

# 2017-18 SILO ELEMENTARY

## Handbook



### Silo Rebel Song

Written by Mrs. Joan Impson

**Silo Rebels, Silo Rebels,  
Silo Rebels through and through,  
We are Silo Rebels,  
Don't you wish you were one too!**

**We are loyal,  
We're respectful,  
We are proud of our school,  
We are Silo Rebels, Silo Rebels through and through.  
S-I-L-O-R-E-B-E-L-S,  
Silo Rebels are the best!**

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## **PRINCIPAL'S MESSAGE**

Welcome Silo Rebels to the 2017-18 school year! We are again striving to provide your child/children with the best education possible. We have implemented the new Oklahoma Academic Standards. This is a critical time for education in Oklahoma as we are continually forced to “do more with less.” That is why it is so important for parents and teachers to work together to provide the best educational experience possible for each child. The staff at Silo Elementary will always strive to love and care about our students and do our very best to provide them with an excellent education every day. With that being said we are looking forward to an exciting year...Welcome back Little Rebels and parents!

Katie Brister, Principal

## **FOREWORD**

The purpose of this handbook is to acquaint students and parents with necessary information of Silo Public Schools. However, it is not meant to be all encompassing or in any way supersede Silo School Board Policy.

## **ARRIVAL AND DISMISSAL TIMES**

The school day for students begins at 8:10 a.m. Students will be considered tardy if they are not seated in their classroom by 8:15 a.m. The school day ends at 4:00 p.m. Please do not expect to pick up students before the 4:00 p.m. dismissal bell. **Parents are not to go to students' classrooms to pick them up. If weather is permissible we ask that parents wait outside of the building for the dismissal of classes. A school employee will escort your child to the door for pickup.**

Students who are not transported by bus to school are not to arrive at school before 7:30 a.m. When students arrive at school they should go directly to the cafeteria or classroom. Students are not to go to the playground before school.

It is to be understood by all parents that there is no supervision at the school before 7:30 a.m. or after 4:15 p.m. and we will not be held responsible for accidents that may occur.

## **NOTIFICATIONS**

Your principal or teacher should know where to find you at all times in case of illness or accident. Please keep your child's teacher notified by note where you can be reached. Parents must provide the school with updated emergency phone numbers.

The school must be notified of any change of after school transportation for your child by note or phone call. The phone call must be received in the office before **2:30 p.m.** If we do not receive a note or call they will proceed with regular transportation arrangements. Students will not be allowed to go home with anyone, including friends, except those specified in the enrollment papers unless there is a note or phone call from the student's parent/guardian authorizing them to do so.

## **ADVERSE WEATHER**

There may be times when school will be dismissed because of bad weather. At such times announcements of school dismissal will be broadcast on all local Durant radio stations (KSEO, KLBC, KLAK) and TV stations (KTEN and KXII). There will also be notifications through the automated calling system and via Facebook.

## CODE OF CONDUCT

Each Silo Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Act like a lady and a gentleman.
- Being respectful to other students, school staff and visitors.
- Doing one's best in lessons and extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

Parents are expected to support the code of conduct by reading the school handbook and discussing their expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.

## PARENTAL RESPONSIBILITIES

A major factor relating to academic and social success of a student is parental involvement. Accordingly, parents should:

1. Assume the major responsibility for helping their child develop good habits of behavior, follow all rules and regulations set forth in the handbook, and observe classroom rules set forth by teachers.
2. Recognize and help their child understand that the teacher assumes the role of the parent while they are at school.
3. Monitor their child's schoolwork and homework to ensure student success. Parents have access to the online gradebook. **It is the parent's responsibility to stay aware of their child's grades.**
4. Teach their child respect for the property and rights of others.
5. Speak positively about the school and education in front of their child.
6. Assist their child to come to school well groomed and appropriately dressed accordingly to the school dress codes.
7. Send their child to school regularly and on time.
8. Notify the school promptly if their child is absent or tardy.
9. Provide necessary school supplies for their child to be able to perform classroom work.
10. Discuss daily work assignments and report cards with their child in a constructive manner.
11. Keep in close contact with teachers, administrators or other school personnel to ensure good communication and student success. Please schedule an appointment with your child's teacher at designated times as they are unavailable during instructional hours.
12. Attend parent conferences, class scheduling conferences, and as many school activities as possible.
13. Please do not phone your child during school hours unless there is an emergency.
14. Your child is not to bring dangerous or distracting articles to school such as guns, knives, fireworks, waterguns, toys, radios, jewelry, skateboards, or trading cards of any kind.
15. Place names on all articles of outer clothing—coats, gloves, hats, caps, sweaters, raincoats etc.
16. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.

## **PARENT AND TEACHER CONFERENCES**

Regularly scheduled conferences are held at times during the school year. Parents are encouraged to visit the school at any time to discuss their child's progress. If school is in session, please call in advance and arrange a time with the teacher or principal. Parents may also request a conference during the teachers planning period. Parental involvement is needed and wanted in the educational program of each child.

## **VISITORS ON CAMPUS**

Students who wish to invite a visitor to the school (other than a parent or guardian) must obtain special permission from the principal in advance. Parents are encouraged to visit the school at any time. Visitations and conferences should be arranged in advance with the principal or teacher. Parents must check in with the elementary office and receive a visitor badge before visiting a classroom.

## **ATTENDANCE**

To receive the maximum benefit from classroom and instruction participation, it is important that a child report to school each day. It is the responsibility of the parent to notify the school by 9:15 a.m. if a child is to be absent. Students will only receive excused absences when the following documentation is provided: doctor's note, obituary, or school sponsored extra-curricular activity. Extended absences will be handled on an individual basis. In accordance with the policy of the Board of Education, each student is required to attend each class a minimum of 90% of the time in order to receive credit for that class. **Students who have 8 or more unexcused absences will automatically fail.** It is equally important your child remain in school for the full school day. **Please refrain from early pick-up. Classroom instruction does not end until the dismissal bell rings.**

**Definition of Tardy:** A student is tardy if not in the classroom when the tardy bell rings. A student who is more than fifteen (15) minutes late for class shall receive an absence for that class that day. All work assigned during that period will be due as assigned. **3 Tardies will result in 1 Absence. Tardiness to class is a disruption to the educational process and must be taken seriously.** Disciplinary action is determined at the discretion of the teacher and administrator and may include any alternative available.

## **ATTENDANCE LAWS AND REGULATIONS**

Oklahoma State Law: It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of five (5) years, unless such child has been screened as provided for in Section 1201.2 82 of this title and such child is determined not to be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. (Note: The county district attorney will be notified in case of chronic absence.)

## **PENALTIES OF LAW FOR NONATTENDANCE**

Any parent or child convicted of violating Section 153, or other sections, of the 1974 school Laws of Oklahoma shall be guilty of a misdemeanor, and shall be punished by a fine of not more than fifty dollars (\$50) or by imprisonment in the county jail for not more than ten days, or by both such fine and imprisonment. Attendance letters will be mailed to all students

who are close to or have exceeded the allowed number of absences. Parents/Guardians of those students whom have exceeded the allowed number of absences will be turned over to the District Attorney's office for prosecution.

