

## Preface

The primary purpose of this handbook is to serve as a guide for students of Ft. Cobb-Broxton High School, and to present the opportunities the school offers. It is important that all students and parents know what the handbook contains. Any organization must have regulations to function smoothly. However, it is difficult to make hard and fast rules in our ever changing society. If changes are necessary during the school year, it will be in the best interest of students and faculty. Every effort will be made to use proper channels and notify those involved.

Fort Cobb - Broxton school district does not discriminate on the basis of race, color, national origin, sex or handicap in the education programs or activities which it operates. Ant discrimination laws, which relate to employment or Title IX should be directed to the superintendent's office.

## Objectives Of Ft. Cobb-Broxton High School

1. To encourage the student within the limits of his capacities, and to acquire knowledge, skills and attitudes necessary to function effectively as a productive citizen in a democratic society.
2. To recognize and respect individual differences of each Student and to provide the educational opportunities necessary to meet individual needs.
3. To teach each child to develop a knowledge of and an appreciation for American citizenship and the rights and responsibilities of the citizens.
4. To teach character by preparing a student to accept responsibility in all endeavors, to know right from wrong and to have high moral values.

## PHILOSOPHY OF FORT COBB-BROXTON PUBLIC SCHOOL

The philosophy of the Fort Cobb-Broxtton School is to provide through the use of allocated resources, all students the opportunity for a comprehensive education with emphasis on basic subjects of: Language Arts, Math, Social Studies, and Science. We believe that every student should be provided with an atmosphere appropriate for their level, in which academic success is insured, acceptable social behavior is learned and special interest are enhanced. Our mission is to make excellence and success a reality in the total educational process for all of our students. We recognize that each level: Elementary, Middle, and High School, have unique characteristics and requirements which must be met to foster excellence and success.

The mission of the Fort Cobb-Broxtton High School is to allow student to build upon the knowledge previously gained, while preparing them to go into the world as a well educated individual. High school should be a fun and exciting time for students, however it is also a time that many decisions must be made by the students that will effect the rest of their lives. Because of this it is our goal to present guidance and direction not only in the academic/career areas but also in personal self esteem and social skills. We believe these skills will allow students to attain the confidence and self-respect necessary for continued success in life.

## Absentees and Attendance

Fort Cobb-Broxtton public school believes there is a proven correlation between good attendance and academic performance. Good attendance is the responsibility of the student and the parents.

The district will be using a time clock system in conjunction with class period attendance to track student attendance. To be considered as being in attendance a full day students will need to be clocked in 6 hours per day.

Students are required to be in attendance 90% of the grading period. Failure to attend 90% of the semester will result in the student being declared ineligible until 90% attendance is satisfied. Emergency situation will be taken into consideration by administration.

Any student that does not meeting the 90% attendance rule at the end of the school year will be required to attend summer school until the 90% attendance is meet.

Students who are gone from school for school activates, and not able to clock in before leaving for activity, will be credited for 6 hours of time

When a student is not in attendance, the parent/guardian should make every effort to contact the school the day of the absence. Parents/guardian will be notified by automated system when student is not on campus or when student clocks out to leave campus.

Students must be in attendance at least 3.5 clock hours on the day of an activity in which they are to participate.

**WHEN A STUDENT IS ABSENT OR INELIGIBLE, HE/SHE WILL NOT BE ELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY DURING THAT DAY OR NIGHT. ADMINISTRATIVE DISCRETION WILL BE USED IN CASE OF EMERGENCY.**

## Asbestos Hazard Emergency Response Act of 1986

The Asbestos Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the Superintendent's office if you wish to see it.

### **Alternative Punishments**

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

Alternative methods of punishment include the following: Warn student (written), advise parents, removal from the class or group (temporary or permanent), parental conference, noon detention, after school detention, Saturday detention, in school suspension, review committee-composed of teachers who know the student and who will review the record and render a written recommendation, financial restitution, involvement of law enforcement agency, referral to a social agency, probationary period, suspension, expulsion, any other disciplinary action deemed appropriate under the circumstances.

### **Arrival at School**

Upon arrival at school all high school student will need to clock in at either the west or south entrance to the high school building. If students need to leave campus for any reason other than school related reasons they will need to clock out and clock back in upon returning.

### **ASSERTIVE DISCIPLINE PLAN**

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by the students to the policies and regulations of the district.

The Fort Cobb-Broxtton School, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the tranquillity of the school, the safety of its students or the damaging of property.

Students, while enrolled at Fort Cobb-Broxtton school, shall be under the supervision of, and accountable to school personnel. The supervision shall include going to and from school and while attending any school sponsored activity or going to and form such activity.

GENERAL RULES AND CRITERIA:

1. The Assertive discipline plan is for use by regular teachers, referrals from the classroom at school, or school activities, or by the administration for disciplinary actions which are not covered in another section of the handbook.

2. Any action for which punishment is explicitly stated in the student handbook will be enforced under the provisions of that section. These actions include the following infractions:

- A. Possession, use, or under the influence of any narcotic stimulant, depressant or alcohol.
  - B. Students driving during the school day.
  - C. Use of, or possession of tobacco/vaping devices by students in any school buildings, on campus, school bus, or and school activity.
  - D. Violations of minor school policies.
  - E. Possession of electronic devices at school.
  - F. Headwear which is worn inside of the school.
  - G. Leaving school without permission.
3. Twenty (20) school days without referral to the principal allows the student to move back one step on the discipline plan.
4. A student may move back to the previous step only once.
5. In extreme action caused by the student in the opinion of the principal, the student may be placed at any of the following VI steps and suspended for the remainder of the current semester and the next semester.

6. Any student may be suspended or disciplined for violation of any statute, city ordinance, or any other act, whether or not such action by the student occurred during school hours, or on school grounds, or at a school activity, which is determined to be adverse to the normal operation of the school or which represents a clear and present danger to the school, its employees, students, Board of Education, or is an attack upon or threat of attack upon any employee, student, or Board of Educating Member of this school system.

### **CLASSROOM DISCIPLINE**

1. With the first violation of the discipline policy the student will be given a written warning and placed in noon detention. The teacher will help the student develop a plan to avoid referral to the principal.

2. The second violation will result in the student being referred to the principal for appropriate placement on the Assertive Discipline Plan.

### **ASSERTIVE DISCIPLINE PLAN STEPS**

#### **STEP 1:**

A. The principal will notify the parents/guardian by Mail/email and enclose a copy of the assertive discipline plan and situation causing the student to be sent to the office.

B. The student will be placed in one to three days after school detention depending upon the severity of the offense which caused the student to be sent to the office.

C. The principal will help the student develop a plan to avoid referral to the office.

D. When deemed appropriate by the principal the student will be referred to the school counselor.

E. Appropriate punishment set by the principal.

**STEP 2:**

A. The second referral to the office will result in three to five days in after school detention or school service, or appropriate punishment set by the principal.

B. The student's parents/guardian will be notified by mail/email that their child has reached step 2.

**STEP 3:**

A. The student will be placed in either In School Detention, out of school suspension.

B. Out of school suspension will be from 1 to 3 days. ISD will be 3 days.

C. Students in out of school suspension will be placed on an educational plan. Students on suspension will be allowed to make up all work during suspension, but will be required to follow the guidelines of the education plan.

