enrolled classes.

Students earning honor roll recognition 3 of the 4 nine weeks will be awarded a silver educational medallion. Students earning honor roll recognition all 4 of the nine weeks will be awarded a gold education medallion.

## **INSURANCE**

It is the sole responsibility of parents/guardians to provide insurance for their child in the event of an accident or an injury is incurred on or off school property.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Fort supply Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the **Acceptable Use and Internet Safety Policy** ("policy") of the school district and the Data Acquisition Site that provided Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18 does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.



## **PERSONAL RESPONSIBILITY**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

## **TERM OF THE PERMITTED USE**

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

## **ACCEPTABLE USES**

**Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

**Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form or programming or vandalism' participate in "hacking" activities or any form of unauthorized access to other computers, network, or information systems.

Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

Uses that are commercial transaction. Students, staff and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

**Netiquette.** All users must abide by rules of network etiquette, which include the following:

Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes related to race, gender, ethnicity, nationality, religion, or sexual orientation.

Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection. Be considerate when sending attachments with e-mail.(where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

**Cyber Bullying**-Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject, another person using technology. This includes but is not limited to the following:

Sending mean or threatening messages via e-mail, IM (instant messaging or text messages).

Spreading rumors about others through email, IM, or text messages.

Creating a Web site or MySpace (or other social networking) account that targets another student or other person(s).

Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.

Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Fort Supply Public School that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school or the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

## **INTERNET SAFETY**

**General Warning: Individual Responsibility or Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

**Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without "first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet with a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

**"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet with the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or

administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors.

We are using **Secure Computing Smart Filter** for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology based protection systems may be disabled by a supervising teacher of school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 (h)(7), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying, awareness and response.

## **PRIVACY**

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

## **FAILURE TO FOLLOW POLICY**

The user’s use of the computer network and internet is a privilege, not a right. A user who violates this policy shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his/ her action or by failing to report any violation by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

## **WARRANTIES/INDEMNIFICATION**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parents(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## **UPDATES**

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardians) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

## **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the politics and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no exceptions of privacy in that school official may monitor users at any time.

### **All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette.**

#### **These include, but are not limited to the following:**

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.

8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information or copyrighted materials.
9. The district technology is not to be used for playing multiuser or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of other-without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another use, Internet, or any other agencies or other networks that may be accessed.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violations of this policy.

## **INTERNET FILTERING**

The Internet changes rapidly, making it impossible to filter all objectionable sites, therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

Educating Student to be "net-smart";

Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

Using "Acceptable Use Agreements;"

Using behavior management practices for which Internet access privileges can be earned or lost; and appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

## **CRITERIA FOR FILTERING OF OBJECTIONABLE SITES**

Anything that falls under at least one of the following categories will be blocked. This list may be updated/modified as required.

### **Nudity/Pornography**

- Prevailing U.S. Standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites that contain pornography or links to pornographic site
- Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

### **Sexuality**

- Sites that contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites that contain inappropriate personal ads

### **Violence**

- Sites that promote violence
- Images or descriptions of graphically violent acts (rape, dismemberment, torture: etc.)
- Graphic autopsy or crime-scene images

### **Crime**

- Information on performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- Illegal file archives (e.g., software piracy)

### **Drug Use**

- Sites that promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking game rules)
- Exceptions: Materials with valid educational use (e.g., drug-use statistics)

### **Tastelessness**

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- Exception: Graphic medical images within a medical context

### **Language/Profanity**

- Passages/words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Sexually or racially tinged language

NOTE: The focus is on American English, but profanity in other languages or dialect-will be blocked if brought to our attention.

### **Discrimination/Intolerance**

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites that promote intolerance, hate, or discrimination

### **Interactive Mail/Chat**

- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat area

**Inappropriate “Banner Acts”**

- Advertisements containing inappropriate images

**Gambling**

- Sites that allow or promote: online gambling

**Weapons**

- Sites that promote illegal weapons
- Sites that promote the use of illegal weapons

**Other Inappropriate Material**

- Body modification: tattooing, branding, cutting, etc.