### **ENROLLMENT**

1. General: All children who reside in the Silo School district who are eligible to attend Oklahoma Public Schools are entitled to attend the Silo Independent School system tuition free.
2. Age at the Beginning of Pre-Kindergarten: The Silo Independent School System will provide a free pre-kindergarten for students who are four (4) years of age on or before September 1 of that school year.
3. Age at the Beginning of Kindergarten: The Silo Independent School System will provide a free kindergarten for students who are five (5) years of age on or before September 1 of that school year.
4. Age of Beginning First Grade: Any pupil wishing to start the first grade must be six (6) years of age on or before September 1 of that year.
5. New students enrolling in Silo Public Schools must provide records of adequate immunization or exemption and a birth certificate before they will be allowed to enroll and attend class.
6. Transfer Students: Pupils who are not residents, and who have been legally transferred to the schools shall be considered in the same relationship to the school as those who are legal residents of the district, and shall attend school tuition free. Students not living in Silo School District must be granted a transfer before attending school at Silo. Students currently attending school on a transfer must apply for a transfer each year. This must be done before February 1 of the previous school year. Students enrolling in Silo Public Schools must be willing to abide by the rules and guidelines set for our school. (SEE ALSO RESIDENCY POLICY)

### **WITHDRAWAL FROM SCHOOL**

The students will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

### **GRADING PRACTICES**

Grades are recorded and reported on a nine-week cycle. Progress reports will be sent home the 1<sup>st</sup> Friday of each month. Parents are encouraged to check on their child's progress at any time and schedule an appointment with the teacher or attend parent/teacher conferences. Student grades can also be accessed through the Parent Portal located on the Silo Webpage.

Classes at Silo Public Schools shall use the following grading scale:

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

Incomplete Grades: Any student not completing all of the requirements by the time the semester ends may receive an incomplete (I). The student shall be allowed the first ten school days of the next grading period to complete the requirements. If the “I” occurs in the last semester, then the student shall only have 6 weeks to complete the requirements. If the student does not complete the work within the allowed time, the student shall be given a zero for the uncompleted work.

### **HOMEWORK**

Homework is an important part of the education of any child. It is not apart from, but an important part of, the instruction the child receives in the classroom. Homework and in-class assignments are designed to teach or reinforce the desired skills we want the child to possess. Much time is also allowed in class for independent work. In doing homework and in-class assignments, it is important that the child learn the skill of managing their time and energy and take responsibility for their education. It is very effective when parents and teacher work together in this matter. Students working together on homework should remember that the teacher may not accept turning in papers with the same written material. Working together is fine but learn to express yourself independently in your answers.

### **PROMOTION**

In grades 4-5, each student is expected to pass three of the five core subjects (math, reading, science, social studies, and language arts). A student cannot be promoted if they fail both math and reading subjects. Students will be required to receive remediation in coursework failed.

### **FAILURE AND RETENTION**

According to HB 1056, effective July 1995, a parent who disagrees with a teacher’s and/or principal’s recommendation to retain a student, must go through a formalized district process in which the parent signs a Retention Form stating that they reject the teacher/principal’s recommendation of retention and that the parent assumes full responsibility for their child’s education.

### **PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion tests will be offered upon written request. The student must have principal approval. The student must score a ninety percent or better to receive credit.

### **HONOR ROLL**

Students shall be selected for the Superintendent's Honor Roll for each grading period in which they achieve a grade of not less than an "A" in any class. Students who achieve no less than a "B" in any class shall be named to the Principal's Honor Roll.



## **STUDENT OF THE MONTH**

The criteria for student of the month is based upon the following:

1. Attitude
2. School Spirit
3. Leadership
4. Personality
5. Attendance
6. Scholarship

Students selected as Student of the Month will be rewarded with a monthly trip.

## **BEHAVIORAL STANDARDS**

The Board of Education also recognizes that students maintain rights of citizenship while in the Silo Public Schools. Those who enjoy the rights and privileges of a free public education must also accept the responsibilities that inclusion in a school community demands. The presence of a safe and orderly school environment is closely linked in school research to the accomplishment of high academic achievement in students. The establishment of a safe and orderly school environment requires that a clear standard of behavior be established. This standard then permits adults to teach clear and unequivocal lessons to students regarding responsibility and self-control. It also gives students a clear expectation of their limits in the school and community setting. The behavioral standards listed below are the basis for the Silo Public Schools disciplinary code. The Board of Education encourages adults and students to become familiar with the behavioral standards and to discuss the importance of such standards in school and community life.

Clear Behavioral Standards:

- No Violence
- No disrespect, physically or verbally
- No drugs
- No bullying
- No conduct which jeopardizes the safety of others
- No blaming others for one's own mistakes
- No profanity
- No threats
- No interference with the right of others to learn
- No disregard for the health and safety rights of others
- Be attentive to the best of your ability
- Be responsible for your participation
- Respect rights and property of others
- Respect yourself
- Demonstrate moderation and pride in dress and appearance
- Use self-control at all times
- Strive for responsible ethical use of resources
- Conduct yourself with pride and moderation so that your behavior reflects favorably upon

your parents, school and community

- Follow the rules, which is a life skill; rules are designed to promote a safe and orderly school environment

### **GENERAL RULES**

1. Gum is not allowed in any school building or on the school grounds.
2. Inappropriate behavior shall not be tolerated.
3. Thermostats are to be adjusted by teachers, not students.
4. No writing on desks or tables.
5. Do not leave school without permission from the principal.
6. Blinds should be adjusted by teachers and not students.
7. Class changes shall be at the discretion of the principal.
8. High school students shall not go to the elementary school without permission from a teacher or principal. Elementary students shall not go to the high school without permission from a teacher or principal.
9. Doctor and dentist appointments should be made for a time that would minimize the student's absence from school.
10. There should be no holding hands or public displays of affection while on campus.
11. Office telephones and classroom phones are not to be used by students, except in times of emergency. Permission must be obtained from a teacher or administrator. Students may only use the telephone with the permission of the office personnel. Students may not use the telephone during class time. Students shall not be called to the phone unless it is an emergency. Messages shall be delivered between classes. The telephone in the office is for school business. Parents must refrain from calling and leaving messages for students that could have been taken care of at home. In the case of an emergency, we shall deliver a message to the student.
12. Sidewalks should be used at all times, while walking on campus.
13. Students are not to be in the hall after the tardy bell.
14. Lockers are to be kept neat and clean. No writing or application of decals on lockers.
15. Pocket knives are not to be brought to school. If they are brought to school, they shall be confiscated and not returned.
16. Oklahoma state law prohibits possession of firearms on or near school property.

### **CLASSROOM RULES**

1. Be prepared for class.
2. Be in your seat when the bell rings.
3. Keep hands, feet, books, and objects to yourself.
4. No food, pop, or gum in classrooms.
5. Respect yourself and others.
6. Follow directions the first time they are given.
7. Raise hand to be recognized before speaking.
8. Respect property of others, yourself, and the school.
9. Don't interfere with the teaching process.

### **CELLULAR TELEPHONE USE AT SCHOOL**

It is the policy of the Silo Board of Education that an employee or student may possess a wireless telecommunications device or cell phone while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the

school.

**Cell phone use will not be allowed during the school day without teacher or administrative permission.** Cell phones are to be kept in lockers or backpacks during the day; not on your person. Cell phones may be used at the **END** of the school day after the final dismissal bell. If a student is caught with a cell phone the following consequences will apply:

Cell phone will be confiscated by teacher/principal and parent will be required to pick up. If there are several offenses, student will lose privilege to bring their cell phone to school.

### **BEHAVIOR AT AFTER-SCHOOL ACTIVITIES**

Activities conducted on school grounds are considered an extension of the school day. Students attending these functions shall be expected to abide by the rules set forth by the administration. This applies to activities that are held at other schools in which Silo is a participant.

