

**STUDENT HANDBOOK**

**2017-2018**

**A SURVIVAL GUIDE FOR EARLSBORO PUBLIC SCHOOL STUDENTS AND TEACHERS**

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## SURVIVAL GUIDE-EARLSBORO SCHOOLS

THE EDUCATIONAL PROCESS REQUIRES CONTINUITY OF INSTRUCTION, CLASSROOM PARTICIPATION, LEARNING EXPERIENCES AND STUDY IN ORDER FOR EACH STUDENT TO ACHIEVE THE GOAL OF MAXIMUM EDUCATIONAL BENEFITS. REGULAR CONTACT BETWEEN STUDENTS AND PARTICIPATION IN A WELL PLANNED, APPROPRIATE AND/OR INSTRUCTIONAL ACTIVITIES UNDER THE GUIDANCE OF A COMPETENT TEACHER, IS VITAL IN THIS PROCESS. THIS EDUCATIONAL PRINCIPLE IS THE FOUNDATION OF THE COMPULSORY SCHOOL ATTENDANCE LAW.

THE MAXIMUM NUMBER OF DAYS ALLOWED PER SEMESTER FOR ABSENTEEISM WILL BE TEN (10) DAYS. UPON THE ELEVENTH (11TH) DAY IN A SEMESTER PERIOD, THE STUDENT WILL BE ADJUDGED AS "FAILING" FOR THE SEMESTER. THIS INCLUDES, BUT IS NOT LIMITED TO, THE NUMBER OF DAYS ABSENT WITHIN ONE CLASS PERIOD.

THE TEN (10) DAYS ALLOWED INCLUDES EXCUSED AND UNEXCUSED ABSENCES. STUDENTS IN HOME CONFINEMENT MUST PRESENT A DOCTORS STATEMENT SHOWING THE DAYS THEY WERE UNDER DOCTORS ORDERS AND PRESENT THIS STATEMENT TO THE PRINCIPAL UPON RETURNING TO SCHOOL. STUDENTS WILL RECEIVE A GRADE FOR THEIR MAKE UP WORK MISSED WITH AN ABSENCE.

A STUDENT MUST BE IN ATTENDANCE IN ORDER TO MEET THE MINIMUM REQUIREMENT TO PASS A CLASS.

1. ABSENCES ACCUMULATED AT ANOTHER SCHOOL DURING THE SEMESTER WILL BE COUNTED TOWARD DAYS MISSED.
2. IF A STUDENT MISSES MORE THAN THE NUMBER OF DAYS ALLOTTED, THEY MUST APPEAR BEFORE THE BOARD OF EDUCATION TO OBTAIN A WAIVER FOR THEIR EXCESSIVE ABSENCES.
3. STUDENTS ARE NOT ALLOWED TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES IF THEIR ABSENCES EXCEED ALLOTTED DAYS. STUDENTS ARE ALSO NOT ALLOWED TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES IF THEY ARE ABSENT THE DAY OF AN EVENT UNLESS THE ABSENCE IS EXCUSED.

### I. EXCUSED ABSENCES:

ALL SCHOOL WORK MISSED DURING AN EXCUSED ABSENCE MAY BE MADE UP FOR CREDIT. THE RECEIVING OF ASSIGNMENTS AND MAKE-UP WORK IS A STUDENT'S RESPONSIBILITY TO INITIATE. WORK MUST BE TURNED IN TO THE TEACHER IN THE SAME NUMBER OF DAYS THE STUDENT WAS ABSENT.

NINE WEEK EXAMINATIONS, SEMESTER EXAMINATIONS AND PRE-ANNOUNCED TESTS WHICH ARE MISSED DUE TO AN ABSENCE, SHALL BE MADE UP ON THE DAY THE STUDENT RETURNS TO SCHOOL.

**I. EXCUSED ABSENCES :**

1. DOCTOR OR DENTAL APPOINTMENT WITH VERIFICATION FROM DOCTOR AND / OR NOTE FROM PARENT.
2. DEATH OF IMMEDIATE FAMILY MEMBER.
3. FUNERAL OF FAMILY MEMBER.
4. COURT CASES INVOLVING STUDENT OR IMMEDIATE FAMILY.
5. ILLNESS WITH NOTE SIGNED BY PARENT AND A TELEPHONE CALL FROM PARENT TO VERIFY NOTE.
6. RELIGIOUS HOLIDAYS (WITH ADVANCE NOTICE AND VERIFICATION).