**Judgment Calls**

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

**Procedure for Suggesting Sites be Blocked**

If a district staff member observes a site that they believe to contain inappropriate material according to the above criteria, they may request that the site URL be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

**INVOLVEMENT BY PARENTS IN SCHOOL ACTIVITIES**

Involvement by parents in school activities is necessary for the development of the best school possible at Fort Supply. However, this involvement must be "controlled" in order not to jeopardize the legal liability, which has been placed on the teachers, administrators, and the Board of Education members for the safety and "well-being" of school students. Therefore, no parent will be permitted to become involved with any student activity unless requested to do so by the sponsor who is responsible for such activity. The sponsor will use the following procedure if parental assistance is needed.

- Inform the principal of such need, and the names of the parents that are requested to assist.
- The principal will notify the sponsor of approval.
- The principal will meet with the sponsor and parents to clearly define the involvement by parents.

**LEAVING SCHOOL**

Before picking up the student, all visitors check out student at the office. Visitors should remain in the office while staff calls the student to the office. Unauthorized individuals regardless of their relationship with the student may not pick students up from school.

**LIBRARY THEFT**

Removing attempting to remove, mutilating, destroying, or altering or otherwise damaging, in whole or in part, any library material is a misdemeanor subject to a fine and restitution. Proper authorities may be contacted (21 O.S. 1739; S.L.O 1040)

**LOST AND FOUND**

If you find an article of any value, you are requested to turn it into the principal's office. If you lose anything, inquire at the office. The school assumes no responsibility for personal property. Students are urged to take every precaution to protect their possessions.

## **MEAL BILL POLICY**

Meals should be paid for in advance. No students may incur more than 5 days of charges. If bill is not paid after 5 day charge limit, the student will need to bring their own lunch or will receive a sandwich and white milk until such time as the bill is paid. Individuals who foresee difficulty paying their lunch bill should immediately contact the office in an attempt to arrange a payment method. Enrollment will contain the Free and Reduced Lunch Application. Meal prices are as follows:

Elementary	Breakfast	\$1.00	Lunch	\$2.75	Extra Milk	\$.35
Jr/Sr High	Breakfast	\$1.00	Lunch	\$2.75	Extra Milk	\$.35
Adult Visitor	Breakfast	\$2.75	Lunch	\$4.25	Extra Milk	\$.35

## **MEDICATION/ASTHMA/ANAPHYLAXIS POLICY MEDICATION, DISPENSING**

### **I. Medication Dispensed/Administered by School Personnel**

Only medication that has been prescribed for a student by a physician will be administered by school personnel. The following pertain to medication brought to school to be administered by school personnel.

- Be in a prescription vial, with the pharmacy label that states: physician's name, the name of the medication, and the directions for administration of the medication to a particular student. This could include an over-the-counter medication, such as cough medicine, aspirin, or any other domestic remedies, **ONLY** if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must in the original container and accompanied by the physician's written request and instructions for administration at school. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administration.
- A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.
- Medication that is to be given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in each school office. When medication to be administered by school personnel is brought to school, the following procedure should be followed:
- Place the medication in a separate clasp manila envelope, on which has been attached a blank "Administration of Medication" form. The person accepting the medication will check:
- The written request from the parent, noting the name of the student, name of the medication, dosage, and time to be given.
- Check the medication vial brought by the student to ascertain that it has a pharmacy label that states the student's name, Physician's name, name of medication, dosage and frequency of dosage, and that it corresponds with the parent's/guardian's written request.
- Complete the top part of the "Administration of Medication" form on the envelope that asks for the student's name, date medication received, name of medication to be given, dosage and the time it is to be given.
- Medication will be stored in a drawer or cabinet, preferably locked, in an area that is not generally accessible to students



## II. Self-Administered Medication

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medication according to the provisions of the policy. The district shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled asthma or anaphylaxis medication at all times.

The student's parent or guardian shall:

- Provide the school with a written statement on the form prescribed by the *Fort Supply Board of Education* authorizing the self- administration of inhaled asthma or anaphylaxis medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury from the self-administration of asthma or anaphylaxis medication by a student.
- Provide the school with a written statement from the student's treating physician containing the following information:
  - That the student has asthma or anaphylaxis;
  - That the student is capable of and has been instructed in the proper method of self- administration of the student's asthma or anaphylaxis medication;
  - The name and purpose of the asthma or anaphylaxis medication;
  - The prescribed dosage; and
  - The time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered.
  - Provide the school with an emergency supply of the student's asthma or anaphylaxis medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
  - Provide asthma or anaphylaxis medication to be carried by the student which is appropriately labeled with a prescription reflecting the following:

- |   |                                    |
|---|------------------------------------|
| 1. Student's name                                   | 6. Date of prescription and refill |
| 2. Prescription number                              | 7. Licensed prescriber's name      |
| 3. Method of administration and dosage              | 8. Name of pharmacist              |
| 4. Asthma or anaphylaxis medication name and dosage |                                    |
| 5. Pharmacy name, address and telephone number      |                                    |

The authorization of self-administration of asthma and anaphylaxis medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma and anaphylaxis medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purpose of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label or an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a physician.