#### **ACTIVITY AND FIELD TRIPS**

1. Students must have a signed field trip authorization form on file to attend any off campus activities.
2. Students are to dress in the same manner as a regular school day unless otherwise warranted.
3. Students are to behave in a manner that reflects positively on our school and community.
4. Students will not be authorized to use cell phones without teacher permission while attending field trips. Cell phones may be collected by the teacher and returned upon arrival back to school.

#### **CARE OF SCHOOL FACILITIES**

The buildings, grounds, and materials that are provided by the school district taxpayers are to be cared for by all of us. We should take pride in our campus and help maintain it by keeping it clean. Books, desks, and other materials in our care should be preserved so they can be used many times over. When a student damages or destroys school property, they may be held responsible for replacing or repairing the article.

#### **LIBRARY RULES**

All library books will be checked on the basis of two weeks. Rechecking should not be necessary; however, it will be available by request to the librarian. The fines for overdue books will be five cents a day, ten cents for each notice thereafter until paid. Lost books must be paid for by students who have the book checked out. Time for checking books in or out of the library will be posted at the library. The library is not to be used as a place for social gatherings. Library rules are to be strictly observed at all times.

#### **CARE OF TEXTBOOKS, LIBRARY BOOKS, ATHLETICS UNIFORMS, ETC.**

Students are responsible for all textbooks, workbooks, library books, and athletic uniforms issued to them during the school year. All lost or damaged books and/or athletic uniforms must be paid for.

Fees for lost or damaged items are as follows:

Textbooks..... Cost of Book  
Workbooks..... Cost of Book  
Athletic Uniforms .....Cost of Uniforms  
Library Books ..... Cost of Book

The student will not be issued another textbook, workbook, athletic uniform, or library book until this fee is paid. If these fees are not paid by the end of the school term, the amount due will be carried over to the following school year and will be due before a student will be issued books for that school year.

All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. Monies collected for lost textbooks, library books, and athletic uniforms will be refunded if the item is found. Monies collected for lost workbooks cannot be refunded due to the fact that workbooks are consumable and will be a useless item after the student has begun working in it.

### **TOBACCO**

Possession or use of tobacco is not allowed at school or school activities. Violation of this rule shall result in disciplinary action as noted under Specific Infractions.

### **PERSONAL ARTICLES**

The bringing personal articles such as video games, radios, card collections, or anything of value is discouraged. When articles are brought to school, there is always possibility of theft or damage. The school shall not be responsible for theft or damage to any articles that a student brings to school.

### **STUDENT DRESS CODE**

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior, which is conducive to the learning environment. The building administrator shall have the authority to determine the appropriateness of any attire not specified below. In making such determination, the administrator shall consider whether the clothing, hairstyle, and/or accessory presents a safety hazard, is revealing, or disrupts the teaching and/or learning or has a factual and substantial history of creating such disruptions. The following rules are examples of dress and personal appearance that are expected at Silo Independent Schools and are not to be inclusive of all rules. If you have any questions you should visit with the principal before attempting to dress in an inappropriate manner. The dress code is in effect at all times during the regular school day and at all school activities outside the regular school hours. This extends to all activities involving Silo School's off campus and summer activities.

The following dress code for Silo students has been adopted by the Silo Board of Education:

1. All clothing must be a respectable length.
  - A. Dresses, pants and shorts: The length of a skirt, dress, or pants shall be long enough not to be conspicuous or indecent and should be of sufficient length that they extend past the middle finger with the arms and hands fully extended and the should in a relaxed or normal position.
  - B. Tank tops, midriff, net shirts, backless shirts and spaghetti-type shirts are not to be worn to school. Tank tops may be defined as any collarless, sleeveless shirt. However, collarless and sleeveless shirts or blouses may be worn so long as the material covering the top of the shoulder is of sufficient width that it extends from

the end of the shoulder to the neck.

2. No T-shirts may be worn with questionable advertising or statements printed on them which are in bad taste.
3. Pants must fit properly and be pulled up the waist. Pants shall not drag the floor nor should underpants be visible at the top the pants.
4. Hats are not to be worn in any building.
5. Specifically, no clothing shall be worn that displays profanity or sexual suggestion.
6. Rings and studs shall be worn in the ear only. **NO FACIAL PIERCINGS.**
7. **There shall be no bizarre or unnatural coloring of hair or hair cuts or styles.**
8. Chains shall not be a part of daily dress either as decoration or to hold up pants.
9. No excessively tattered or torn clothing.
10. Excessively low cut or revealing shirts or blouses should not be worn.
11. Male students shall wear no make up or any description.
12. Holes above the knees shall not be tolerated.

It shall be at the discretion of the principal or his appointee whether a student's clothing is in compliance with the dress code.

### **ENFORCEMENT OF DRESS CODE**

Students should remember that the code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste and extremes in dress and grooming. Following these guidelines shall eliminate the necessity of correcting students for improper dress. Provisions of the dress code are applicable to the school day and to school-related activities. Failure to comply with the student dress code shall result in removal from class until the situation is resolved.

At the time the student is disciplined for violating the dress code, the student must correct the dress code violation in order to attend class. The student may be able to change clothes at school, or have a change of clothes brought to the school. If the dress code violation cannot be corrected in this manner, the student shall be required to attend school in ISD for the remainder of the school day.

### **DISCIPLINE**

It is the intent of the faculty and administration of the district to educate our students in such a way as to develop well-rounded, responsible citizens. The practice of using disciplinary techniques is aimed at achieving that goal. All methods work better when all parties involved work together.

Our aim in teaching discipline is to make the students more responsible for their own behavior. It is our goal to produce students who can practice self-discipline. It is a key to good citizenship and success in life. **The principal may deviate from any scheduled consequences at his or her discretion.**

### **AUTHORITY OF THE TEACHER**

According to Oklahoma state law (Oklahoma School Code, Article VI, Section 95), the teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. The same control applies to an extracurricular school activity.

## **SCHOOL BULLYING ACT**

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's education mission of the student or other students.

Silo Elementary has a "No Tolerance" bullying policy.

## **CAR (Character, Attitude, Respect)**

Director: Ms. Crisp

CARS is the detention room used for out of classroom placement for students as a consequence for inappropriate behavior. It can also be used as a "cool down" space for students who are emotionally distressed. The principal will assign students to CAR. Students are required to complete their class assignments while placed in CAR. CAR may also be used for lunch detention.

### **RULES FOR CAR/ISD**

Elementary students will be allowed two (2) morning bathroom breaks and two (2) afternoon bathroom breaks. Students insistent upon additional breaks will be assigned an additional day of I.S.D. for each additional break.

There shall be NO TALKING or NOISE making during CAR. Talking is allowed only when addressing Ms. Crisp.

Any discipline violations while in CAR will result in additional days of CAR or out of school suspension. Student will serve the balance of CAR upon their return.

Breaks will not be taken during class changeovers of the regular student population.

CAR students shall remain busy with school work.

Meals will be brought to CAR students or students will be escorted to cafeteria by Ms. Crisp. Elementary students will eat breakfast in the cafeteria and then report to CAR.

Breakfast: 8:15 A.M. Lunch: 11:30 A.M.

Students who leave school before serving 4 full class periods in CAR must serve one full day upon their return.

### **SPECIFIC STUDENT RULE INFRACTIONS & CONSEQUENCES**

- A. Alcohol and other chemical abuse: See Drug and Alcohol Policy
- B. Arson: 1<sup>st</sup> Circumstance: Out-of-school suspension for the remainder of the semester and the following semester.
- C. Assault and Battery:
  - Assault: Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.
  - Battery: Offensive un-consented touching of another person. Includes fighting and

throwing objects.

1<sup>st</sup> Circumstance: Report to the authorities on first or subsequent offenses where appropriate.