D. Appropriate punishment set by the principal will also be an option at this step.

E. The parent/guardian will be notified that their child is now at step 3.

**STEP 4:**

A. The student will be suspended from school for 5 days or put into ISD for 5 days.

B. Students in out of school suspension will be placed on an educational plan. Students on suspension will be allowed to make up all work during suspension, but will be required to follow the guidelines of the education plan.

C. The parent will be notified by certified mail/email that their child has been suspended, and is now at step 4.

**STEP 5:**

A. The student will be suspended from school for 10 days, or placed in ISD for 10 days.

B. Students in out of school suspension will be placed on an educational plan. Students on suspension will be allowed to make up all work during suspension, but will be required to follow the guidelines of the education plan.

C. The parent/guardian will be notified by certified mail/email that their child has been suspended and is now at step 5.

**STEP 6:**

A. The student will be suspended from school for the remainder of the current semester and possibly the remainder of the school year.

B. Students in out of school suspension will be placed on an educational plan. Students on suspension will be allowed to make up all work during suspension, but will be required to follow the guidelines of the education plan.

C. The parent/guardian will be notified by certified Mail/email that their child has been suspended.

**\*REGULATIONS FOR AFTER SCHOOL DETENTION:**

A. After school detention will last from 3:05 until 3:30

B. The student's parent/guardian will be notified at least one day before the student will be kept in after school detention in order to give the parent time to provide transportation home for the student.

C. The student will bring class work or be assigned school service to complete during the time spent in after school detention.

D. If the student fails to attend, or is tardy to after school detention, disciplinary action will be taken as

follows: The first absence or tardy will result in the student receiving one additional day in after school detention. The second and each additional absence to after school detention will result in the student being placed in ISD. Students who miss after school detention because of emergencies must have a parent/guardian notify the principal before the absence or he/she will be considered absent.

#### **SATURDAY DETENTION**

- A. Saturday detention will last from 8:30 - 11:30. Students must be in the classroom and seated by 8:30 (school time) or he/she will be counted absent.
- B. Students who miss Saturday detention because of illness or emergencies must contact the high school office by 8:30 AM
- C. Parents/Guardian will be responsible for transportation to and from Saturday detention for the student

#### **\*\*REGULATIONS FOR IN SCHOOL SUSPENSION**

- A. Students placed in In-School Suspension will be required to follow all rules set by Fort Cobb-Broxtton schools and any rules set by the director of the In School Suspension program.
- B. Students placed in ISD should report directly to the office upon arriving at school. Students not in the office by 8:05 will be considered tardy and receive an additional day in ISD.
- C. While in ISD students are not allowed to return to their lockers. Student must keep all books and materials with them.
- D. Students in ISD are not allowed on school grounds after school hours.
- E. While in ISD students are ineligible to participate in any school activities.

F. Students in ISD are required to complete all work assigned by the classroom teacher as well as any additional assignments given by the ISD director.

G. It is the responsibility of the student to notify the principal if they need assistance on assignments from a teacher.

Students in ISD will follow the above written rules, the rules set by the ISD director and any other rules deemed necessary by the administration or the ISD director.

### **ATTENDANCE AND EXEMPTION POLICY**

FCB high school curriculum will require semester test or final exam in all course areas. However student will be able to earn days to apply to the end of the school year. Student who have completed and passed all assigned curriculum and been in attendance at least 1092 clock hours will have 4 early out days. Student who have completed and passed all assigned curriculum and been in attendance at least 1070 clock hours will have 3 early out days.

Students who have completed at least 1048 clock hours will receive 2 early out days.

Administration may adjust the above hours for exempt days depending on number of school days.

### **Authority Of Teachers**

Teachers and the principals in the school system are vested with public responsibility and authority. Refusal on the part of any student to respect this authority is an offense which may result in suspension. Any teacher, whether elementary or secondary, has the authority to correct any student whose behavior or actions call for them to be corrected.

### Bad Weather Procedure

Bad weather occasionally requires the school to make decisions regarding closing or delay of starting time. We intend to act in the best interest of our students. Parent and students will be notified of any school closing through the districts school reach system, and app push notice. We will also list any closing with the following: KTVY Channel 4, KWTW Channel 9, Oklahoma City

### Banquet Guidelines

Junior and senior students may bring dates from other schools, or dates who are not in school to the banquet subject to the following guidelines: (1) the date must be between the ages of 15 and 21. **Dates who are students of Fort Cobb-Broxtton School are required to be Freshmen grade level or above.** Married students with spouses over the age of 21 must have permission from the administration before the spouse will be allowed to come. (2) Students and dates must stay at the banquet from the time it starts until it is over. If a student or their date leaves before the banquet is over, they will be gone for the evening. (3) Students who will be bringing dates from another school, or a date who is out of school, to the banquet will need to register with one of the junior sponsors by the end of the school day two weeks prior to the date set for the banquet.

**Guest will also be required to complete an outside guest application and provide a copy of their driver's licenses.** All dates from other schools or out of school must be approved by the junior sponsors and Fort Cobb-Broxtton school administration.

This will enable the sponsors to have time to order additional decorations and other items which must be ordered as far in advance as possible. The amount to be charged to bring a date who is not a Fort Cobb-Broxtton junior or senior will be set by the junior sponsors. Factors which will need to be considered in setting the price will include the cost of the additional items needed to be ordered, and the cost of the meal. (4) There will be no refunds of any kind after the payment has been made.

## **FORT COBB BROXTON SCHOOL ANTI-BULLYING POLICY**

The purpose of this policy is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable.

### **AIMS**

- To promote a secure and happy environment free from threat, harassment and any type of bullying behavior.
- To take positive action to prevent bullying from occurring through a clear school policy on Personal and Social Development.
- To show commitment to overcoming bullying by practicing zero tolerance.
- To inform pupils and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes that will be required to achieve the above aims.

### **BASIC BELIEFS**

Fort Cobb-Broxtton Schools should be a safe and pleasant place to be for all members of the school community - including students, teachers, parents and visitors.

Bullying is not acceptable at Fort Cobb-Broxtton Schools.

It can be a criminal offence if there is physical violence or threats, and anyone over the age of 10 may be dealt with by the law.

Bullying is any cruel or hurtful behavior by one person or group towards another. It includes:

- Physical violence (e.g. pushing, punching, hitting)
- Leaving someone out of activities on purpose
- Spreading rumors and name calling
- Damaging, removing or hiding belongings
- Racist and sexist remarks and put downs

- Forcing someone to do something they don't want to do
- Humiliating or ridiculing someone
- Invasion of personal space

#### **WHAT THE SCHOOL WILL DO**

- Provide a safe, secure environment for students, teachers, other staff and visitors.
- Provide a supportive environment, which encourages positive relationships between students, their parents/guardians and teachers.
- Include material on bullying tolerance, pro-social behaviors in the curriculum.
- Respond to all reports of bullying within the school community.

#### **WHAT THE STAFF WILL DO**

- Implement procedures to confront bullying in any form.
- Listen to all parties involved in incidents.
- Investigate as fully as possible.
- Take appropriate action, or to refer the matter to building principal for further action.
- Record and inform parents of bullying incidents.
- Promote the use of a range of teaching and learning styles and strategies that challenge bullying behavior.
- Promote open management styles, which facilitate communication and consultation throughout the education service.
- Foster by example the values we as a school believe in.
- Promote the use of interventions, which are least intrusive and most effective.
- Monitor the extent to which the above are being carried out by:
  - Regular discussions between administration, staff, pupils and parents.