**II. UNEXCUSED ABSENCES :**

ALL WORK MISSED DURING AN UNEXCUSED ABSENCE MAY BE MADE UP FOR CREDIT. THE RECEIVING OF ASSIGNMENTS AND MAKE-UP WORK IS A STUDENT'S RESPONSIBILILTY TO INITIATE. WORK MUST BE TURNED IN TO THE TEACHER IN THE SAME NUMBER OF DAYS THE STUDENT WAS ABSENT.

**EXAMPLES OF UNEXCUSED ABSENCES :**

1. OVERSLEPT
2. MISSED BUS
3. FLAT TIRE
4. PARENTS DIDN'T WAKE UP
5. CAR TROUBLE
6. SUSPENSION

**TRUANCY :**

A STUDENT IS CONSIDERED "TRUANT" WHEN THE STUDENT IS ABSENT AND NEITHER THE PARENT NOR SCHOOL OFFICIALS KNOW HIS / HER WHEREABOUTS AND / OR THE ABSENCE OF A STUDENT IS NOT CONDONED BY THE PARENTS OR SCHOOL OFFICIALS.

**TRUANCY**

1. LEAVING CAMPUS, AFTER ONCE ARRIVING, WITHOUT THE CONSENT OF SCHOOL OFFICIALS.
2. LEAVING CLASS WITHOUT PERMISSION.
3. FICTITIOUS PHONE CALLS TO HAVE STUDENT(S) DISMISSED FROM CLASS.
4. "WALK-OUTS" AND OR "SKIP DAY(S)".

\*\*\*IF THE STUDENT IS TRUANT, THEY WILL RECEIVE AN UNEXCUSED ABSENCE. NO MAKE-UP WORK WILL BE GIVEN FOR CREDIT. THE STUDENT WILL ALSO BE SUBJECT TO DISCIPLINARY ACTION.

DISCIPLINE FOR UNEXCUSED TARDIES AND TRUANCY WILL CONSIST OF IN-SCHOOL INTERVENTION, CORPORAL PUNISHMENT OR OUT-OF-SCHOOL SUSPENSION. CHRONIC OFFENSES WILL RESULT IN LONG TERM OUT-OF-SCHOOL SUSPENSION.

STUDENTS MUST CHECK OUT THROUGH THE PRINCIPAL'S OFFICE BEFORE THEY LEAVE THE SCHOOL FOR ANY REASON DURING THE DAY.

**HOMEBOUND PROGRAM:**

EARLSBORO PUBLIC SCHOOLS OFFER A HOMEBOUND PROGRAM THROUGH THE SPECIAL SERVICES DEPARTMENT. THE CRITERIA IS AS FOLLOWS:

1. STUDENT MUST BE PHYSICALLY OR EMOTIONALLY UNABLE TO ATTEND REGULAR CLASSES FOR A MINIMUM PERIOD OF TWO WEEKS. THIS MUST BE VERIFIED BY A DOCTOR'S STATEMENT.
2. THE DIRECTOR OF SPECIAL SERVICES OR PRINCIPAL MUST APPROVE THE REQUEST.
3. THE STATE DEPARTMENT OF EDUCATION MUST APPROVE THE REQUEST. (HOMEBOUND SERVICE WILL ONLY BEGIN AFTER THE PROPER FORMS HAVE BEEN SUCCESSFULLY COMPLETED AND PLACED ON FILE AT THE PRINCIPAL AND / OR SUPERINTENDENT'S OFFICE.

**ATTENDANCE / ACTIVITIES POLICY:**

STUDENTS ATTENDANCE IS IMPORTANT IN THE CLASSROOM TO ASSIST THE STUDENT TOWARD THE DEVELOPMENT OF STRONG WORK HABITS, RESPONSIBILITY AND SELF-DISCIPLINE. IN AN EFFORT TO BALANCE CLASSROOM ATTENDANCE WITH THE CO-CURRICULAR PROGRAM, THE EARLSBORO BOARD OF EDUCATION ESTABLISHES THE FOLLOWING ATTENDANCE / ACTIVITY REGULATIONS.

1. THE MAXIMUM NUMBER OF ABSENCES FOR ACTIVITIES WHICH REMOVE THE STUDENT FROM THE CLASSROOM. SHALL BE TEN (10) PER YEAR FOR ANY ONE CLASS PERIOD.
2. STATE AND NATIONAL CONTESTS ARE EXCLUDED FROM THIS REQUIREMENT. STATE AND NATIONAL CONTESTS ARE THOSE FOR WHICH A STUDENT MUST EARN THE RIGHT TO COMPETE.
3. ALL BUILDING PRINCIPALS ARE RESPONSIBLE FOR MAINTAINING A TEN DAY ACTIVITY ABSENCE REPORT ON ALL STUDENTS PARTICIPATING IN ACTIVITIES CAUSING THEM TO BE ABSENT FROM THE CLASSROOM DURING CLASS TIME.