- D. Assault on School Employees: School employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Silo School System for any purpose, including such personnel not directly related to the teaching process and board member during board meetings. Every person who, without justifiable or excusable cause, knowingly commits assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to OK (70-9-113).

1<sup>st</sup> Circumstance: Out-of-school suspension commensurate with the offense including the current and subsequent semester. Report to the authorities where appropriate.

- E. Fighting: Physical abuse among students during school hours, school activities, or while in transit to or from school will not be overlooked or tolerated. Every effort will be made to determine whether or not one of the students was the aggressor. If such is determined, punishment of the aggressor shall be more severe than for the one acting in self defense. If it cannot be determined, or, if two students mutually agree to fight, both shall be equally guilty and face the same penalty. Students who are guilty of causing others to fight through verbal encouragement may also be disciplined.

These are general guidelines. Extraordinary circumstances may increase punishment.

1<sup>st</sup> Circumstance: 3 day suspension

2<sup>nd</sup> Circumstance: 5 day suspension

3<sup>rd</sup> Circumstance: suspension for remainder of current semester and the next semester

- F. Cheating/Plagiarism: Grade of zero (0) for all work resulting from cheating/plagiarism for the student and any student who knowingly assisted to cheat.

1<sup>st</sup> Circumstance: 1 day CAR. Subsequent Circumstance: 3 days CAR or out-of-school suspension.

- G. Disruptive behavior: Failing to follow classroom rules and/or disrupting the educational environment.

1<sup>st</sup> Circumstance: 1 day CAR. Subsequent Circumstance: Loss of privileges, detention, or CAR

- H. Vandalism/Theft/Extortion: 1<sup>st</sup> Circumstance: Return of property, restitution for property and up to 3 day suspension. 2<sup>nd</sup> Circumstance: and Return of property, restitution of property 10 day suspension 3<sup>rd</sup> Circumstance: Return of property, restitution of property and Expulsion.

Note: Extreme cases may result in immediate expulsion under any circumstance.

- I. Aggressive Behavior (Bullying)/Harassment: includes, but is not limited to: offensive teasing, un-consented communications with another student, taunting, and slanderous remarks regarding another student.

1<sup>st</sup> Offense: Loss of privileges, detention, or CAR per circumstances. Subsequent Offenses: CAR or out-of-school suspension

- J. Hazing: All forms of hazing and/or intimidation are prohibited by the school and school sponsored activities.

1<sup>st</sup> Offense: CAR or out of school suspension. Subsequent Offenses: out-of-school suspension.

- K. Insubordination: A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel and/or the school handbook without just cause as determined by the principal, is considered insubordinate and is subject to the following discipline:

- 1<sup>st</sup> Offense: Loss of privileges, CAR, or detention. Subsequent Offenses: CAR or out-of-school suspension.
- L. Misinformation: The willful giving of misinformation by commission (lying), or omission.  
1<sup>st</sup> Offense: Detention, or CAR. Subsequent Offenses: Loss of privileges, CAR, or out-of-school suspension.
- M. Obscenity/Profanity: Obscene materials including, but not limited to: illustrations (drawings, paintings, pictures, etc.) and oral or written materials (books, letters, poems, tapes, CD's, videos, etc.) which are commercially or student produced are prohibited. Profanity including, but not limited to: gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.  
1<sup>st</sup> Offense: Loss of privileges, detention, or CAR. Subsequent Offenses: CAR or out-of-school suspension.
- N. Public Display of Affection (PDA): Inappropriate physical contact including, but not limited to: intimate touch of body parts at school or at school sponsored activities is prohibited.  
1<sup>st</sup> Offense: Detention or CAR. Subsequent Offenses: Loss of privileges, CAR, or out-of-school suspension.
- O. Sexual Harassment: Sexual harassment is a sexual action, act, or something said that is unwanted and unwelcome that causes a person to feel uncomfortable or offended. Sexual harassment shall not be tolerated. Students who feel that they are or have been victims of sexual harassment of any kind or from anyone (adult or student) must report their complaint to the (1) school counselor, (2) school principal, or (3) school superintendent.  
1<sup>st</sup> Offense: Loss of privileges, CAR, or out-of-school suspension. Subsequent Offenses: ISD or out-of-school suspension.
- P. Tobacco: 1<sup>st</sup> Offense: 2 days CAR 2<sup>nd</sup> Offense: 3 day suspension 3<sup>rd</sup> Offense: 5 days suspension 4<sup>th</sup> Offense: Suspension for remainder of semester.
- Q. Skipping class.  
1<sup>st</sup> Circumstance: 1 day CAR. Subsequent circumstance: 3 days CAR or out-of-school suspension.
- R. Throwing food in Cafeteria:  
1<sup>st</sup> Circumstance: 1 day CAR. Subsequent circumstance: 3 days CAR or out-of-school suspension.

### **BUS BEHAVIOR**

- A. The School Laws of the State of Oklahoma stipulate that transportation by bus **may be** furnished by the school district but that the **district is not required** to do so. Therefore, by law, it is a **privilege** to ride a school bus and **not a right** to such transportation.
- B. Bus transportation is provided for students enrolled in the Silo Independent School as follows:
1. For students residing at a distance greater than one and one-half miles from the school of record.
  2. For any other purposes designated as being of benefit to the total of the school and as approved by the principal/superintendent.
- C. Silo School's Rules and Regulations for School Bus Riders.
1. The principal/superintendent is responsible for the establishment of bus routes and the designations of bus stops. Bus stops will be established during the first week of the school year.
  2. Violations of rules and regulations contained herein may result in the loss of riding privileges in addition to other disciplinary action.
  3. Rules and regulations for bus riders are as follows:
    - a. Elementary students must sit towards the front of the bus. Fourth graders and below



may not sit behind the wheel well unless assigned by the driver. Take a seat and remain seated while the bus is in motion. Sit only in assigned seats, if seat assignments are made.

- b. Assist in keeping the bus clean. Clean your feet before entering the bus. Leave no books, lunches, or other articles on the bus.
  - c. Treat all bus equipment as you would valuable furniture in your own home, or your own car. Never tamper with bus equipment.
  - d. Keep the aisles clear of books, athletic equipment, and other objects.
  - e. Avoid loud talking, laughing, or unnecessary confusion that diverts driver's attention. Do not talk to the bus driver when the bus is in motion unless it is absolutely necessary to do so.
  - f. Do not extend hands, arms, head, or any other part of the body out of the window.
  - g. Do not eat or bring food on the bus.
  - h. Large objects or objects which block the view of the driver will not be brought on to the bus. **Balloons are not allowed on the bus.**
  - i. Do not smoke on the buses.
  - j. Do not bring alcohol or other illegal substances on the buses nor attempt to board the bus if you are under the influence of alcohol or controlled substances.
  - k. Do not use profane or obscene language on the bus.
  - l. Do not try to bring animals or other pets on the bus.
  - m. Do not ask the driver to discharge riders at places other than the regular bus stop.
  - n. The bus will not stop for students who have not ridden the bus for 3 consecutive days without parental notification to the school. The parent or guardian will need to contact the school to resume bus service once it has discontinued.
4. Safety guidelines for students.
- a. Walk on the left side of the street facing traffic between home and the school bus stop.
  - b. Be on time at the bus stop. Plan to arrive not more than five minutes before the scheduled pick-up time. The students should help in keeping the bus on schedule.
  - c. Be on time at the designated departure place from the school at the end of the day. Being on board the bus at the time of the scheduled departure is a student responsibility.
  - d. Stay out of the street while waiting for the bus. Wait in the area alongside the curb. Do not attempt to ride any bus other than the one to which assigned. Do not attempt to board the bus at other regular bus stops.
  - e. Show proper respect for private property such as lawns, shrubs, trees, etc. Stay out of garages and off porches. Property owners are extending to students the use of their corner or driveway. Any abuses may result in the moving of the bus stop.
  - f. Look both ways if it is necessary to cross the street after getting off the bus. Cross at least ten feet in FRONT of the bus. Be on the alert for danger signals from the driver.
  - g. The driver of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly. Students must be informed that:
    - (1) The privilege of pupils to ride the bus is conditioned on their good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it shall be the duty of the driver to refer such disobedience to the respective principal/transportation director for the

proper disciplinary action.