- o Recording incidents of bullying in a discipline file.
- o Retaining records for monitoring purposes.

WHAT THE STUDENTS WILL DO

- Be strong in rejecting bullying behavior. Don't allow yourself to become a victim.
- Do not tolerate bullying behaviors within you friendship group.
- Talk about bullying openly.
- Do not bully others yourself.
- If you see bullying taking place, tell someone you trust.
- If you are being bullied tell someone you trust, e.g. parent, teacher, peer support leader.

WHAT THE PARENTS WILL BE ENCOURAGED TO DO

- Get the story. Discuss the incident with your child. Listen to your child's opinions and feelings.
- Support your child. Talk through the situation and agree upon what action will be takes. Assure them that they have done the right thing in reporting the bullying accident.
- Do not attempt to sort out the bullies yourself. This may worsen the situation.
- Make an appointment with the Principal or the Principal's nominee. Without an appointment the school may not be able to investigate the situation, and your meeting may not be as useful as you would like it to be.

At the meeting calmly present the concern and explain that you are hoping to work out some solution with their help. All parties should work together on the problem.

Changing/Dropping A Class

Students may change or drop a class only during the first THREE (3) DAYS of the semester. Changes are done in the counselor's office. Exception to this deadline for changing classes may be made by the principal and counselor, if there are extenuating circumstances for the change not being made during the first THREE (3) DAYS of the semester.

## Cafeteria

The cafeteria is our school dining room. Courteous manners, quiet conversation, and appropriate behavior are expected. The following guidelines are to be followed:

- All eating is to be done in the cafeteria area.
- No food or drink is to be taken from the cafeteria area unless authorized by sponsor or administration
- Cutting in line and saving places are prohibited.
- Students will walk in an orderly manner, and keep lines orderly.
- After eating, leave the table as clean as possible.
- Take trays, eating utensils, and empty cartons to the proper place.

If a student chooses non-compliance of the above guidelines, it will be sufficient cause for: written warning, noon detention, after school detention, Saturday detention, or placement on the ADP depending on the severity and number of violations.

All students that do not qualify for free or reduced price meals will be required pay in advance for meals. Pre-payment will be \$50.00 per student. When a students account balance reaches \$15.00 remaining an additional payment will be required. Prices for eating in the cafeteria during the upcoming year are:

Breakfast:	\$ .30/reduced	\$1.40/student	\$2.00/adult
Lunch:	\$ .40/reduced	\$2.50/student	\$3.25/adult

## Cheating

Whenever a student is guilty of cheating the teacher shall mark a zero for the work and notify the parent and the principal's office as to the action taken. The parent shall be notified that second offense will bring disciplinary action by the principal.

## Class Ranking

Class rankings are figured on an accumulative basis for grades 9-12. Rankings are figured each year at the end of the second semester for grades 9-11. Senior class rankings are figured at the end of the first semester of the student's senior year because of scholarship applications and recognition of the top ten percent of seniors for graduation and awards. After graduation the final ranking will include eight (8) semesters.

## Classrooms

Each student is expected to show proper respect to teachers, staff, classmates and administrators.

Each teacher will have specific guidelines within their own classroom that all students must obey. After the teacher has given full explanation of such guidelines, it is the student's responsibility to ask about specific situations if there is a question as to expectations or limitations.

The classroom teacher is the primary disciplinarian in the school and has the full right to administer punishment. It is the position of the administration that any time a student is sent to the office as a result of a discipline problem, a serious problem has arisen.

A visit to the office is a signal to the administration that the teacher feels that the student has not responded to correction.

Students who choose NOT to maintain proper behavior in the classroom or at school activities, forfeit their rights and choose to place themselves in the hands of the administration.

Students are reminded to observe the following:

- be respectful of all school furnishing, equipment, and materials. Defacing, marking, or damaging.

- be respectful of the privacy or materials in or on the teacher's desk and furniture.

- do not violate the privacy of information, materials, and equipment that is the teacher's.

### Collection of Debts

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail/email. The records of a student will be held if the student has a debt to the school for lost or damaged library materials, lost or damaged textbooks or workbooks, lost or damaged athletic equipment, club or organization materials, fund raising merchandise or money not turned in, damages to school property or buildings, or any other debt deemed to be legitimate by the administration.

### Career Days

Seniors will be allowed 2 career days during the school year. These will not count as an absence. Career days may be used to visit colleges, technical schools, or job interviews. The following criteria must be met by the student for a career day.

- (1) Student must notify principal or counselor 1 week before using a career day.
- (2) The principal must receive notification from the college, technical school, or prospective employer that the student did visit with intent to discuss enrollment and or employment.

### College Entrance Requirements

The following high school curricular requirements were mandated by the Oklahoma State Regents of Higher Education for admission to colleges and universities in Oklahoma.

English	4 Units	
Mathematics	3 Units	(Algebra I, II, Geometry, or Trig.)
Laboratory Science	2 Units	(Biology, Chemistry, or Physics)
History/Citizenship	3 Units	(1 unit of Am Hist, plus 2 other units from Ok Hist, World Hist, Government, Geography, Economics, Civics)
Other	2 Units	(Units from any of the above Listed areas or units from the area of computer science or foreign language)

Four additional units are recommended for college prep:

- 1 unit lab science
- 1 unit math
- 2 units of speech of fine arts

There are also minimum grade point average, class standing, and ACT scores set up which the student must meet in order to be admitted to college.

### **Concurrent Enrollment**

The concurrent enrollment program provides an opportunity for interested students to expand their course studies. A cooperative program set forth by the State Board of Education, concurrent enrollment allows senior students enrolled in accredited Oklahoma high schools to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements. A list of these requirements is available from the counselor.

Concurrent enrollment classes will be listed on a students transcript. However the grade received will not be calculated on a students GPA unless the course is taken as dual enrollment for high school credit. Example Comp I and II in place of English IV. If a collage course is take for dual enrollment the following grading scale will apply for high school credit:

- A = 85 - 100
- B = 70 - 84
- C = 60 - 69

### **CONDUCT OF STUDENTS**

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purpose of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself a better person and the school a better place.

So that Fort Cobb - Broxton High School can maintain the best learning environment possible, the administration and faculty have expectations of the students. Those expectation are: 1) appropriate school behavior; classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff. 2) arrival at school and to class on time. 3) daily school and class attendance.

4) appropriate use and care of the building and facilities of the school. 5) cooperation with the school staff as they attempt to meet the varied educational needs of all students . 6) adherence to an acceptable standard of courtesy, decency, and morality, and compliance with provisions of civil law.

Failure to meet the above expectations will result in specified consequences for various infractions plus loss of privileges.

### **Disruptive or Interfering Behavior**

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the due process of the educational program of the school. The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, are examples of behaviors that will constitute disruptive behavior activities:

- Demonstrations
- Sit-ins
- Walk-outs
- Blockages
- Group violence
- Disrespect or disobedience to school personnel
- Harassment and/or intimidation, verbal or physical, of students or school personnel
- The use of obscene, lewd or profane language (visual or auditory)
- Fighting
- Disruptive publications
- Theft or inappropriate use of personal or school property

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all punishment should be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense and it's potential effect on other students).