**TARDIES:**

**A STUDENT IS TARDY IF NOT IN HIS / HER CHAIR AND READY TO BEGIN CLASSWORK AND / OR CLASS WHEN THE TARDY BELL FINISHES RINGING.**

TARDIES ACCUMULATE FOR EACH SEMESTER IN CLASS, AND THE ACTION TAKEN WILL BE ON A STEP BASIS TO CORRECT THE BEHAVIOR.

ANY STUDENT THAT RECEIVES THREE (3) UNEXCUSED TARDIES IN ANY CLASS WITHIN A NINE-WEEK PERIOD MUST ATTEND DETENTION FOR ONE HOUR. EACH TARDY THEREAFTER WILL RESULT IN ONE HOUR OF DETENTION, OR ISI. FAILURE TO ATTEND DETENTION OR ISI MAY RESULT IN SUSPENSION (SHORT OR LONG-TERM).

STUDENTS ATTENDING TECHNOLOGY CLASSES OR CONCURRENT ENROLLMENT WILL LOSE THEIR DRIVING PRIVILEGES IF THEY EXCEED THE MAXIMUM AMOUNT OF TARDIES WITHIN A NINE WEEK PERIOD.

**DISCIPLINE:**

ONE OF THE MOST IMPORTANT LESSONS EDUCATION SHOULD TEACH IS DISCIPLINE. WHILE IT DOES NOT APPEAR IN THE CURRICULUM AS A SUBJECT, IT UNDERLIES THE WHOLE EDUCATIONAL STRUCTURE. DISCIPLINE HELPS ONE TO DEVELOP SELF CONTROL, WHICH IS THE BASIS FOR MATURITY AND SOUND RELATIONSHIPS WITH OTHERS.

DISCIPLINE IS AN ABSOLUTE NECESSITY FOR ANY ORGANIZED GROUP TO OPERATE SUCCESSFULLY. AT EARLSBORO SCHOOLS, WE EMPHASIZE THE DEVELOPMENT OF SELF DISCIPLINE AND SELF DIRECTION TOWARD INDIVIDUAL DEVELOPMENT, WHICH PRODUCES SOCIALLY DESIRABLE RESULTS. WHEN A STUDENT CHOOSES TO DISREGARD SCHOOL POLICIES, ONE OR MORE OF THE FOLLOWING ACTIONS WILL BE TAKEN:

1. PARENTAL CONFERENCES
2. ADMINISTRATIVE MEASURES:
  - A. AFTER-SCHOOL DETENTION.
  - B. IN-SCHOOL INTERVENTION.
  - C. CORPORAL PUNISHMENT, OR OUT OF SCHOOL SUSPENSION.
3. SHORT OR LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

"ANY PUPIL WHO IS GUILTY OF IMMORALITY OR VIOLATION OF THE REGULATIONS OF A PUBLIC SCHOOL MAY BE SUSPENDED BY THE PRINCIPAL OR ANY ADMISISTRATOR OF SUCH SCHOOL, WHICH SUSPENSION SHALL NOT EXTEND BEYOND THE CURRENT SEMESTER AND THE SUCCEEDING SEMESTER; PROVIDED, THE PUPIL SUSPENDED SHALL HAVE THE RIGHT TO APPEAL THE DECISION OF SUCH ADMISTRATOR TO THE BOARD OF EDUCATION OF THE

DISTRICT, WHICH SHALL, UPON A FULL INVESTIGATION OF THE MATTER, DETERMINE THE GUILT OR INNOCENCE OF THE PUPIL AND ITS DECISION SHALL BE FINAL". (70-24-101)

**PERSISTENT VIOLATORS:**

UPON RECEIVING THE THIRD INFRACTION OF THE SAME VIOLATION, THE STUDENT MAY RECEIVE ISI, DETENTION, OR SUSPENSION..

UPON RECIVING THE SEVENTH (7) DISCIPLINE NOTICE THE STUDENT MAY BE SUSPENDED OUT OF SCHOOL A MAXIMUM OF TEN (10) DAYS. UPON THE STUDENT'S RETURN TO SCHOOL, A PARENT CONFERENCE WILL BE HELD TO DISCUSS FUTURE OPTIONS.

**PROFANITY:**

PROFANITY WILL NOT BE TOLERATED AND WILL RESULT IN ISI, DETENTION, OR SUSPENSION (SHORT OR LONG-TERM).

**DETENTION:**

DETENTION WILL BE HELD ON TUESDAYS AND THURSDAYS OF EACH WEEK FROM 3:30 TO 4:30 P.M. STUDENTS MUST BE SEATED FOR DETENTION BY 3:35 P.M. FAILURE TO BE SEATED BY 3:35 P.M. WILL RESULT IN ANOTHER DAY BEING ADDED.