(2) The principal/transportation director will determine necessary disciplinary action, and if the student is to be suspended from riding the bus for a period of time, proper notification will be given to parents of the student.

(3) A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or student's regular bus stop.

The student bus rider has an important role in bus behavior. The good student will inform himself/herself of all rules and regulations pertaining to riding a bus and will strive to obey them. He will encourage his fellow students to do likewise. Students are well aware that most injuries on the buses are caused by carelessness or student horseplay. They should be safety conscious while they are bus riders. Students who obey the rules are very much the good citizens and are commended for their behavior.

It is sincerely hoped that parents will recognize that these rules and regulations are for the safety and well-being of all students riding the buses and that they will actively assist in enforcing them as well as being in support of the school as the bus program is administered.

### **BUS DISCIPLINE**

First offense---Warning

Second offense—Final warning with parent contact

Third offense---Two day bus suspension with parent contact

Fourth offense--- Five day bus suspension with parent contact

Fifth offense—Ten day bus suspension with parent contact

Sixth offense—One month (20 days) bus suspension with parent contact

Any further offenses may result in a suspension for the remainder of the current semester.

Based on the severity of the offense, the consequence will be at the discretion of the principal and/or transportation director.

### **CAFETERIA RULES**

1. No running in the cafeteria.
2. No cutting in line.
3. No yelling or screaming. Talking should be done quietly.
4. Clean up after yourself.

### **REGULATION SUSPENSION OFFENSES**

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit, (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

1. Immorality or profanity.
2. Truancy (multiple violations).
3. Violation of written school rules, regulations or policies.

4. Assault upon another student or person.
5. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol.
6. Possession, threat, or use of a dangerous weapon as defined by State Statute.
7. Use and/or possession of any tobacco product.
8. Conduct which disrupts the operation of the school.
9. Conduct which jeopardizes the safety of others.
10. The willful disobedience of the request of any school official in the performance of such school official's duties.
11. Walkouts, sit-ins, demonstrations.
12. Failure to comply with State immunization law.
13. Vandalism or theft.
14. Disrespect toward any school employee.
15. Fighting on school premises.
16. Verbal or physical abuse, including verbal or implied threats and threats of physical violence.
17. Cheating.
18. Unauthorized entry to buildings and/or campus.
19. Unauthorized departure from campus and/or class.
20. Failure to attend assigned class while on campus without prior office approval.
21. Gambling.

The constitutional rights of individuals assure them the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in Silo Public Schools.

### **SUSPENSION OF STUDENTS (REGULATION)**

The authority to suspend a student from a school district is delegated to the respective principal.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act, which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances, which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such at, shall not be enrolled in the district unit such time as that student no longer poses a threat to self, other students, or faculty.
5. Procedural steps in suspension:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to

another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

A. Probation. A student may be placed on probation with or without additional disciplinary action. If that principal as a suitable alternative to suspension elects probation, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

B. In-school placement is an alternative to out-of-school suspension. The student's principal shall impose in-school placement, and the student shall be placed in a supervised, structured environment. This placement shall not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension committee.

C. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why In-School Detention placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student.

6. Appellate procedures. Any student who has been suspended under the steps listed above, or the parent(s), may appeal the suspension to the suspension committee, if the period of suspension or the notice of the intent to suspend of their intent to appeal the suspension.

A. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's or parent(s)' intent of appeal, the superintendent shall advise the suspension committee (short term) of the president of the Board of Education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.

D. The suspension committee (short term) or the Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.

E. Decisions of the suspension committee may be appealed to the Board Of Education.

7. Appeal for reinstatement. Students, who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification, which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The board shall take whatever action it desires appropriate.

8. A suspension appeals committee is hereby established which would consist of administrators or teachers or a combination of administrators and teachers. The members of the committee shall be appointed by the superintendent and may include the superintendent.

**Students serving a suspension will not be allowed to attend school activities or be on school property during the time of the suspension except to pick up assignments or return work.**

### **DUE PROCESS AND RIGHT TO APPEAL**

To maintain the orderly administration of the school, infractions of school rules may be handled in a summary fashion. In each case, the student should be told of the infraction of which he/she is accused. Faculty members should be certain of the guilt of a student before subjecting the student to disciplinary action. The penalty given should be commensurate to the discipline code. Students may appeal decisions in disciplinary matters to the principal.

If a hearing has been held with the principal and the result of the hearing is not satisfactory, the student is entitled to a hearing before the superintendent. If the student desires a hearing with the superintendent, he/she is to advise the principal in writing no later than five (5) days from the date of the hearing with the principal, and the student will be promptly advised as to when the hearing with the superintendent will be held. The decision of the superintendent will be final.

### **STUDENT DISCIPLINE (OUT-OF-SCHOOL ACTIONS)**

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off the school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the board that any student attending school within this district shall be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the school.

1. Damaging school property, e.g. a school bus;
2. Engaging in activity, which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity, which directly impedes discipline at school or the general welfare of school activities.

### **CORPORAL PUNISHMENT**

1. Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only by teachers or principals in the presence of another certified employee.
2. In the event that corporal punishment is to be administered to a student, the student shall be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment shall take place in front of a certified employee. In addition, a record of the administration of the corporal punishment shall be made and signed by the person administering the punishment and the witness.
3. Any parent who does not wish corporal punishment to be administered to his/her child or children should notify the principal of that school in writing annually, and that request shall be

honored.

If parents do not wish corporal punishment, then the student may receive a three day suspension.

### **DISCIPLINE SUMMARY**

Nothing in this policy will restrict the administrator or teacher from having the same right of control and discipline as that held by the parent in accordance with the laws of the State of Oklahoma. Nothing in this policy will be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension.

This policy will be interpreted by the principals and their designees in a manner, which they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action alternatives.

### **IMMUNIZATION OF STUDENTS**

Oklahoma State Law requires the immunization against certain diseases of all children attending public schools. Title 70, Section 11210.191, Oklahoma Statutes, 1970: "Rules and Regulations for Immunization for School Children," as amended June, 1976, governs school-admission immunizations requirements. This law requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry. All minor children applying for admission to any Oklahoma school, who have not completed the required immunizations, must be informed of the necessary requirements and complete those requirements before entering school.

It is the duty of school authorities to enforce this law by admitting only those students who have completed all immunizations required. Students must be adequately immunized before enrolling in school. There is no grace period. Students must meet one of these three criteria before enrolling:

Criterion One: Have had all vaccinations indicated in the following chart.

Criterion Two: In the process of being immunized (must be substantiated by record of proof).

Criterion Three: Certification of exemption (See exemptions below.)

Students shall be denied enrollment if these regulations are not met.

## Guide to Immunization Requirements in Oklahoma: 2017-18 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets below for essential information.