## **OBSCENITY/PROFANITY**

Obscene materials including, but not limited to illustrations (drawings, paintings, photographs, etc.) and oral/written materials (books, letters, poems, tapes, CD's, videos etc.) which are commercially or student produced are prohibited at school and at all school-sponsored activities.

### **Online Instruction Policy**

#### **Guidelines**

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education.

- Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
- The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
- Only students who are enrolled in the district will be granted access to supplemental online courses.
- Request for enrollment in supplemental online courses shall be as follows:
  - Interested students shall be required to fill out a request for enrollment in supplemental online courses(s) form.
  - The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
  - If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
- If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grade period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
  - Students earning credit by means of online instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
  - Courses offered for credit by means of online instruction shall be aligned with the Priority Academic Student Skills (PASS)/Common Core State Standards (CCSS).
- Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the

supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

- The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
- District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
- All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
- Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction cost, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.
- Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
- Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
- Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access.
- Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complies with district policies and procedures.

## **OPEN CAMPUS**

At the current time, the Senior High (grades 9-12) students at Fort Supply Schools enjoy an open campus. This allows students the privilege of leaving the school grounds during the lunch period. With this privilege goes a certain responsibility. Students who regularly go home for lunch must notify the office at the beginning of the school year of their intent. Students who do not go home for lunch, but choose to take their lunch period off school grounds must have a signed permission form on file in the office before they leave the school grounds. Permission may be denied if problems arise with these procedures. Students traveling to and from career tech may not car pool unless a signed permission slip is on file in their personal file in the office. No student may ride with another unless specifically approved by name. Both students' files must indicate parental approval.

## **PHYSICAL EDUCATION**

All elementary students are expected to participate in physical education or PE classes unless they have a doctor's statement. In some cases, High School students may arrange taking another class choice.

## **PRIVACY**

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, or other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches.

## **PROFICIENCY-BASED PROMOTION POLICY**

Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

- Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students who are able to perform relevant laboratory techniques.
- Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once during the week before the beginning of the school term and once during the last week of school at the end of the school term as identified in 70 O.S. 11-103.6. Notification of intent to take the test must be given to the student's Principal two (2) weeks prior to the testing week.
- Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
- The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as at the end of each school term.
- Qualifying students are those who are legally enrolled in the local school district.
- The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
- Students will be allowed to take proficiency assessments in multiple subject areas.
- Students not demonstrating proficiency will be allowed to try again during the next assessment period.
- Exceptions to standard assessment may be approved by a local committee appointed by the Superintendent or IEP team for those students with a disabling condition. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

## **ALTERNATIVE STUDENTS-PROFICIENCY TESTING**

- The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth will be considered.
- If the parent or guardian request promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
- Failure to demonstrate proficiency will not be noted on the transcript.
- Students must progress through a curriculum area in a sequential manner. Elementary, Middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
- If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. This unit shall count toward meeting the requirement for the high school diploma.
- Units earned through proficiency assessment will be transferable with students among school district within the state of Oklahoma. Proficiency assessment will measure mastery the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

Option for accommodating student's needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

- a. Individualized instruction
- c. Independent Study
- e. Cross-grade grouping
- g. Grade/Course Advancement

- b. Correspondence Courses
- d. Concurrent enrollment
- f. Cluster grouping
- h. Individualized education programs

Fort Supply School will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request. Appropriate notation will be made for students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for Passing. This unit will count toward meeting the requirements for the high school diploma.

## **PROGRESS REPORTS**

As a method of better informing parents of academic progress, difficulties, as well as exceptional work, a progress report will be sent to parents at any time deemed appropriate by the school. When a student reaches a D average in any class a deficiency report will be mailed to the parent.

## **PROGRESS REPORT-PARENT INQUIRIES**

We encourage parents to keep informed of their child's grade averages. Please view your student's grades on the school website.