IF A STUDENT MISSES DETENTION, HIS / HER PUNISHMENT WILL BE DOUBLED. IF THE STUDENT FAILS TO COMPLY WITH THE REGULATIONS OF DETENTION, HE / SHE WILL BE SENT TO IN-SCHOOL-INTERVENTION OR OTHER DISCIPLINARY ACTION WILL BE TAKEN.

**AFTER THREE DETENTIONS**, STUDENTS MAY RECEIVE ANOTHER FORM OF DISCIPLINARY ACTION. (EXAMPLE: CORPORAL PUNISHMENT, OUT-OF-SCHOOL SUSPENSION, ETC...)

**RULES OF DETENTION:**

1. BE ON TIME.
2. DO NOT TALK.
3. DO NOT SLEEP.
4. REMAIN SEATED UNTIL DISMISSED.
5. BRING STUDY MATERIAL OR BE ASSIGNED WORK BY DETENTION TEACHER.

**CLASSROOM BEHAVIOR POLICY**

EACH TEACHER WILL PREPARE AND DISPLAY CLASSROOM RULES THAT HAVE BEEN APPROVED BY THE PRINCIPAL. THESE RULES MAY VARY FROM CLASS TO CLASS. STUDENTS MUST COME TO EACH OF THEIR CLASSES PREPARED TO STUDY. FAILURE TO BRING PENCIL AND PAPER, TEXTBOOK AND ANY OTHER MATERIAL REQUIRED BY THE TEACHER MAY RESULT IN DISCIPLINARY ACTION. STUDENTS ARE EXPECTED TO VIGOROUSLY PURSUE ASSIGNMENTS. STUDENTS WHO SLEEP IN CLASS OR PUT LITTLE OR NO EFFORT INTO THEIR ASSIGNMENTS WILL BE SUBJECT TO DISCIPLINARY ACTION.

THE FOLLOWING CODE SETS FORTH SCHOOL GUIDELINES PROHIBITING CERTAIN TYPES OF STUDENT CONDUCT. (THIS LIST DOES NOT INCLUDE ALL TYPES OF CONDUCT THAT MAY OCCUR. THIS IS ONLY A PARTIAL LISTING.) A STUDENT FOUND TO BE IN VIOLATION OF CODE MAY BE SUSPENDED OUT-OF-SCHOOL.

1. DISRUPTION OF SCHOOL OR CLASS:  
A STUDENT SHALL NOT BY USE OF VIOLENCE, FORCE, NOISE, COERCION, THREAT, INTIMIDATION, FEAR, PASSIVE RESISTANCE OR ANY OTHER CONDUCT INTENTIONALLY CAUSE THE SUBSTANTIAL AND MATERIAL DISRUPTION OR OBSTRUCTION OF ANY LAWFUL MISSION, PROCESS OR FUNCTION OF THE SCHOOL.
2. DAMAGE OR DISTRUCTION TO SCHOOL PROPERTY:  
A STUDENT SHALL NOT CAUSE DAMAGE TO SCHOOL PROPERTY OR STEAL OR ATTEMPT TO STEAL SCHOOL PROPERTY. DAMAGE OR THEFT INVOLVING SCHOOL PROPERTY SHALL BE A BASIS FOR RESTITUTION AND/OR LONG-TERM SUSPENSION OUT OF SCHOOL SUSPENSION.

**3. DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY:**

A STUDENT SHALL NOT CAUSE OR ATTEMPT TO CAUSE DAMAGE TO PRIVATE PROPERTY OR STEAL OR ATTEMPT TO STEAL PRIVATE PROPERTY EITHER ON SCHOOL PROPERTY, INCLUDING SCHOOL VEHICLES, OR GOING TO OR FROM A SCHOOL ACTIVITY, FUNCTION OR AN EVENT OFF SCHOOL GROUNDS. DAMAGE OR THEFT INVOLVING PRIVATE PROPERTY SHALL BE A BASIS FOR RESTITUTION AND/OR LONG-TERM SUSPENSION OUT-OF-SCHOOL.

**4. THREATENING OR ASSAULT ON A SCHOOL OFFICER, EMPLOYEE:**

A STUDENT SHALL NOT THREATEN OR CAUSE OR ATTEMPT TO CAUSE PHYSICAL INJURY TO A SCHOOL EMPLOYEE OR OFFICER AT ANY TIME.

....ON THE SCHOOL GROUND DURING AND IMMEDIATELY BEFORE OR AFTER SCHOOL HOURS.