VACCINES	CHILDCARE	PRE-SCHOOL	KG-6th	7th - 12th
	Up-to-date for age	PRE-KG		
	Total doses		Total doses	
DTaP (diphtheria, tetanus, pertussis)		4 DTaP	5 DTaP*	One-time Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV◆	PCV is required for children in child care only.		No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.
IPV/OPV (inactivated polio/oral polio)		3 IPV/OPV	4 IPV/OPV◀	
MMR (measles, mumps, rubella)		1 MMR	2 MMR	
Hib ( <i>Haemophilus influenzae</i> type b)	1-4 Hib◆●	Hib is required for children in child care only.		
HepB (hepatitis B)		3 HepB	3 HepB■	
HepA (hepatitis A)		2 HepA		
Varicella (chickenpox)		1 Varicella (2 <sup>nd</sup> dose recommended at KG entry)		

- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.
  - ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.
  - ◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV/OPV is not required.
  - Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.
  - Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
  - The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2<sup>nd</sup> dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
  - **Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.** Refer to this web page for information on when doses are due for children attending childcare: [http://www.ok.gov/health/Disease\\_Prevention\\_Preparedness/Immunizations/Vaccines\\_for\\_Childcare/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/Immunizations/Vaccines_for_Childcare/index.html).
  - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
  - Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
  - The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
  - For doses given on or after Jan. 1, 2003, the 5<sup>th</sup> dose of DTaP must be given on or after the 4<sup>th</sup> birthday (or within 4 days before the 4<sup>th</sup> birthday). This rule does not apply to doses given before 2003.
  - If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.
  - It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.
  - Children may be allowed to attend childcare and school if they have received at least one dose of all the required vaccines due for their age or grade and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.
- For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>. Revised 04-12-2017 IMM 400

### HEAD LICE POLICY

Silo Public Schools will adhere to a "No Nit Policy" which constitutes the most objective means of head lice control. It eliminates time spent trying to determine whether nits are viable. Any student found to have head lice/nits upon examination will be sent home. The parents will be notified to pick up student(s) and begin treatment immediately. Educational material on lice and nit removal will be provided. For readmission to school the student is expected to return to school the following day accompanied by the parent until reexamination of the student is completed and student(s) is found to be without lice/nits. The student is not to ride the bus but must be accompanied back to school by a parent for reexamination. If live lice remain and significant improvements are not made the student will return home. In certain cases the school nurse may refer the parent and student(s) to the county health department or to the family's physician/medical provider. For extended periods of exclusion from school a note from the county health department or the child's medical provider will be necessary to reenter school. THE ULTIMATE RESPONSIBILITY FOR HEAD LICE TREATMENT AND CONTROL LIES WITH THE PARENT.

## **RESIDENCY POLICY**

### **New Student Enrollment**

Students enrolling in any Silo Independent School instructional facility will be required to provide two verified proofs of residency. The parent will be asked to provide a current utility billing and a lease agreement, contract on a home, warranty deed statement, ad valorem tax statement, or mortgage statement. The school will accept a current gas, electric, or water and sewer billing. Telephone and television cable billings will not be accepted. If a utility billing is not available the school will accept a statement from the utility company that services have been established. The letter must be on letterhead and signed by an appropriate official.

Parents moving into the Silo district from another school district must establish their residence by Labor Day. The intent to build a home or being in the process of building a home within the Silo Independent School district does not constitute legal residency.

Parents moving from one school district to another for the sole purpose of having their children attend school and who do not move into the district to reside permanently but only while school is in session, do not establish legal residency in the district. Parents who provide lease agreements as proof of residence and then move out of the school district prior to the end of the first semester are not considered to have established a legal residence and therefore the student is not entitled to continue attending a Silo School and will be withdrawn.

### **Verification of Residency**

Parents whose children will be attending Silo Schools for the next school year will be asked to verify existing enrollment information and to provide a current utility billing. This will become an established procedure and will be required for students in grades K-12. Verification of residency must be provided each school year.

This procedure will be conducted during the summer. Elementary schools will continue to coordinate the effort with pre-enrollment of classes for the next year. The process will not affect the enrollment of any child for the current school year but could affect their enrollment status for the following year. Parents/ legal guardians will be asked to sign a document stating they have verified their address to be a legal residence within the Silo Independent Schools, the information provided is accurate and verifiable, and they are the legal guardian of the child. The document will inform parents that if the legal residence of the student is determined to be in another school district the nonresident student will be withdrawn and the parent/legal guardian will be assessed the appropriate tuition fees based on the number of days the nonresident student was enrolled. If the student later becomes a legal resident of the Silo district, all tuition fees assessed must be paid before the student will be allowed to attend school. The tuition fee will be equal to the per capita cost of education for a similar period of such district during the preceding year.

### **Residence Affidavit**

Parents who cannot provide the necessary information to verify their address because they are residing with a friend on a temporary or permanent basis will be required to complete a residence affidavit. The forms will be available at the school site and require both the homeowner/ resident and the parent of the student to be present and each must provide a valid driver's license. The homeowner/resident must provide the two proofs of residence as required for the new students. The student's parent/ legal guardian will be expected to provide a final utility statement from their previous residence and documentation that the residence has been



sold or that the lease has expired. The residence affidavit, once verified by school officials, will allow the student to attend schools for 30 calendar days at which time the parent/legal guardian must provide additional verifiable documentation that a permanent residence has been established with the Silo School district or documentation that the temporary residence has been established as the student's permanent residence.

Parents will be asked to complete a questionnaire that accompanies the residence affidavit form. The information provided will assist school officials in determining the validity of the residence affidavit. Completion of this form and enrollment of the student does not constitute a permanent legal residence and parents who later establish a residence outside the Silo district will be expected to enroll their child in the school district in which they reside.

The child will not be enrolled until all necessary documentation has been provided and verified.

Building administrators will be responsible for initiating the 30 day follow-up on all residence affidavits.

### Legal Guardianship

The Silo Independent Schools will enroll students who are deemed to be legal residents of the district. In order to establish the legal residency of a child for school attendance the student must be residing in the district with his/her appointed legal guardian. The student must be living with the court appointed legal guardian, full time, as a permanent resident, or with a guardian who can provide verifiable documentation that they are contributing to "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contribute in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship, the parent/legal guardian may be asked to provide a copy of the divorce decree indicating which parent has custody. When the issue of whether a parent or legal guardian is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end of the year tax statements from the previous calendar year will be requested.

### **STUDENT DUE PROCESS**

In cases of dispute of residency, the student/legal guardian shall be afforded due process by the board of education. A student who has been denied enrollment by the Silo Independent Schools has the right to submit his/her written appeal to the superintendent of school within ten (10) days after enrollment has been denied. Upon receipt of the request for appeal, an investigation will be conducted by the superintendent and/ or the superintendent's representative. The appeal shall be heard by the board of education within twenty (20) days from the date the written appeal is received by the superintendent. The decision of the board of education shall be final.

### **HOMEBOUND PROGRAM**

Students with extended illness, injury, or other justifiable reason causing excessive absence must make arrangements with the building principal for a Home Bound Program or other agreeable measures. Such programs require recommendation by a physician and the

student will be counted in attendance.

### **SILO ONLINE PROGRAM**

Silo Public Schools offers online course enrollment for students in grades K-12 as per the requirements set forth in SB 2319:

1. Silo Public School students are not denied access or enrollment to online courses.
2. Eligible students include those admitted as per regular Silo Public Schools policy.
3. Students will be admitted through Silo Public Schools only.
4. Students are not required to transfer to access online courses.
5. As with standard enrollment procedures, ongoing enrollment is available.
6. Courses may be cancelled without penalty within 15 calendar days of enrollment.
7. An Individualized Learning Plan will be developed for each student enrolled.
8. Course assessment will be coordinated and authorized with parent/guardian.
9. Content mastery or competency will be used to determine course credit.
10. Student may participate in extracurricular activities as per existing district policy.
11. State mandated testing will be done on-site at Silo Public Schools.
12. Students are considered as being in attendance while enrolled in online courses.
13. Course providers will be periodically reviewed.
14. Courses must feature alignment with Oklahoma Academic Standards.
15. Silo Public Schools online courses are provided free of charge to eligible students.