## **RESIDENCE POLICY**

The superintendent of the district in which a student is presented for enrollment shall verify that the student is either a resident of the school district or is otherwise entitled to attend school in that district for any other reason authorized by law. Any pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term. (70 O.S., Section 19.111). The residency officer pursuant to the following procedures shall determine any questions or disputes as to the residence of a student.

- If the school district initially denies admittance of a student who claims to be a resident of that district, the parent of the student shall be informed that they may request a review of the decision of the local residence officer.
- The parent of the student must notify the residence officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residence officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residence. Said information must be submitted with the request for review.
- The residence officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
- In the event the parent disagrees with the decision, the parent shall notify the residence officer, within three (3) school days of receipt of the residence officer's decision, who will submit his findings and all the documents reviewed to the local school board of education. The local board of education will review the decision and documents submitted on behalf of the district and the student and render a decision at the next board meeting. The local board's decision shall be the final administrative decision.
- In an effort to place students in school as quickly as possible, time lines shall be followed, unless due to emergency circumstances both parties agree to an extension of time lines.

The determination of school residence can often be complex and difficult. The following data, when pertinent, can be very helpful in making the determination, though no single factor or combination of factors establishes school residence.

- Affidavit of custody, guardianship, and/or financial support.
- Was the child in question transferred the previous year?
- Data regarding sibling (names, age, grades, school, residence)
- Were siblings of the child in question transferred the previous year?
- Suggested data, which might indicate place of residence:
  - Phone and utilities listing (name and address)
  - Homestead exemption listed with county assessor
  - Legal description when necessary
  - Voter registration
  - Information provided by school bus drivers
  - Address given Motor Vehicle Division of Department of Public Safety (License)
  - Copy of Internal Revenue Service (IRS) form with figures deleted
  - Description of living conditions, physical circumstances, and social relationships.
  - Other data, which provides information regarding where and with whom the child lives. Approved 4/24/95

- P.O. Address
- Copy of lease, deed, rental agreement
- Driver's license address
- Information provided by neighbors
- Information provided by apartment managers

**RETENTION**

State statute provides that the decision for retaining students rests with the school they attend. Should the school choose retention in a grade for a student; the student and their parents have the right to appeal in writing the decision to the Board of Education. Final decision will rest with the Board of Education if there is an appeal.

**RETURN OF SCHOOL PROPERTY AND FUND RAISER ACTIVITES**

Students who fail to return school property, (ex: books, fund raiser products, fund raiser money, uniforms, etc.) will not be allowed to participate in fundraisers/activities relating to fund raisers or other extracurricular activities until the property is returned or funds paid to the school. Bad checks will be appropriately processed. (Okla. Const. Art. 10-1)

**SCHEDULING OF ACTIVITIES**

Teachers, students, or groups of students participating in activities under the same name of the school, but away from school property-whether academic or non-academic must record all activities on the school calendar located in the office after receiving approval from the administrator. All organizations shall hold absences from regular classwork to a minimum.

**SEARCH AND SEIZURE**

It is the right and the responsibility of the Superintendent, Principal, Teacher, bus driver, and security personnel to detain, search, or authorize the search of:

The pupil or property of the pupil, when the student is on any school premises, or in transit under the authority of the school, or while attending any function sponsored or authorized by the school is subject to search. The search will be for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property reasonably suspected to have been taken by a pupil or school employee during school or during school activities. Under state and federal law, students may have their lockers, their persons, and any vehicle in which they have ridden searched for contraband or stolen items. Lockers are the property of Ft. Supply Schools and are assigned to the students for their use. Students hold neither expectations of privacy in their lockers nor other school property. Students are to use their assigned

locker only. Students leave articles of value in lockers at their own risk. It is also the policy of the Ft. Supply Schools that the contents of students book bags be strictly limited to school property (ex: Books) and educational related materials (ex: notebooks, pencils, etc.) Gym bags and other similar school owned property issued to student's remains the property of Ft. Supply Schools and remains subject without notice. School officials have the authority to seize any property prohibited by law or school policy. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to law enforcement. (70 O.S. 24-102; S.L.O 489)

## **SPORTS MEDICINE POLICY**

**POLICY STATEMENT:** This policy communicates comprehensive procedures for the sports medicine program at Fort Supply Public Schools, including but not limited to, pre-participation examinations, emergency action plans, concussion management, and return to play guidelines.