....ON THE SCHOOL GROUNDS AT ANY OTHER TIME WHEN THE SCHOOL IS BEING USED BY A SCHOOL GROUP, OR

....OFF THE SCHOOL GROUNDS AT A SCHOOL ACTIVITY, FUNCTION OR EVENT, OR AT ANY TIME.

**5. PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY BY THE SCHOOL:**

A STUDENT SHALL NOT PHYSICALLY ABUSE ANY PERSON.

....ON SCHOOL PROPERTY, INCLUDING SCHOOL VEHICLES OR

....AT OR GOING TO OR FROM A SCHOOL ACTIVITY, FUNCTION, OR EVENT OFF SCHOOL GROUNDS.

**6. WEAPONS AND DANGEROUS INSTRUMENTS:**

A STUDENT SHALL NOT POSSESS, HANDLE, THREATEN, USE OR TRANSMIT ANY OBJECT THAT CAN BE CONSIDERED A WEAPON.

....ON SCHOOL PROPERTY, INCLUDING SCHOOL VEHICLES OR

....GOING TO OR FROM A SCHOOL ACTIVITY, FUNCTION, OR EVENT OFF SCHOOL GROUNDS.

**7. LOW-POINT BEER, ALCHOLIC BEVERAGES AND CONTROLLED SUBSTANCES:**

A STUDENT SHALL NOT POSSESS, USE, DISTRIBUTE, SELL, CONSPIRE TO SELL OR POSSESS OR BE IN THE CHAIN OF SALE OR DISTRIBUTION OR BE UNDER THE INFLUENCE OF ALCHOLIC BEVERAGES, LOW-POINT BEER (AS DEFINED BY OKLAHOMA LAW, I.E., 3.2 BEER) AND OR CONTROLLED SUBSTANCES ON SCHOOL PROPERTY, INCLUDING SCHOOL VEHICLES, OR AT OR GOING TO OR FROM SCHOOL EVENTS.

**8. SEARCH POLICY:**

THE SUPERINTENDENT OR PRINCIPAL, TEACHER OR SECURITY PERSONNEL OF ANY PUBLIC SCHOOL IN THE STATE OF OKLAHOMA, UPON REASONABLE SUSPICION, SHALL HAVE THE AUTHORITY TO DETAIN AND SEARCH OR AUTHORIZE THE SEARCH OF ANY PUPIL OR PROPERTY IN THE POSSESSION OF THE PUPIL WHEN SAID PUPIL IS ON ANY SCHOOL PREMISES OR WHILE IN TRANSIT UNDER THE AUTHORITY OF THE SCHOOL, OR WHILE ATTENDING ANY FUNCTION SPONSORED OR AUTHORIZED BY THE SCHOOL, FOR DANGEROUS WEAPONS OR CONTROLLED DANGEROUS SUBSTANCES, AS DEFINED IN THE UNIFORM CONTROLLED DANGEROUS SUBSTANCES ACT. INTOXICATING BEVERAGES, LOW-POINT BEER, AS DEFINED BY SECTION 163.2 OF TITLE 37 OF THE OKLAHOMA STATUTES OR FOR MISSING OR STOLEN PROPERTY IF SAID PROPERTY BE REASONABLY SUSPECTED TO HAVE BEEN TAKEN FROM A PUPIL, A SCHOOL EMPLOYEE OR THE SCHOOL DURING SCHOOL ACTIVITIES. THE SEARCH SHALL BE CONDUCTED BY A PERSON OF THE SAME SEX AS THE PERSON BEING SEARCHED AND SHALL BE WITNESSED BY AT LEAST ONE OTHER AUTHORIZED PERSON, SAID PERSON TO BE OF THE SAME SEX IF PRACTICABLE. THE SUPERINTENDENT OR PRINCIPAL, TEACHER OR SECURITY PERSONNEL SEARCHING OR AUTHORIZING THE SEARCH SHALL HAVE AUTHORITY TO DETAIN THE PUPIL TO BE SEARCHED AND TO PRESERVE ANY DANGEROUS WEAPONS, CONTROLLED DANGROUS SUSTANCES, LOW-POINT BEER, OR MISSING OR STOLEN PROPERTY THAT MIGHT BE IN THE PUPIL'S POSSESSION INCLUDING THE AUTHORITY TO AUTHORIZE ANY OTHER PERSONS THEY DEEM NECESSARY TO RESTRAIN SUCH PUPIL OR TO PRESERVE ANY DANGEROUS WEAPONS, CONTROLLED DANGROUS SUBTANCES LOW-POINT BEER, OR MISSING OR STOLEN PROPERTY.