## **DANGEROUS WEAPON ENFORCEMENT SEARCH AND SEIZURE POLICY**

It is the intention of the Fort Cobb-Broxtton Board of Education to provide a safe and orderly educational climate for the students.

Students shall not have any reasonable expectation of privacy towards 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, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Any pupil found to be in possession of a dangerous weapon will be suspended by the superintendent or principal for a period of one calendar year for violation of the weapons-free school policy. Any such suspension may be appealed to the Board of Education.

### **Dress Code**

Students are expected to dress appropriately for the school setting. Student dress should in no way interfere with or distract from the orderly process of learning. A detailed student dress code will be left to the discretion of the administration.

**Students with tattoos and/or body piercing, which are visible, will be required to cover the tattoo or body piercing (excluding ears). The dress code policy applies at all school functions, on and off campus, where a student represents Fort Cobb-Broxtton School.**

Styles which are not allowed to be worn to school include sagging pants, tops not covering the mid-section low necklines or strapless tops, see-through shirts, blouses, sweaters, and "fish net" shirts unless worn over a T-shirt, tank tops, spaghetti straps, or basketball jerseys unless worn over a T-shirt, headgear worn in the building, clothing containing vulgar, suggestive, subversive, obscene, sexual, narcotic, or alcoholic meaning, biking shorts, or clothing that is torn or cut.

Students may wear shorts and dresses to school providing they are appropriate for the education setting. ("appropriate" will be determined by the administration and teaching staff) Types of shorts which are not permitted include cutoffs which are not seamed or rolled up, spandex, biking shorts, leggings,

fleece wear. Spandex may be worn under a pair of shorts that meet the previously stated guidelines. Students will be warned one time about dress code violations. Those who violate the dress code will lose their privilege to wear shorts to school for the remainder of the semester.

Shoes must be worn at all times.

### **DRUG-FREE SCHOOLS**

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. There fore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program set by juvenile services or school administration may also be recommended.

Students are also subject to random search by drug dogs. If the dog indicates the possibility of the student being in possession of drugs, drug parifinila or tobacco the student will be questioned by school administration.

Students will be subject to random drug testing. See policy FNCFD for details.

### **Fund Raising**

All fund raising activities must be approved by the Superintendent and the Board of Education. Money collections of any type for any purpose may not be made in the school without the approval of the superintendent.

**GANG ACTIVITY**

Any type of gang activity will be taken very seriously. Students who become involved in such activities will be given one warning that any type of gang activity (writing, use of hand signals, gang clothing, etc.) will not be tolerated at Fort Cobb-Broxtton schools. The second occurrence will result in the student being suspended for 10 days. A third occurrence will result in the student being suspended for the remainder of the semester or remainder of the school year.

The administration has the right to take an action felt necessary depending on the individual situation.

**Grade Classification Requirements**

High school students will be classified by grade according to the number of units they have passed at the beginning of the year. Sophomores must have passed at least FIVE (5) units at the beginning of the year, Juniors must have passed at least 11 units, and Seniors must have passed at least 17 units. Students will participate in the activities of the class into which they fall according to this schedule. Credits received at the 8<sup>th</sup> grade level will not be considered in the grade classification credit count.

**Grading Scale**

The following grading scale shall be used for reporting grades:

90-100.. .....	A
80-89.. .....	B
70-79.... .....	C
60-69..... .....	D
Below 60..... .....	F

Students will be required to complete all work to receive credit in a course.

## GRADUATION REQUIREMENTS

### College Preparatory/Work Ready Curriculum

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units of sets of competencies at the secondary level:

**In lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the core curriculum upon written approval of the parent or legal guardian of the student. (See High School Core Graduation Requirements)**

For graduation, a student shall have successfully completed 24 units of regularly organized classroom instruction. **18 of these units must be earned in the 10th, 11th, and 12th grades.**

English	4 Units
Mathematics	3 Units (ALG I, ALG. II, & GEOM, others)
Lab Science	3 Units (Biology, Chemistry, others)
History & Citizenship	3 Units (1 Am History, ½ US Hist, ½ OK Hist, and 1 from History, Govt, Geog, Econ, Civics, non-Western culture)
Foreign Language or Computer Technology	2 units from the same subject area
Additional Unit Selected from above	
Fine Arts or Speech	1 unit
Electives	8 Units
<b>Total</b>	<b>24 Units</b>
<b>Personal Financial Literacy beginning with incoming freshman 2010-11.</b>	

## High School Core Graduation Requirements

The Fort Cobb-Broxtton board of education recognizes that a 12 year course of study in certain specific areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced studies.

For graduation, a student shall have successfully completed 24 units of regularly organized classroom instruction. **18 of these units must be earned in the 10th, 11th, and 12th grades.**

English	4 Units
Mathematics	3 Units (Alg I or Contx Alg)
Science	3 Units (Biology I)
History & Citizenship	3 Units (1 Am History, ½ US Hist, ½ OK Hist, and 1 from History, Govt, Geog, Econ, Civics, non-Western culture)
Art/Music	2 Unit
Electives	9 Units
<b>Total</b>	<b>24 Units</b>

**Personal Financial Literacy beginning with incoming freshman 2010-11.**

Students needing more than one unit for graduation shall not be permitted to participate in graduation exercises.

All students are required to be enrolled in a 6 clock hours of course study. For junior and senior student this can be a combination of college and local course work. **Junior students not enrolled at the Technology center or concurrent collage course will be required to take one unit of math and one unit of science. Senior students who are not attending Technology Center will be required to take one unit of math, science or concurrent collage course.**

Courses taken at the 8<sup>th</sup> grade level for High School credit will be counted as units for graduation and will be calculated in to the student's high school grade point average. **Students must complete 3 units of math in the 9<sup>th</sup> - 12<sup>th</sup> grade.**

### **Early Graduation Guidelines**

Fort Cobb-Broxtton Public School does not encourage graduation in three years. But will allow students to graduate in three years provided they can reach an acceptable program for graduation by the principal and counselor before the beginning of their junior year. The opportunity for proficiency assessment will be provided on the Wednesday preceding enrollment and the Friday following the last day of school. Students who wish to take the exam must be legally enrolled in the local school district. Registration for the proficiency assessment must be done at least three days prior to the assessment date.

The student will remain a member of the junior class and will be considered a part of the junior class for any and all school activities. Students will be allowed to have their pictures placed in the senior section of the annual, on the senior panel, and 2 pictures on the senior video. Graduating Juniors will be allowed to participate in graduation exercises but will not be eligible to make application for local scholarships, senior awards or to be selected Valedictorian or Salutatorian.

All graduates will be in compliance with state requirements for a high school.

### **HEAD LICE**

If it is felt that lice are present in the school, a screening will be made by school officials. If it is determined that a student or students has/have an active infestation, the student's parent or guardian will be asked to come to school and take the student home.

House Bill #1550, passed by the Oklahoma Legislature May 7, 1984, provides that, any child prohibited from attending school due to head lice, shall present to the appropriate school authorities, before said child may enter school, certification from a health professional or an authorized representative of the State Health Department, or will require the parents to present to them the empty bottle of shampoo used. The health Department will also require the parents to bring the child back one week later after shampooing the second time.