**PURPOSE:** It is the goal of Fort Supply School District to ensure a safe experience for student athletes. This policy is also intended to meet the requirements of Title 70 O.S. 24-155.

## **PRE-PARTICIPATION EXAMINATIONS**

Student athletes are required to undergo a pre-participation physical examination. Physicals may be completed no earlier than May 1 of the preceding year.

## **EMERGENCY ACTION PLAN**

Emergency situations may arise at anytime during athletic events. The development and implementation of this plan will help ensure that the best care will be provided in the quickest manner possible. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. Proper preparation on the part of the sports medicine team should enable each emergency situation to be managed properly. This plan should serve as a guideline for such emergencies during athletic events and practices at Fort Supply Public Schools.

Components of the Emergency Plan:

- Emergency Personnel
- Roles of the Sports Medicine Team
- Emergency Communication
- Emergency Equipment

Emergency Personnel:

The sports medicine team is composed of a physician, athletic director and in the absence of the before mentioned personnel, the head coach who has completed the care and prevention course. If a physician is not present, the head coach will take control of all athletic-related emergencies and delegate the appropriate duties to the appropriate personnel. In the absence of these personnel, the head coach is responsible for delivering first aid. Under these circumstances, there should be a reliable form of communication between the coach and EMS should the athlete's status require more advanced care. Roles of the sports medicine team:

The sports medicine team should establish scene safety and provide immediate care of the injured athlete. A member of the sports medicine team will activate the emergency medical system, if this activation is required, the physician will direct another member to activate 911. This responsibility usually lies with the athletic director or head coach.

#### Emergency Communication:

Athletic emergency medical personnel must work together to provide the best emergency response capability. Communication prior to an event is beneficial to the sports medicine team and local EMS. Access to a telephone, whether fixed or mobile, should be assured at all events. This telephone should be checked prior to the event. At Fort Supply Public Schools, cellular telephones are utilized as the primary means of communication.

### **CONCUSSION MANAGEMENT**

Concussions are serious injuries that need to be taken care of properly. If not treated correctly, there is greater risk for further, more disruptive injury, and/or longer recovery time. In order to ensure that any athlete that suffers from a concussion is safely returned to play, the following procedures will be followed for every concussion.

- At the beginning of the school year or at any time a new student athlete begins participation in extracurricular sports, the student and his/her parent or guardian will be provided with a concussion/head injury information sheet. The athlete and the parent or guardian will be required to sign and return an acknowledgement form to the head coach prior to being allowed to participate in practice or games.
- Any athlete suspected of having suffered a concussion or head injury will be immediately removed from play by the physician or head coach. The physician will evaluate the injured athlete and determine his/her ability to be returned to play. These decisions will be based upon interview, physical examination, and in guidance with current accepted standards. If the physician is not present, the athlete will not be allowed to return to play that day.
- Any athlete that loses consciousness during participation should be referred to the local emergency department for further evaluation and management.

#### Outside Consultations:

If the student-athlete and/or parent/guardian prefer to seek other medical care regarding a suspected concussion, the Fort Supply Public School will:

- Assume no financial responsibility for any expenses incurred.
- Not render any follow-up medical care.
- Not allow the student-athlete to participate until the physician or athletic director has received a detailed written report and other required medical records from the attending physician. This must include a written release for practice and/or competition within the student-athlete's specific sport.

In the event that the student-athlete has received a return to play authorization from their private physician, but still exhibits signs and/or symptoms of a concussion, the athlete will not be allowed to return to play until the athletic director has reviewed the results and consulted with the private physician.

### **STUDENT ACCOUNTABILITY RELATIVE TO SUBSTANCE ABUSE**

Attending classes alert and ready to learn is a prime responsibility of students at Fort Supply School. The inability to function in class may occur because of illness, injury, use of low-point beer or alcohol, or drugs (prescribed or illegal). State statute provides immunity from liability for school personnel who report suspected violations. A student may be referred to the principal's office after demonstrating one or more of the following behaviors:

Sleeping in class	Odor of Smoke	Fighting
Drowsy or listlessness	Odor of Alcohol	Possession of an illegal drug, alcohol or tobacco
Slurred speech	Abnormal or erratic behavior	Poor general health, red eyes, flushed skin, etc.
Wearing jewelry or clothing which promotes drug, alcohol or tobacco		



A trained employee of Fort Supply School may check the neurological function by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Fort Supply athletic programs to determine if the brain function has been impaired by injury, illness or disease. If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately. The previously mentioned behaviors as well as the neurological examination may be sufficient probable cause to search for illegal drugs, drug paraphernalia or weapons in the student's clothing, locker, or automobile.