ANY PUPIL FOUND TO BE IN POSSESSION OF A FIREARM SHALL BE SUSPENDED OUT- OF SCHOOL BY THE SUPERINTENDENT OR PRINCIPAL FOR A PERIOD NOT TO EXCEED ONE CALENDAR YEAR. ANY SUCH SUSPENSION MAY BE APPEALED TO THE BOARD OF EDUCATION.

ANY PUPIL FOUND TO BE IN POSSESSION OF CONTROLLED SUBSTANCES,

INTOXICATING BEVERAGES, LOW-POINT BEER OR MISSING OR STOLEN PROPERTY MAY BE SUSPENDED OUT-OF-SCHOOL BY THE SUPERINTENDENT OR PRINCIPAL FOR A PERIOD NOT TO EXCEED THE CURRENT SCHOOL SEMESTER AND THE SUCCEEDING SEMESTER. ANY SUCH SUSPENSION MAY BE APPEALED TO THE BOARD OF EDUCATION.

SCHOOL PERSONNEL SHALL HAVE ACCESS TO SCHOOL LOCKERS, DESKS AND OTHER SCHOOL PROPERTY IN ORDER TO PROPERLY SUPERVISE THE WELFARE OF PUPILS. SCHOOL LOCKERS, DESKS, AND OTHER AREAS OF SCHOOL FACILITIES MAY BE OPENED AND EXAMINED BY SCHOOL OFFICIALS AT ANY TIME AND NO REASON SHALL BE NECESSARY FOR SUCH SEARCH. STUDENTS SHALL HAVE NO REASONABLE EXPECTATION OF PRIVACY RIGHTS TOWARDS SCHOOL OFFICIAL IN SCHOOL LOCKERS, DESKS, OR OTHER PROPERTY.

**9. SCHOOL VIOLATIONS:**

A STUDENT SHALL NOT FAIL TO COMPLY WITH DIRECTIONS OF TEACHERS, SUBSTITUE TEACHERS, TEACHER ASSISTANTS, PRINCIPALS OR OTHER AUTHORIZED SCHOOL PERSONNEL DURING ANY PERIOD OF TIME WHEN HE / SHE IS PROPERLY UNDER THE AUTHORITY OF SCHOOL PERSONNEL.

**NOTE:** CATEGORIES OF MISCONDUCT HAVE BEEN TAKEN FROM THE SCHOOL BOARD CODE. DISCIPLINARY ACTIONS WILL BE TAKEN BY THE SCHOOL REGARDLESS OF WHETHER CRIMINAL CHARGES RESULT, IF MISCONDUCT OCCURS IN THE SCHOOL BUILDING, ON SCHOOL PROPERTY, INCLUDING SCHOOL VEHICLES, OR GOING TO OR FROM SCHOOL SPONSORED OR AUTHORIZED ACTIVITIES.

**SUSPENSION:**

STUDENTS OF EARLSBORO SCHOOL MAY BE SUBJECT TO SUSPENSION OUT-OF-SCHOOL FOR VIOLATION OF REGULATIONS COVERED BY CIVIL AND SCHOOL LAWS OF OKLAHOMA. THE ADMINISTRATION RESERVES THE RIGHT TO SUSPEND OUT-OF-SCHOOL STUDENTS INVOLVED IN ACTIVITIES SUCH AS INSUBORDINATION TO SCHOOL AUTHORITIES, DISRUPTION OF NORMAL SCHOOL OPERATION, DISREGARD FOR SCHOOL REGULATIONS PERTAINING TO DRESS, TRUANCY AND OTHER MATTERS.

**DURING THE TIME A STUDENT IS SUSPENDED OUT-OF-SCHOOL, HE / SHE IS NOT ALLOWED ON SCHOOL PROPERTY OR TO ATTEND EXTRA-CURRICULAR ACTIVITIES.**

**SHORT TERM SUSPENSION—10 DAYS OR FEWER:**

THE BOARD OF EDUCATION RECOGNIZES THAT STUDENT OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS INVOLVE LESS STIGMA AND REQUIRE LESS FORMAL DUE PROCESS PROCEDURES THAN ARE REQUIRED FOR OUT-OF-SCHOOL SUSPENSIONS OF GREATER THAN TEN (10) SCHOOL DAYS. APPELLATE RIGHTS IN SUCH INSTANCES ARE SATISFIED IN AN EFFECTIVE AND EXPEDIENT MANNER BY GIVING THE STUDENT THE RIGHT TO APPEAL THE OUT-OF-SCHOOL SUSPENSION DECISION TO A COMMITTEE

COMPOSED OF ADMINISTRATORS AND/OR TEACHERS. THE COMPOSITION OF THE COMMITTEE SHALL BE RESERVED TO THE DISTRICT'S DISCRETION.