For a list of courses offered, please contact the principal or the counselor.

### **DRUG AND ALCOHOL POLICY**

The Silo School District supports a policy of no tolerance of students involved in the possession, use, delivery, transfer, or sales of alcoholic beverages or controlled substances or prohibited substances while in school or at school sponsored events.

Prohibited substances are described as follows

- A. Alcohol or any alcoholic beverage.
- B. Any controlled substance or dangerous drug as defined by state law or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801: including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- C. Any prescription or non-prescription drug, medicine, vitamin or other chemical, including, but not limited to aspirin, other pain relievers, stimulants, diet pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

If a teacher, aide, other school employee, or a student of the Silo Independent School suspects any student of being under the influence of, or possessing alcohol or a controlled substance, that person shall notify the principal immediately.

The principal acting on the grounds of "reasonable suspicion" may in the presence of a witness, search the student, the student's locker, and personal property including book bags and automobiles.

If the principal determines that the student is under the influence of alcohol or a controlled

substance, or finds alcohol or controlled substances, including empty containers and residue, the following procedures will be followed:

1. Law enforcement may be contacted to come to the school to verify the symptoms of intoxication. Upon verification of school policy violation, Parents will be contacted and the student will be suspended for the remainder of the current semester plus the succeeding semester.
2. Because of the potential danger to the student presented by his/ her acute intoxication of alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose while at school, or at a school sponsored event, will be transported immediately to the local hospital facility designated to provide detoxification services with immediate notification of parents and police. Following his/her return to school, Section 1 of this policy will be implemented.

The U.S. Supreme Court has ruled that under the Fourth Amendment to the U.S. Constitution, searches of students by school officials need not adhere to the strict standards of "probable cause" imposed upon law enforcement officers. Rather, the legality of searches will depend upon the "reasonableness" of the search in light of all the circumstances. There must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The states remain free to provide greater protection for students.

3. Any student suspected of selling or distributing any of the aforementioned substances will be suspended immediately for the remainder of the current semester as well as the next semester.

### **SEARCH AND SEIZURE**

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, low point beer, wireless telecommunication devices. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. This policy will also apply to vehicles driven to the school.

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the board of education, in accordance with school policy.

### **DANGEROUS WEAPON**

It is the policy of the Silo Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or fire arm silencer; or (d) any destructive device including any explosive, firework, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below.

"any pistol,, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the appropriate principal.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment with administrator's prior approval. Administrators may possess firearms for the purpose of protecting the students and staff during an emergency.

### **SPECIAL EDUCATON COMPLAINT PROCEDURES**

Should a parent or eligible student wish to make a complaint regarding IDEA Part B violations, Silo Independent School provides for the filing and resolution of complaints in the following manner. The complainant should follow the respective sources by first directing the complaint to:

1. the individual involved
2. the individual's immediate supervisor
3. additional supervisor/administrative personnel in the chain of responsibility
4. the superintendent of schools
5. the board of education

No appeal will be heard unless the accusations are in writing signed by the party making the

complaint, then presented to the board through the superintendent.

If the issue is still not resolved, the district will provide for the filing and resolution of complaints by including the following procedure:

1. An independent onsite investigation if the SDE determines an investigation is necessary.
2. An opportunity for the complainant to submit additional information in writing.
3. A review of all relevant information and an independent determination as to whether the district has violated a requirement of IDEA, Part B.
4. Issue a written decision containing findings of fact and conclusions.
5. Reasons for the SDE's final decision.
6. Procedures for effective implementation of the SDE's final decision.
7. The right of the complainant or LEA to request the Secretary of the U.S. Department of Education to review the SDE's final decision.
8. Comply with a time limit of 60 calendar days after a complaint is filed with the LEA.

### **STUDENT RECORDS**

Student records are confidential, and with certain exceptions as provided by law, information therein will be revealed only with the consent of, or upon notice to, the student's parents.

1. The official records of a student may, upon filing a written request be inspected by the student's parents/guardians, who may have the right to challenge the contents of the records.

### **STUDENT INSURANCE**

Students are given a chance to enroll in a student insurance program at the beginning of the school year. Students who participate in extracurricular activities are encouraged to enroll in the program unless they have their own personal coverage.

### **STUDENT HEALTH AND SAFETY**

The school program is so designed to provide a safe school environment. Opportunities are given for pupils to experience many safety principles which lead to a safe and healthy life.

1. No smoking, chewing tobacco, or dipping snuff on school grounds during school hours will be permitted. Oklahoma State Law forbids a student to be in possession of cigarettes, chewing tobacco, or snuff on school grounds during school hours.
2. No alcoholic beverages will be permitted on the school premises.
3. Fire drills are practiced regularly. (Find posted the exit to be used from each classroom in which attendance of scheduled classes are held.)
4. Storm and lockdown drills are practiced at least four (4) times each school year.
5. Report any injury or illness promptly to the supervising teacher or principal.
6. Only medications prescribed by a physician will be given at school. When it is necessary to give a prescribed medication during school hours the parents/guardians must contact the principal in charge and make arrangements for the administering of the medication.
7. Good health is more important than a perfect attendance record, therefore any student may be excluded from school when exhibiting any of the following symptoms: (1) fever alone, 100 degrees; (2) sore throat or tonsillitis; (3) vomiting or diarrhea; (4) any eruption of the skin, or rash; (5) a severe cough; (6) any nasal discharge accompanied by fever; (7) any inflammation of the eyes or eyelids; and (8) a parasitic infestation.

## **LOCKERS AND DESKS**

Lockers and desks are the property of the Silo School District. They are supplied as a convenience for the student. The administration retains the right to inspect lockers and desks at any time. Changes in the law on students privacy rights states: Pursuant to state law (Section 24-102 of Title 70, schools shall inform pupils in the student discipline code that they shall have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. The law reads: “Pupils shall not have any reasonable expectation of privacy rights towards school administrators or teachers in contents of a school locker, desks, or 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.”

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Silo Public School shall maintain student records in accordance with the Family Educational Rights and Privacy Act. Parents and Eligible students (those 18 years old or enrolled in a post secondary school) have the right to:

1. Inspect and review the student’s education records.
2. Silo School shall limit the disclosure of information contained in a student’s education records except: (1) by the prior written consent of the student’s parents or the eligible student, (2) as directory information\*, or (3) under certain limited circumstances as permitted by FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purpose of disclosure.
3. Seek to correct parts of the student’s education record that he or she believes to be inaccurate, misleading, or in violation of student privacy rights.
4. File a complaint with U.S. Department of Education, if the Silo School District violates FERPA.
5. Obtain a copy of the FERPA policy from the Superintendent or Principal’s office. The district shall provide translations of this notice to non-English speaking parents in their native language. \*The following is designated as “directory information”:
  1. Student’s name, address, telephone listing, and date/place of birth.
  2. Parent or lawful custodian’s name, address, and telephone number.
  3. Major field of study and grade level classification.
  4. Student’s participation in officially recognized sports and activities.
  5. Weight and height of members of athletic teams.
  6. Dates of attendance.
  7. Diplomas, certificates, awards, and honors received.
  8. Most recent previous educational agency or institution attended by the student.