### **Illness at School**

A student who is injured or becomes ill during the school day is to report to the office. Office personnel will provide assistance or contact the parent/guardian of the student if the student is too ill to stay in school.

If a student needs special care due to acute or chronic medical conditions, the necessary information needs to be given to the office to assure proper care and attention will be given to the condition.

### **INTERNET USE**

Before students are allowed to access the internet the school must have on file a signed agreement by the student and the students parent/guardian. Student should understand that use of the internet is a privilege and that privilege may be removed for any violation of the internet access terms and conditions agreement.

### **INTERNET USAGE**

Internet access is now available to students and teachers in Fort Cobb-Broxtton Public School District. The Internet offers vast, diverse and unique resources to both students and teachers. The goal in providing the service to teachers and students is to promote educational excellence in the Oklahoma Public Schools by facilitating resource sharing, innovation, motivation, collaboration and communication, self-directed learning, personalized instruction and research.

### **Terms and Conditions**

Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers will have access to the following:

1. E mail
2. Information and news.
3. Public domain software and shareware of all types.
4. Topics ranging from diverse cultures, to the environment, to music, to politics.
5. Access to many university catalogs.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Fort Cobb-Broxtton School District and the Oklahoma State Department of Education (SDE) have taken available precautions to restrict access to controversial materials. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities in collaboration, exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Fort Cobb-Broxtton Public Schools support and respect each family's right to decide whether or not to apply for access.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a district user violates any of these provisions, his or her access will be terminated and future access could be denied. A signature on the Internet User's Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Internet Safety Regulations**

The District shall endeavor to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

### Definitions

The following key terms are as defined in the Children's Internet Protection Act:

1. "Technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
  - a. "Obscene," as that term is defined in section 1460 of title 18, U.S.C.;
  - b. "Child pornography," as that term is defined in section 2256 of title 18, United States Code; or
  - c. Harmful to minors.
2. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. 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; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
3. "Sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

### Blocking Access to Inappropriate Material

1. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
2. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
3. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Prohibiting Inappropriate Network Usage

1. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
2. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
  - a. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
  - b. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

1. It shall be the responsibility of all teachers and administrators to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
2. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designated representatives.

### **INTERNET SAFETY POLICY AND USE AGREEMENT**

The following is a contract between the student parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network,

it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

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- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through **Fort Cobb-Broxtton school** is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I have read the above forms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Leaving School

**If a student finds it necessary to leave school during the day, he/she must physically check out at the principal's office prior to leaving campus and clock out.** No student will be permitted to leave campus unless he/she has permission from the office (permission may also be obtained through a note or phone call from the parent). In case of illness, the school will contact the parent. Students leaving without permission from the office will be disciplined as follows: 1<sup>st</sup> offense - 3 days noon detention 2<sup>nd</sup> offense - 5 days noon detention 3<sup>rd</sup> offense - 3 days ISD. Students continuing to leave school without permission will be placed in ISD 5 days for each occurrence.

## Library Policies

All books in the library are classified and arranged on the shelves according to the Dewy Decimal System to help you and all other readers find the books that you and they want. The card catalog serves as an index to the books on catalog, ask the librarian and she will be glad to show you how it will help you locate the book you need.

1. A person cannot check out more than two books at a time.
2. Books can be checked out for two weeks.
3. If the library is closed when you wish to return a book, place the book in the designated box in the Counselor's Office.
4. If you have an overdue book, you will not be allowed to check out anything else until the book is returned. Report cards will be held until books are returned or paid for.
5. If you lose or damage a book, you will be responsible for the cost of replacing it with a new book.
6. No more than 3 students at a time should come to the library without prior arrangement with the librarian.
7. If teachers would like to use the library for a class, TV, computers, etc. it is necessary for you to sign up. First come, first serve.
8. Overdue notices will be posted on bulletin boards and in the library.
9. Vertical file material must be checked out through a teacher and must remain in the classroom.

## Lockers

Lockers will be assigned during enrollment. Locker numbers will be written down in the office. Good care should be taken of the lockers. **No food or drinks should be left in lockers. Anything placed on the outside of locker will be held in place with magnates.** Locker checks may be held at various times during the year to retrieve lost articles such as library or text books.

School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas of compartments have no reasonable expectation of privacy for school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the school.

Students should not leave valuables in lockers. Fort Cobb-Broxton school is not responsible for lost or stolen items from student lockers.

### **Lost And Found**

A lost and found department is maintained in the principal's office. Articles which are found should be brought to the office. If you have lost an article, you may redeem it by identifying the same.

### **MEDICATION**

No medicine shall be administered to students unless the parent or guardian of the student requiring the medication has given written authorization to the school.

#### **Asthma Plan**

A student who has a legitimate health need for a medicine shall deliver the medicine to the school principal in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school principal or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the building principal.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

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

#### **The student's parent or guardian shall:**

1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-

administration of inhaled asthma medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication by a student.

2. Provide the school with a written statement from the student's treating physician containing the following information:
  - a. That the student has asthma;
  - b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma medication.
  - c. The name and purpose of the asthma medication;
  - d. The prescribed dosage;
  - e. The time or times at which and special circumstances, if any, under which The asthma medication is to be administered;
3. Provide the school with an emergency supply of the student's asthma medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
4. Provide asthma medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
  - a. Student's name;
  - b. Prescription number;
  - c. Asthma medication name and dosage;
  - d. Method of administration and dosage;
  - e. Date of prescription and refill;
  - f. Licensed prescriber's name;
  - g. Pharmacy name, address and telephone number;
  - h. Name of pharmacist.

The authorization for self-administration of asthma 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 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 purposes of this policy, "asthma medication" shall mean metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma medication pursuant to a prescription or written direction from a physician.

## **MEDICAL MARIJUANA**

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

- a. Assist students in obtaining or using medical marijuana;
- b. Store medical marijuana for students;
- c. Take and/or use a student's medical marijuana;
- d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

### **MAJOR DISCIPLINE PROBLEMS**

Students who violate major school policies will be placed on the Assertive Discipline Plan. The major violation include, but are not limited to: **BULLYING**, class disruptions, acts of violence, refusal to obey school employees, distribution or possession of obscene material, use of obscene language or gestures, lunch room misconduct, bus misconduct, driving during the school day, truancy, leaving school or classroom without permission, theft, physical or verbal assault, fighting, destruction of school property, refusal to obey school employees, and open or persistent defiance of authority.

The above mentioned list of major school offenses is not intended to cover all situations for which a student may be placed on the Assertive Discipline Plan. The teachers and administration have the authority to enforce other disciplinary actions which they find warranted by situations not covered previously.

Teachers and the administration have the right to place a student at any step on the Assertive Discipline Plan depending on the circumstances of the individual situation.

### **MINOR DISCIPLINE PROBLEMS**

Students who violate minor school policies will not immediately be placed on the Assertive Discipline Plan. However, if the problems persist after the fourth violation the student will be placed on, or advanced on, the Assertive Discipline Plan. These minor violations included: 1. coming to class unprepared; 2. possessing gum, candy, drinks, or other consumable items within the school buildings or grounds, gymnasium, or cafeteria; and 3. use of inappropriate language or obscene gestures. The above mentioned violations will be dealt with using the disciplinary measures stated below.