### **SUBSTANCE ABUSE POLICY**

Fort Supply School will annually provide an age-appropriate developmentally based substance abuse program for all students in all grade levels. Students will be made aware through distributed materials attached to enrollment forms as well as through the curriculum, that the use of tobacco, illicit drugs, and the unlawful possession and use of alcohol is wrong and harmful. Students will be provided information about any substance abuse counseling and rehabilitation and re-entry programs available. The unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises or as part of any of the school's activities is strictly prohibited. Any pupil found to be in possession of illicit drugs, alcohol, or tobacco on school property or at school the principal may suspend activities for a period not to exceed the current semester and the succeeding semester. The suspended pupil may appeal said suspension to the Board of Education. Additionally, student in possession of illicit drugs and alcohol on school premises or at school activities will be referred for prosecution. The above standards of conduct and disciplinary sanctions along with a statement that compliance with the standards is mandatory and shall also be part of the enrollment materials and will be given to each parent upon enrollment of their children.

### **\*PARENT REQUESTED URINE SCREENINGS AND ALCOHOL/SALIVA TEST**

In an effort to cooperate with the home when the evidence of illegal drug use is suspected or apparent, Fort Supply School will provide no-cost, parent-requested urine screens. Student privacy and confidentiality are a top priority. The results of the urine screen are made immediately available to the parent. If the parent requested urine screen confirms illegal drug use, further random urine screens will be made available at no cost to the parent. If a student continues to test positive, the principal will assist the parents in seeking further services from the county health services or a qualified drug rehabilitation program.

### **SUBSTANCE ABUSE – IMMUNITY FROM CIVIL LIABILITY**

Any public school administration, teacher, or counselor having reasonable cause to suspect that a student is under the influence of low-point beer (as defined in Section 163.2 of Title 37 of the Okla. Stat.), alcoholic beverages (as defined in Section 506 of the Title 37 of the Okla. Stat.) or a controlled dangerous substance (as defined in Section 2-101 of Title 63 of the Okla. Stat.) or who has in their possession (the student's) low point beer or alcoholic beverages or controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse-prevention and treatment personnel, community substance abuse-prevention and treatment personnel or to any law enforcement agency (pursuant to the school's policy) shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report (Okla. State Law, Section 514)

### **TOBACCO-NON USE POLICY**

In order to provide a healthy environment and to set the proper example for our students, the use of all tobacco products (i.e., cigarettes, cigars, pipes, e-cigarettes and spit tobacco) is prohibited on the grounds, property, in the buildings and vehicles of Fort Supply school district as of July 1, 2012./Effective November 1, 2014. This policy applies to employees of the school district, students, and visitors. This policy also applies to all public school functions (ballgames, concerts, etc.) and any outside agency using the district's facilities. This policy is in effect 24 hours per day, every day.

## **TELEPHONE USAGE**

Students will be allowed to use the telephone only in an emergency. School telephones are to be used only when it is necessary to contact parents concerning school business. Students are not to make long-distance calls unless arrangements have been made with the principal before the call is made. Students may not use the telephone before given permission from school personnel. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

## **TESTING**

Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to class or the day following the student's return to class at the discretion of the teacher. Otherwise, the student will receive a grade of zero on that test.

## **TESTS -NINE WEEK AND SEMESTER TESTS AND GRADES**

Nine week and semester exams are to be comprehensive tests and will constitute twenty percent of the grade for that marking period. Each nine week grade will represent forty percent of the semester grade. For the purpose of calculating nine week averages prior to the nine week exam, tests will carry a value of sixty percent of the nine week average and daily grades will have a forty percent value. Semester grades will be computed by using the overall percentage earned each nine week marking period. Nine week and semester test are mandatory.