**RIGHT OF APPEAL:**

A STUDENT WHO HAS BEEN SUSPENDED OUT-OF-SCHOOL FOR A PERIOD OF TEN (10) OR FEWER SCHOOL DAYS IS ENTITLED TO ALL PRE-APPEAL RIGHTS PRESENTLY ACCORDED BY SCHOOL DISTRICT POLICY TO STUDENTS WHO HAVE BEEN SUSPENDED OUT-OF-SCHOOL FOR PERIODS OF GREATER THAN TEN (10) SCHOOL DAYS. A STUDENT WHO HAS BEEN GIVEN A SHORT-TERM OUT-OF-SCHOOL SUSPENSION AND THAT STUDENT'S PARENT HAVE A RIGHT TO APPEAL AN OUT-OF-SCHOOL SUSPENSION DECISION TO A COMMITTEE COMPOSED OF ADMINISTRATORS AND / OR TEACHERS.

**METHOD OF APPEAL TO COMMITTEE:**

1. AN APPEAL TO A COMMITTEE CAN BE REQUESTED BY LETTER TO THE SCHOOL PRINCIPAL, WHICH MUST BE RECEIVED WITHIN FIVE (5) DAYS AFTER THE PRINCIPAL'S OUT-OF-SCHOOL SUSPENSION DECISION IS RECEIVED BY THE STUDENT, OR HIS / HER PARENT. THE OUT-OF-SCHOOL SUSPENSION DECISION WILL BECOME FINAL AND NONAPPEALABLE IF A REQUEST IS NOT TIMELY SUBMITTED.

2. UPON RECEIPT OF THE REQUEST, THE SCHOOL PRINCIPAL SHALL CONFIRM THAT THE STUDENT'S OUT-OF-SCHOOL SUSPENSION FALLS WITH THE CATEGORY OF OUT-OF-SCHOOL SUSPENSIONS TO WHICH AN APPEAL TO THE COMMITTEE IS AUTHORIZED.

3. OUT-OF SCHOOL SUSPENSION, IN EXCESS OF FIVE (5) DAYS, SHALL INCLUDE AN INDIVIDUALIZED PLAN FOR OUT-OF-SCHOOL SUSPENSION WHICH SHALL DESCRIBE A HOME-BASED SCHOOL WORK ASSIGNMENT SETTING OR OTHER APPROPRIATE WORK ASSIGNMENT SETTING. THE PLAN SHALL PROVIDE FOR THE CORE UNITS IN WHICH THE STUDENT IS ENROLLED.

**DISCIPLINE CODE:**

THE FOLLOWING BEHAVIORS AT SCHOOL, WHILE ON SCHOOL VEHICLES OR GOING TO OR FROM OR ATTENDING SCHOOL EVENTS WILL RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE IN-SCHOOL PLACEMENT OPTIONS, CORPORAL PUNISHMENT AND/OR OUT-OF-SCHOOL SUSPENSION:

1. ARSON
2. ATTEMPTING TO INCITE OR PRODUCE IMMINENT VIOLENCE DIRECTED AGAINST ANOTHER PERSON BECAUSE OF HIS OR HER RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORGIN, DISABILITY, GENDER OR SEXUAL ORIENTATION BY MAKING OR TRANSMITTING OR CAUSING OR ALLOWING TO BE TRANSMITTED, ANY TELEPHONIC COMPUTERIZED OR ELECTRONIC MESSAGE.
3. ATTEMPTING TO INCITE OR PRODUCE IMMINENT VIOLENCE DIRECTED AGAINST ANOTHER PERSON BECAUSE OF HIS OR HER RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORGIN, DISABILITY, GENDER OR SEXUAL ORIENTATION BY BROADCASTING, PUBLISHING OR  
  
DISTRIBUTING OR CAUSING OR ALLOWING TO BE BROADCAST, PUBLISHED OR DISTRIBUTED, ANY MESSAGE OR MATERIAL.
4. CHEATING
5. CONDUCT THAT THREATENS OR JEOPARDIZED THE SAFETY OF OTHERS.
6. CUTTING CLASS OR SLEEPING, EATING OR REFUSING TO WORK IN CLASS.
7. DISRUPTION OF THE EDUCATIONAL PROCESS OR OPERATION OF THE SCHOOL.
8. EXTORTION
9. FAILURE TO ATTEND ASSIGNED DETENTION, ALTERNATIVE SCHOOL OR OTHER DISCIPLINARY ASSIGNMENT WITHOUT APPROVAL.
10. FAILURE TO COMPLY WITH STATE IMMUNIZATION RECORDS.
11. FALSE REPORTS OR FALSE CALLS.