The first violation of a policy will result in the student being given a warning, placed in noon detention, notification of which policy was violated, and what may be done by the student to avoid any further violation of the policy.

A second violation of the policy will result in the student

being placed in two days of noon detention and a parent or guardian being notified.

The third violation will result in the student being placed in one day of after school detention.

The fourth violation will result in the student being placed in 3 days after school.

A fifth violation, will result in the student being placed advanced on or placed on step one of the Assertive Discipline Plan.

Teachers and the administration have the right to place student at any step on the minor discipline plan depending on the circumstance of the individual situation.

### **Nondiscrimination Policy**

It is the policy of the Fort Cobb - Broxton Public School to provide equal opportunities without regard to race, color, national origin, sex, age, qualifying handicap, or veteran in its educational programs and activities.

This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Inquiries of this policy may be referred to Fort Cobb - Broxton Public School, Box 130, Fort Cobb, Oklahoma 73038.

The school does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

### **Physical Display Of Affection**

All students shall refrain from a "physical display of affection" during school hours and on school property. The term "Physical Display of Affection" shall be defined at the discretion of the administration. Disciplinary action and notification of parents will be used to stop this, if necessary.

### **Proficiency Based Promotion**

Upon request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in the P.A.S.S. GUIDELINES IN ONE OR MORE AREAS OF THE CORE CURRICULUM. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Proficiency in all laboratory science courses will require that students are able to perform relevant laboratory techniques.

The opportunity for proficiency assessment will be provided on the Wednesday preceding enrollment and the Friday following the last day of school. Students who wish to take the exam must be legally enrolled in the local school district.

Registration for the proficiency assessment must be done at least three days prior to the assessment date.

Students not demonstrating proficiency will be allowed to try again during the next assessment period.

Students demonstrating proficiency in a set of competencies at the 90% level shall receive credit in that subject.

Elementary, middle level, or high school students may demonstrate proficiency in the Learner Outcomes: State Competencies for 9 - 12 High School curriculum areas. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

### **Reporting Students Under The Influence Of Or Possessing Nonintoxicating Beverages, Alcoholic Beverages, Or Controlled Dangerous Substances**

Possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of any school activity is unlawful and prohibited. No illicit drugs or alcohol of any kind may be brought onto the school campus, school bus, or at any school activity, no matter where that activity is located. Furthermore, it is unlawful for any students to attend school or any school activity who is under the effect of any illicit drug or alcohol.

It shall be the policy of the Fort Cobb-Broxtton Board of Education that a teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his or her possession: (1) nonintoxicating beverages; (2) alcoholic beverages; or (3) a controlled dangerous substance, as the above are now defined by state law, shall immediately notify the principal of the suspicions, and he will notify the superintendent and a parent or guardian of the student about the matter. Any teacher making such a report shall be immune from all civil liability. Any student possessing or being under the influence of a nonintoxicating beverage, and alcoholic beverage, or a controlled dangerous substance on school premises, at or on the way to a school function, or while in transit under the authority of the school, may be suspended from school for the remainder of the semester and/or the following semester or enter into a plan of rehabilitation with the school and juvenile services with rights of appeal according to state law.

### **Scholastic Eligibility**

Oklahoma Secondary School Activities Association scholastic eligibility standards are required of all students participating in extra-curricular activity programs.

Semester Grades - A student must have a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended 15 or more days. (This requirement would be five school credits for the seventh and eighth grade students.)

If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.

A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six weeks period.

Student Eligibility During a Semester - Scholastic eligibility for students will begin the 2<sup>nd</sup> full week of the semester and each succeeding week thereafter.

A student must be passing and on pace in all subjects he/she is enrolled in during a semester. If a student is not passing and on pace in 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 or not maintain pace in 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.

A student who has lost eligibility under this provision must be passing and maintaining pace in all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one week period (Monday through Sunday).

**To maintain eligibility students must be enrolled and attending a minimum of 6 clock hours of course work at Fort Cobb-Broxtton School. Or meeting guidelines of the program they are enrolled in.**

**Students who are ineligible will not be allowed to participate in any school activity during the period of the ineligibility.**

### **Scholastic Honors**

State Honor Society - Students in grades 9-10-11-12 whose grade point averages place them in the upper 10% of the high school shall become members of the State Honor Society. Membership will be based upon semester grades from the first semester of the current year, and the second semester of the preceding year. Ninth grade membership will be based on semester grades from the first semester of the ninth grade only.

Superintendent's Honor Roll - At the end of each semester, all students receiving all "A's" will be placed on the Superintendent's Honor Roll.

Principal's Honor Roll - At the end of each semester, all students receiving no grade lower than a "B" will be placed on the Principal's Honor Roll.

### **School Clubs And Organizations**

Ft. Cobb-Broxtton Schools sponsor and promote a number of clubs and organizations which provide extra-curricular activities for students. All clubs required to have a Fort Cobb Broxtton Staff member as a sponsor. Fund raising endeavors during the school year for each organization and club are to be assigned and approved by the school board. Parents have the right to disallow involvement in any club however it is the parent's responsibility to monitor their child's activities.

### School Sponsored Activities & Trips

Students participating in or attending school sponsored activities have the privilege of being a representative of Ft. Cobb-Broxtton High School. It is each student's responsibility to exercise that privilege with pride and spirit. Our school is known in other towns by the standards our students practice while participating in or attending the various events. We expect our students to display proper attitudes, sportsmanship, honesty and integrity.

- All students are under the full obligation of all school policies and procedures.
- If a student misses a class/classes for a school sponsored activity, it is the student's responsibility to get the assignment and complete the work missed.  
It is strongly suggested the work be handed in before the absence.
- 1 day for each day absent is allowed for making up work, plus 1 additional day.
- Students must go and return in transportation provided by the school.
- Transportation exceptions must be pre-arranged with the sponsor. Students must ride with their parent and the parent must pick up the student in person.
- All students participating in or attending a school sponsored activity at home or away, are under the authority of the sponsoring school official.
- All school policies of conduct are fully applicable to school sponsored activities at home or in another location.
- All school sponsored activities must have an approved adult driver in each vehicle transporting students.
- The administration reserves the right to prohibit/limit the participation of any student in any activity.
- If a student chooses non-compliance with the above, it will be sufficient cause for any reasonable discipline the administration may decide to impose.

### **Special Program - Assemblies**

School assemblies are provided for various purposes. If all classes are dismissed, all students are REQUIRED to attend. Students are asked not to bring books or other materials that may distract from receiving full benefit of the program/assembly. Seating assignments will be made for all program/assemblies. Sponsors will sit with their assigned grade.

If all classes are not dismissed, the students permitted to attend are to make advance arrangements with the teachers whose class they miss.

All students are expected to conduct themselves in a courteous, orderly manner.

If the program/assembly is over before the class period is over, the students will be instructed on when to return to class.

### **Sponsors**

All school activities/organizations must be sponsored by a member or members of the faculty. Sponsors shall be assigned by administration to each class grades 9-12.

### **Statement Of Rights**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this Policy:

1. The right to inspect and review the student's education records.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about FERPA rights.

Copies of the FERPA Plan are located in the office of the superintendent, and the office of each principal. You may contact one of these people if you desire a copy.