## **NOTICE OF NON-DISCRIMINATION**

The Silo School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of non-discrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the board does business.

The following person has been designated to handle inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

**Kate McDonald**

**Superintendent of Schools**

**122 West Bourne Street**

**Durant, OK 74701**

**580.920.7988**

## **STUDENT FOOD SERVICES**

The Silo Board of Education through authorized representatives provides all students attending the Silo Independent School the opportunity to participate in a school lunch program with meals of maximum nutritive value prepared under sanitary conditions. These meals are provided at the lowest possible cost, and served to children without regard to race, color, and national origin. Students who have need of financial help may file an application in the office of the Superintendent of Schools for free or reduced-price meals, in accordance with the School Board policies on file with the State School Lunch Department. This information is kept confidential.

We are proud of our cafeteria facilities and encourage each of you to eat there as often as possible. We need your help in making it the kind of cafeteria each of us can be proud of. Let's all follow the suggestions listed below as ways of showing our appreciation to the cafeteria staff and custodians:

1. Go to the back of the serving line to wait your turn for a tray. It is unfair to others if you cut in line or ask someone to hold a place for you.
2. Walk at all times when in the cafeteria. Running is hazardous to those carrying trays of food.
3. Act courteously to those around you, whether in line or at the tables.
4. Remove all food, trays, napkins, milk cartons, and paper from the tables after eating.
5. Treat all cafeteria workers with respect.
6. No outside beverages, chips, candy, gum, etc., are allowed in the cafeteria. (Elementary)

If you think you might be eligible for free or reduced-cost lunches, please ask the office secretary for an eligibility form.

## **POLICY ON DISPENSING MEDICATION**

1. The term "medication", as used in this policy, means "non-prescription medicine and filled prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial, with a label, which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for administering the medication.
2. Only the following personnel shall be authorized to administer medicine at school: the school principal or classroom teachers who have been designated by the school

- principal as authorized to administer medicine. A nurse employed by the county health department and the school district may also administer medication.
3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during the school day shall bring the medication to the principal of the school the student attends and complete and sign the "Parental Authorization Form" available in the office. Each school shall keep on file the written authorizations of the parents or guardians.
  4. Filled prescription medicine shall be administered pursuant to directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored, and not be readily accessible to persons other than those who shall administer the medication.
  5. Each school in which the medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, and the dosage administered.
  6. The Board of Education adopted this policy pursuant to the provisions of 70 O.S. 1984, S1-116-2. Under this statute a county nurse, administrator, or designated school employees are not liable to the student or his parents or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator of designated school employee administering any medication pursuant to the provisions of this statute. However, such immunity does not apply to acts of omission constituting gross, willful, or wanton negligence.
  7. According to SB 0343 - Self-Administration of Medication, effective April 28, 2003, The Board of Education has adopted the following policy requirements:
    1. Parent or guardian of the student to authorize in writing the student's self-administration of medication;
    2. Parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
    3. Parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered;
    4. School district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
    5. Parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

### **ACADEMIC TEAM**

Silo School has an academic team that competes interscholastically. The academic team was initiated to promote academic excellence. The members of the team shall be chosen by teacher recommendation and academic team coach selection.



## **FREE APPROPRIATE PUBLIC EDUCATION**

Silo Public Schools are committed to providing a Free Appropriate Public Education for students with disabilities age 3-21 who are legal residents of the district. Any eligible child with disabilities has the right to a public education through the 12th grade and completion of a secondary education program in accordance with the Individuals with Disabilities Act. For more information, contact the Special Education Director, Principal, or Superintendent.

## **NOTIFICATION LETTER TO PARENTS, TEACHERS AND EMPLOYEES**

Subject: Results of AHERA mandated asbestos inspection and management plan.  
In accordance with federal law, Silo Public Schools, District I-001, Bryan County, Oklahoma, was inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those, which can be, crumbled by hand pressure, and therefore have a potential to release airborne fibers if the material is damaged or disturbed. Non-friable materials are hard, and therefore are incapable of releasing asbestos fibers, unless the materials are machined in some way.

The complete inspection report and asbestos management plan are available for review during normal business hours in the superintendent's office. We are pleased with the plan and continue to strive to provide a quality and safe environment for our students and faculty.

## **INTERNET ACCEPTABLE USE POLICY TERMS AND CONDITIONS FOR USE OF INTERNET**

Internet access is now available to students and teachers in the Silo Public School District. We are very pleased to bring this access to Silo and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Silo Public School District by facilitating resource sharing, innovation, motivation, collaboration, communication, self-directed learning, personalized instruction and research.

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

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain software and shareware of all types.
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
5. Access too many university catalogs.

Access to e-mail and the internet enables 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. Silo Public 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 for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Silo Public School District supports and respects each family's rights 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 here 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 Silo Public School District user violates any of these provisions, his or her access will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet - Terms and Conditions**

- 1. Acceptable Use** - The purpose of the National Science Foundation Network, (NSFNET), which is the backbone network to the internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
- 2. Privileges** - The use of the districts Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Silo Public School District faculty member pertaining to proper use of the network. The system administrators and teachers will deem what is appropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.

**Unacceptable Use** – You are responsible for your actions and activities involving the use of the district's network. Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulation.
- Downloading of software without authorization by the supervisor (teacher) regardless of whether it is copyrighted or virus free.
- Downloading copyrighted material for other than personal use.
- Using the network for private financial or commercial gain.
- Wastefully using resources, such as file space or printing materials.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using another user's account or password.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, ethnically offensive, harassing, or illegal material.

**Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Your messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.

Illegal activities are strictly forbidden.

Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in such a way that you would disrupt the use of the network by other users.

All communications and information accessible via the network should be assumed to be private property.

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

- a. Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- b. Spreading rumors about others through email, IM, or text messages.
- c. Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
- d. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- e. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

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

**Warranties** - The Silo Public School District and the Oklahoma State Department of Education make no warranties of any kind, whether express or implied, for the service it is providing. The Silo Public School District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by negligence, error or omissions. Use of any information obtained via the Silo Public School District, or the Oklahoma State Department of Education is at the user's own risk. Silo Public School District is not responsible for the accuracy or quality of information obtained.

**Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the internet as a system administrator or attempting to bypass or circumvent applicable security systems such as internet filters, intrusion detection systems and firewalls will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.

**Malware** – Users are responsible for checking their own disks and downloaded material for malware. Malware is defined as malicious software that includes but is not limited to:

Viruses

Worms

Trojans

Spyware

Dishonest Adware

Crimeware

Most Rootkits

**Filters** – In accordance with the Children’s Internet Protection Act (CIPA) of December, 2000, Silo Public Schools uses internet filtering to restrict access to inappropriate websites which contain visual depictions that are obscene, pornographic, and harmful to minors. Users are cautioned that due to the continuous proliferation of web sites, there can be no guarantee that inappropriate sites will never be accessed.

**Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer malicious software.

**Telephone and Credit Card Charges** – Silo Public School District assumes no responsibility for any unauthorized charges for fees, including credit card charges, telephone charges, long-distance charges, per-minute charges, and/or equipment or line charges. Users must beware of any “free” offers. There is usually a hidden charge.

**Inspection** – The equipment and access to the internet remains the property and responsibility of the Silo Public School District which offers it to students for their convenience and educational use. The district reserves the right to limit use or inspect the contents of the files. All users are advised that they have no expectation of privacy in the information contained in school owned or leased equipment.

**Acceptance of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the Silo Public School District, the Oklahoma Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior and oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.