## **OPEN TRANSFER POLICY-Effective November 1, 2014**

- By May 31<sup>st</sup> of each year, an application form for Open Transfer must be completed by the parents/guardians/custodian of the student.  
The application form shall be obtained from and filed with the superintendent of the receiving school district.
- By May 31<sup>st</sup>: of each year, receiving district notifies resident district of application.
- By July 15<sup>th</sup>: of each year, the receiving board to approve or deny application.
- By July 15<sup>th</sup>: receiving district must notify parent and resident district of transfer cancellations.
- Aug. 1<sup>st</sup>: parent notifies receiving district of intent to enroll.

### Emergency Procedures

- A written application designating the district to which the transfer is desired shall be made by the parent/guardian/custodian and filed with the superintendent of the receiving district.
- On an adequate showing of emergency, the superintendent of the receiving district may grant a transfer, subject to approval by the State Board of Education.
- Reasons for an emergency shall include only:
  - The destruction or partial destruction of a school building.
  - The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer.
  - A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanent detrimental effect on the body's system or renders the risk unusually hazardous.

### Transfer for Nonresident Students

1. Availability of Programs  
Quality of education for students residing in the Fort Supply School district is the first priority of the board of education according, the Board reserves the right to leave open additional spaces in any program with the anticipation that said spaces are to be filled by resident students. Any requests for transfer will be considered secondary to such spaces being held for resident students. Only when the board has determined that the additional spaces are not going to be filled will it consider filling such spaces with transfer students from another district.
2. Staffing Availability  
Under no circumstances will a transfer be allowed which would necessitate the hiring of additional staff to handle the student or students or which would over-load an existing program or class.
3. Space Limitations  
Under no circumstances will a transfer will be allowed if there is not adequate physical space for the student or student wishing to transfer. In certain situations administration may determine the need to disallow incoming transfers in grades where the addition of students would be a detriment as a result of the makeup of the population of the existing class.
4. No incoming transfer application will be accepted unless the parent or guardian agrees to sign a cancellation form which will be kept on file to be executed in the event relations between the district and the student or guardians deteriorate to a point determined by the administration to be detrimental to the school climate.
- 5.. Disciplinary Record  
Discipline records of students applying to transfer to the Fort Supply School district will be requested as part of the student's records. It shall be within the discretion of the Board of Education and/or the Board's authorized representative to determine, based upon the student's disciplinary records, as to whether a transfer will be approved or denied. Students with negative discipline records or those deemed "not in good standing" at the sending school will generally not be approved for transfer to this district. Any transfer application by the student who has previously been suspended from school for being found guilty of an act as outlined in 70 O.S. 24-101.3 will automatically be rejected. In compliance with 70 O.S. 8-101.1 et seq., the Fort Supply Public School will accept or deny the transfer of a student who does not reside in the district in accordance with the criteria stated in this policy.

### Criteria for Denial

1. Availability of Program, Staff and Space
  - Students requiring special programs (special education, staff with specialized training, alternative education classes, and
  - Classes requiring restricted enrollment) will be denied a transfer if the program, staff, or class is projected at 80% or more of Capacity.
  - If a grade is projected to be at 80% capacity or more, a transfer in that grade will be denied.
  - If a grade at a school is projected to be at less than 80% capacity, but the school as a whole is projected to above 80% of capacity, a transfer will be denied.
  - Situations where the addition of students would be a detriment as a result of the makeup of the population of the existing class.
  - Suspension:
    - If a student is under suspension from the sending school for any reason, a transfer will be denied.
2. Attendance Record
  - If the attendance record of the student is less than 90% in both the year preceding and the year of the application for transfer, a transfer will be denied.
3. Previous Transfer
  - A student will be granted only one transfer per year.