All rights and protection given parents under the FERPA and this policy to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

### Student Directory Information

This school district will maintain and release "directory information" without the parent's prior written consent, unless the parent - or student if over 18 - informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information":

1. The student's name;
2. Class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

Each year this school district will give public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

Reference: 51 O.S. 24A.16-17

## STUDENT PARKING AND VEHICLE USE

Fort Cobb-Broxtton high school will permit students use and parking of motor vehicles on the school campus only. **Students driving a motor vehicle to the high school must park the vehicle in the parking lots designated for student parking. All students driving to school are required to park in the designated school provide parking lots.** Senior students will park south of the Ag. building or directly in front of the gymnasium. Juniors, Sophomores, and Freshmen will park in the center of the Gym parking lot in orderly rows.

**Students will not park vehicles in driveways or on private property.** Students will not be allowed to set in vehicles during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at Fort Cobb-Broxtton School.

1. Students who wish to drive a motor vehicle to school must possess an appropriate and valid Oklahoma Drivers license. Vehicles must be parked in appropriate school parking areas.
2. Students should not move vehicle from the designated parking area until the 3:05 bell rings and all school buses are away from the school premises.
3. Students may not sit in, upon, or congregate around vehicles at any time during the school day that are not parked in school parking.
4. Vehicles shall not be driven on any grass area, around the elementary school, or upon any area not designated as a drive way or parking area.
5. All parked cars should be locked, (The school is not responsible for theft or vandalism)
6. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.

7. Parents will be notified, privileges suspended, and discipline imposed for any violation of the rules.

Discipline action that may be taken for students violating the driving policies may include, but are not limited to, the following: Conference with student, notification of parent, confiscation of student vehicle keys during the school day, removal of driving privileges, and placement on the Assertive Discipline Plan. The school administration and Board of Education will take whatever action necessary to maintain a safe environment around the school grounds.

Students are permitted to park on school premises as a matter of privileges, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained in side. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

### **Substitute Teachers**

Substitute teachers are to be given the same respect, courtesy and cooperation as the regular classroom teacher. You are expected to abide by all policies and procedures in practice.

If a student chooses non-compliance of the above guidelines, it is cause for any reasonable discipline the administration may decide to impose.

### **Sudden Cardiac Arrest Prevention Act**

Senate Bill 239 becomes effective July 1, 2015. This bill creates the Chase Morris Sudden Cardiac Arrest Prevention Act.

- Section 1: Directs the State Department of Health (SDH) and the State Department of Education (SDE) to jointly publish on their websites information for students, parents and coaches about the warning signs of sudden cardiac arrest.
- Annually, prior to participation in an athletic activity, a student's parent/guardian must sign and return an acknowledgement of receipt/review of signs of sudden cardiac arrest.

"Athletic activity" is defined as any sport sanctioned and offered by a local school district in grades seven through twelve.

- A school may hold an informational meeting regarding the signs of sudden cardiac arrest.
- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity must be removed from participation. Any student who is removed may not return until the student is cleared in writing by a "health care provider," defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business.
- Each year coaches are required to complete a sudden cardiac arrest training course offered by a provider approved by the SDH, and may not coach until completed.

### **SUSPENSIONS AND APPEALS**

Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended by the principal of such school, which suspension shall not extend beyond the current school semester and the succeeding semester.

The student has the right to appeal all short term suspensions (suspensions which are for ten (10) school days or less) from the decision of the principal to a committee composed of teachers or administrators. There shall be three (3) members on this committee, they will be chosen at the beginning of the school year and will serve for that school year. The committee shall, upon full investigation of the matter, determine the guilt or innocence of the pupil and the reasonableness of the suspension. The decision of the committee will be final.

On long term suspensions (for more than ten (10) school days), the pupil will have the right to notify the superintendent of their desire to appeal the decision of such principal to the Board of Education within two (2) days of the suspension. This appeal will be in writing and will be given to the superintendent of schools. The superintendent shall notify the Board of Education, and they will conduct a full investigation of the matter and determine the guilt or innocence of the pupil as soon as practicable. The decision of the Board shall be final.

A pupil who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard of the health or safety of faculty or other pupils shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such pupil, until the terms of the suspension have been met or the time of suspension has expired.

No public school of this state shall be required to provide educational services in the regular school setting to any pupil who has been removed from a public or private school in the state of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other pupils until the school in which such pupil is subsequently enrolled determines that the pupil no longer poses a threat to himself, other pupils, or faculty. Until the school in which such pupil subsequently enrolls or re-enrolls determines that the pupil no longer poses a threat to himself, other pupils, or faculty, the school may provide educational services through an alternative school setting, home-based instruction, or other appropriate setting. Education services for such pupils on an individual education plan (IEP) pursuant to Public Law 94-142 as amended, 20U.S.C. Section 1400, Et Seq., shall be provided in accordance with the pupil's individualized education plan.

Students who are suspended will be placed on a education plan determined appropriate by the school administration.

### **Tardy Or Absent To Noon Detention**

If the student is tardy or absent to noon detention, through no fault of his teacher, he will be given a additional day of noon detention. The second absence or tardy to noon detention will result in one day after school detention. Three absences or tardies to noon detention will place the student in three days after school and four occurrence of being absent or tardy to noon detention will place the student in ISD for three days.

Noon detention will last from 12:35 to 1:05. All students in noon detention will remain together as a group through their lunch period. Students not reported in to noon detention by 12:40 will be counted tardy.

### **Telephone**

Students will not be called out of class to receive phone calls (emergencies are exceptions). The telephone is a business telephone and should be used only when necessary to conduct school business. Long distance calls are at the expense of the student placing the call.

Students using the telephone are allowed to do so by permission of the office staff, faculty, or administration.

Students are to use the telephone only before school, noon or after school EXCEPT IN THE CASE OF AN EMERGENCY.

### **Testing**

When computing the final semester grade, the semester test shall not be assessed more than 30% of the final grade.

## **TOBACCO/VAPING POLICY**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.

5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be in possession of cigarettes or other tobacco products, the tobacco product will be confiscated. Students who choose to violate this policy may be placed in up to 3 days of ISD or other corrective actions plans deemed appropriate by administration. Corrective actions may include mandatory participation in tobacco cessation programs.

### **TRANSPORTATION FOR VO-TECH STUDENTS**

Students attending school at Caddo-Kiowa Vo-Tech are to ride school provided transportation to and from their classes, unless a properly completed permission to drive form has been filed with both the home school and the Technology Center. The bus to Vo-Tech will leave at 8:20 from the bus yard. The bus will return in time for students to attend fifth hour classes. Students missing the bus to Vo-Tech are to report to the principal's office. Transportation will be furnished by the school for late arrivals. Students missing the bus will be considered tardy to school and will be disciplined as such.

### **Transportation On School Buses**

All students riding buses will adhere to the set of rules established by the drivers and the State Department of Education.

## Bus Rider Rules

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus drivers rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops
2. Stay off the road at all times while waiting for the bus.
  
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
5. Respect people and their property while waiting on bus.
7. Receive proper school authorization before being discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. The use of any form of tobacco, alcohol or drug is prohibited on the bus.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  
6. Treat bus equipment as you would furniture in your home. Damage to seats etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
  
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look out for the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in your seats while the bus is in motion.

12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and substitute drivers.
14. Remain quiet while approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

After leaving the bus, students should:

1. Go at least 10 feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety of small children.

### Truancy

A student is considered truant when absent from school without the knowledge of either the school or the parent. In addition student truant the first time will be placed in after school detention for three days. The second and addition acts of truancy will be punishable by placement in ISD.

**STUDENT WHO ARE TRUANT WILL ALSO BE PLACED ON THE JUVENILE JUSTICE TRUANCY PLAN.**

### Tutoring

To aid in the educational success of students tutoring will be available from 3:05 - 3:30 Monday - Thursday. Students will need to notify the teacher they plan to stay for tutoring. Any student not passing a class will be required to stay for after school tutoring until a passing grade is achieved.

## Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be chosen from the highest ranking students scholastically in the senior class. To be eligible for either award, the student must be a full time student, be classified as a senior at the beginning of the year, and have attended Fort Cobb-Broxtton High school for at least three semesters (second semester of the junior year and both semesters of the senior year.) Scholastic ranking will be based on semester grades from the first seven semesters beginning with the first semester of the freshman year. Graduating Juniors will not be considered for Valedictorian or Salutatorian honors.

## VISITORS

Students are not allowed to have visitors on the school campus during school hours. **ALL VISITORS MUST CHECK IN WITH THE OFFICE BEFORE PRECEDING TO ANY CLASSROOM OR MAKING CONTACT WITH ANY STUDENT.**

## TECHNOLOGY CENTER

Students attending Caddo-Kiowa Technology Center will be expected to abide by the rules and regulations of both Fort Cobb - Broxtton High School and Caddo-Kiowa Vo-tech. If your conduct at either school would be such to cause you to be suspended or expelled, it would apply to both schools. You cannot be out of school for disciplinary reason at one school and attend the other.

## TECHNOLOGY CENTER ATTENDANCE

Caddo Kiowa Technology Center is committed to providing the knowledge and skills training which prepares our students for both entering the workplace and continuing their education. Class attendance is essential for students to realize their fullest potential from their educational efforts. Students who are habitually absent or arrive late will miss the heart of the course and will not be prepared for the workplace or college.

For successful career major completion, students must be in attendance ninety percent (90%) of his/her scheduled hours per semester. Violation of the attendance policy will result in suspension from school for the balance of the semester.

This policy applies to both high school and adult students enrolled in career majors at Caddo Kiowa Technology Center, unless the Board of Education has designated a more stringent attendance policy for a specific career major due to the educational requirements of that specific career field.

The Superintendent or designee may grant a Leave of Absence in extreme circumstances. An approved Leave of Absence will not result in a refund of tuition.

Procedures developed for administering the attendance policy will be under the jurisdiction of the Superintendent.

### **Withdrawal From School**

When a student must withdraw from school, for any reason, the student must report to the principal or counselor's office on the last full day of attendance or as soon as knowledge of withdrawal is made and be given a withdrawal sheet.

- The withdrawal sheet must be signed by each of the student's teachers and an estimated grade be assigned for the class.
- All texts and school property must be returned.
- All financial obligations must be met.
- When all of the items on the withdrawal sheet are completed, the form is to be returned to the administration.
- A parent/guardian of the student must also sign the withdrawal form in order to have the student taken out of school.

The administration reserves the right to contact the parent before the office withdrawal process is completed.

A copy of the withdrawal sheet can be taken to the new school for enrollment purpose.

### **Annual Notification Of The Rights Of Students And Parents Under Public Law 93-380**

The Fort Cobb-Broxton Public Schools guarantee confidentiality of testing information and records in compliance

with the guidelines of the Family Education Rights and Privacy Act of 1974 (P.L. 93-380). In compliance with the April 6, 1977 memorandum regarding the Public Notice and Confidentiality of Records, each building principal is responsible for the records of handicapped children.

The building principal is the official custodian of cumulative records, responsible for the sorting, filing, distribution and maintenance of such records.

The school district has a policy of "controlled access" to student records. Those educators who have a legitimate need and parents and students eighteen years of age and over shall have access to their child's records.

The official custodian of a student's record is authorized to release such record to either parent whether custodial or non-custodial. If there is a legal decree prohibiting the release of a student's record to a non-custodial parent, proof of such a decree must be filed by the custodial parent with the official custodian of the student's record.

The following educational student records are maintained by the Ft. Cobb-Broxton Public School.

Record	Location	Record Custodian
Cumulative Folders(K-6) Permanent Records Cards	School Offices	Principals
Cumulative Folders(7-12) Permanent Records Cards	School Offices	Counselor
Achievement Test Scores (K-6) (7-12)	School Offices	Principals Counselor
Standardized Reading Test Scores (K-6)	School Offices	Principals
Standardized Reading Test Scores (7-12)	School Offices	Counselor
Enrollment Cards (Grades K-12)	School Offices	Principals
Attendance Cards	School Office	Principals

Cumulative folders will be stored for a five-year period, then destroyed. Cumulative records for students who have attended Ft. Cobb-Broxton Schools but have not graduated from Ft. Cobb-Broxton High School, will be kept on file in the building they attended until the student would have graduated and then destroyed.

Permanent Record Cards will be stored in the School Offices.

The procedure for parents or eligible students to review student records as provided under P.L. 93-380, Subpart C, and Sections 99.20-99.22:

Step 1 -- Parent of eligible student makes a written request to review or examine student records to person in charge of records as published.

Step 2 -- Person in charge of student records notifies parent or eligible student within 10 days of receipt of request of time and date for the review of student records.

The procedure for parent or eligible student to challenge the content of student records as provided under P.L. 93-380, Subpart C, Section 99.20-99.22:

Step 1 -- Parent or eligible student makes a written request to the Superintendent requesting an informal hearing.

Step 2 -- Superintendent must notify parent or eligible student of the time and place of hearing within 10 days of receipt of written request.

Step 3 -- If the matter is not resolved to the parent or eligible student's satisfaction, they may file a complaint with HEW under 93-380, Subpart E, Section 99.63.

It is the policy of the Ft. Cobb-Broxton Public Schools that the charges for reproduction of educational records not exceed the actual cost or copying, if it is determined that a cost should be charged. Ft. Cobb-Broxton Schools does not designate any student record information as public directory.

Official records, files, and data of handicapped children will be maintained as confidential and shall be reviewed in the presence of the teacher, school counselor, or principal.

The rationale for this policy is that misinterpretation of school records, test results, or school personnel comments can be as damaging to the pupil as incorrect or misleading information.

The Ft. Cobb-Broxtton Board of Education has appointed each building principal as a record custodian who will be responsible for seeing that all personally identifiable information is secure and that no unauthorized individual or agency will be given such information without written parental permission.

Records of handicapped children will be kept in the Learning Development classroom of the child's attendance and will be secured in a locked area. All confidential records will be kept in a separate folder and not in the child's regular school cumulative folder.

All confidential records, except the information needed on transcripts, will be destroyed when their usefulness is over. This would be at the end of the student's public school education (12 years of school or 21 years of age), death of child or other legitimate reason. Parents will be notified 60 days before destruction and will be offered the opportunity to obtain a copy of the documents.

Additional copies of the foregoing policies regarding educational records will be available to the parent or eligible student at any public school site.

Fort Cobb - Broxtton district has a FERPA policy in effect for the 2013-2014 school year. Copies of such compliance are on file in the superintendent's office.