### Additional Guidelines

1. If a transfer is granted, the student must provide his/her own transportation to the assigned school.
2. A student may request a transfer to the district only; a student may not request a specific teacher or school.
3. Application shall be considered on a first come, first served basis.
4. A transfer is approved on a student-by-student basis. Siblings must apply individually.
5. A transfer is valid for one year only. A transferred student must reapply each year at any time during the school year such that administration deems it necessary to discontinue the transfer agreement.
6. When a student has been transferred and later changes residence to another school district in the state, the student shall be entitled to continue to attend school in the district to which the student was transferred.
  - If a student changes residence to another district during the school year this is not the same district the student transferred to, the student shall be entitled to attend school in either the receiving district or the new district of residence for the remainder of the current year.
  - A student who enrolls, pursuant to the Education Open Transfer Act, in a school district in which the student is not a resident shall not be eligible to participate in school-related extracurricular competitions governed by the Oklahoma Secondary Schools Activities Association for a period of one year from the first day of attendance of the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. If the student is granted an emergency transfer pursuant to 70 O.S. 8-104, eligibility to participate in school-related extracurricular athletic competitions shall be determined by the Oklahoma Secondary Schools Activities association.
  - A transfer can be cancelled if the student's attendance record falls below 90%.
  - A transfer may be cancelled with the concurrence of the board of education and the parent/guardian/custodian. (SDE Form F0-61)
  - A transfer may be denied or cancelled upon failure of a previously transferred student to Fort Supply to make timely payment of any fees, or other monies due. All debt to the district should be paid in full by May 15 each school year. The Superintendent shall have the authority to deny or cancel transfers if all bills are not paid in accordance with the above item. Additionally, when the Superintendent determines relations with the transfer family or student have deteriorated to a point where a negative effect on district is occurring; a transfer may be cancelled or denied. Should a transfer be denied due to the deterioration of relations the family may have a hearing with the board of education if requested within ten days of official notification of denial.

### REFERENCE:

70 O.S. 1-114	70 O.S. 5-117.1
70 O.S. 1-113	70 O.S. 24-101, et seq.
Approved 3/24/04.	70 O.S.8-101, et. seq.

### **VALEDICTORIAN AND SALUTATORIAN QUALIFICATION POLICY**

The member(s) of the senior class with the highest grade average will be selected as “Valedictorian”. The member with the second highest grade average will be selected as “Salutarian”. A student must have attended Fort Supply his/her last two years to be eligible for these awards. Semester grades will be used to figure grade averages. The first semester grades of the student’s final year will be used in figuring the grade average for these honors. Valedictorian and Salutarian honors will be determined by calculating grade point averages to the nearest hundredth.

Eighth grade Valedictorian and Salutarian will be figured with the same point system as Seniors, using the grades of the Fifth grade through the Eighth Grade.

## **VEHICLES**

All vehicles on school grounds are subject to search by school officials or by law enforcement personnel. A principal has supervisory authority or administrative authority over any school or school building. (70 O.S. 1-116; S.L.O. 18)

Since dog searches have not been held to be searches within the meaning of the Fourth Amendment, School districts may use trained dogs to sniff student vehicles parked on school property. A “hit” by a trained search dog on a vehicle gives rise to reasonable suspicion or probable cause, thus warranting a follow up search. Objects may also be in “plain view” in a student’s vehicle thus warranting the initiation of a search. Distasteful decals or accessories will not be allowed on vehicles.

## **VISITORS**

Student visitors to classrooms will not be permitted. All guests or visitors, including parents, must report to the office of the administrator upon their arrival. Parents and other interested adults are encouraged to visit, after first making an appointment with the administrator.

## **WEAPONS**

It is unlawful for any person to possess any firearm or weapon on school property or while in any school bus or vehicle used as school transportation. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license is not a violation, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. A school administrator may authorize firearms or other weapons to be brought onto school property and used in an Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety or firearms training course. (21 O.S. 1280.1(c) S.L.O. 1031)

## **WIRELESS COMMUNICATION DEVICES**

The use by students of cellular telephones, PDA, pagers and like devices shall be prohibited during the academic school day. Such devices shall be turned off or made inoperable during the academic school day or while being transported using public school transportation on regular runs. If a student needs to make a call, permission from the administration may be granted. Students are permitted to use cell phones at the discretion of a coach or advisor before or after the academic school day.

This means that:

1. The school day at Fort Supply Schools is defined as the time a student enters building until 3:30
2. Usage is not permitted on the bus going to and from school
3. You can have in your possession (pocket, backpack, purse, gym bag, or wall locker) these devices as long as they are turned off
4. Devices are prohibited for use in locker rooms at any time.

### **Penalty for violation**

- ▶ First time violation of the rule will be one-day in- school suspension
- ▶ Second time violation of the rule will be two-day-in school suspension
- ▶ Third time violation of the rule will be a three-day in- school suspension

## **WITHDRAWAL FROM SCHOOL**

Students leaving Fort Supply School during the school year or those graduating will need to complete a checkout form available from the principal. This form must be presented to the student's various teachers to certify that grades are available, all bills have been paid, and that all textbooks have been returned. Without this official withdrawal, no transcript of credits will be forwarded to the student's new school.