12. FIGHTING
13. FORGERY
14. GAMBLING
15. HARASSMENT, INTIMIDATION, AND BULLYING.
16. HAZINGS (INITIATIONS) IN CONNECTION WITH ANY SCHOOL ACTIVITY.
17. IMMORALITY
18. INAPPROPRIATE ATTIRE
19. INAPPROPRIATE BEHAVIOR OR GESTURES.
20. INDECENT EXPOSURE
21. INTIMIDATION OR HARRASSMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, DIABILITY, GENDER OR SEXUAL ORIENTATION, INCLUDING BUT NOT LIMITED TO: (A) ASSAULT AND BATTERY; (B) DAMAGE, DESTRUCTION, VANDALISM OR DEFACING ANY REAL OR PERSONAL PORPERTY; OR THREATENING, BY WORD OR ACT, THE ACTS IDENTIFIED IN (A) OR (B).
22. OBSCENE LANGUAGE
23. PHYSICAL OR VERBAL ABUSE.
24. PLAGIARISM
25. POSSESSION OF A CAUSTIC SUBSTANCE.
26. POSSESSION, WITHOUT PRIOR AUTHORIZATION, OF A WIRELSS TELECOMMUCATION DEVICE.
27. POSSEESSION, THREAT OR USE OF A DANGEROUS WEAPON AND RELATED INSTRUMENTALITIES (I.E. BULLETS, SHELLS, GUN POWDER, PELLETS, ETC...).
28. POSSESSION, USE DISTRIBUTION, SALE CONSPIRACY TO SELL OR POSSESS OR BEING IN THE CHAIN OF SALE OR DISTRIBUTION, OR BEING UNDER THE INFLUENCE OF ALCHOLIC BEVERAGES, LOW-POINT BEER (AS DEFINED BY OKLAHOMA LAW, (I.E. 3.2 BEER) AND / OR CONTROLLED SUSTANCES.
29. PROFANITY
30. SEXUAL OR OTHER HARRASSMENT OF INDIVIDUALS INCLUDING, BUT NOT LIMITED TO, STUDENTS, SCHOOL EMPLOYEES, VOLUNTEERS.
31. THEFT

32. THREATENING BEHAVIOR (WHETHER INVOLVING WRITTEN, VERBAL OR PHYSICAL ACTIONS).
33. TRUANCY
34. USE OR POSSESSION OF TOBACCO IN ANY FORM.
35. USE OR POSSESSION OF MISSING OR STOLEN PROPERTY If REASONABLY SUSPECTED TO HAVE BEEN TAKEN FROM A STUDENT, SCHOOL EMPLOYEE, OR THE SCHOOL.
36. USING RACIAL, ETHNIC, RELIGIOUS, SEXUAL, GENDER OR DISABILITY RELATED EPITHETS.
37. VANDALISM
38. VIOLATION OF THE BOARD OF EDUCATION POLICIES, RULES OR REGULATIONS OR VIOLATION OF SCHOOL RULES AND REGULATIONS.
39. VULGARITY
40. WILLFUL DAMAGE TO SCHOOL PROPERTY.
41. WILLFUL DISOBEDIENCE OF A DIRECTIVE OF ANY SCHOOL OFFICIAL.
42. INAPPROPRIATE PUBLIC BEHAVIOR.
43. POSSESSION OF OBSCENE MATERIALS.
44. POSSESSION OF ILLEGAL AND / OR DRUG RELATED PARAPHERNALIA.
45. PUBLIC DISPLAY OF AFFECTION BETWEEN STUDENTS AT SCHOOL OR SCHOOL SPONSORED EVENTS WILL NOT BE TOLERATED.

IN ADDITION, CONDUCT OCCURRING OUTSIDE OF THE NORMAL SCHOOL DAY OR OFF SCHOOL PROPERTY THAT HAS A DIRECT AND IMMEDIATE NEGATIVE EFFECT ON THE DISCIPLINE OR EDUCATIONAL PROCESS OR EFFECTIVENESS OF THE SCHOOL, WILL ALSO RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE IN-SCHOOL-INTERVENTION PLACEMENT OPTIONS OR OUT-OF-SCHOOL SUSPENSION.

**LONG TERM SUSPENSION - SUSPENSION IN EXCESS OF 10 DAYS:**

**RIGHTS OF APPEAL: A PARENT OR THE STUDENT MAY APPEAL THE PRINCIPAL'S OUT-OF-SCHOOL SUSPENSION DECISION IN EXCESS OF TEN (10) DAYS TO THE SUPERINTENDENT OF SCHOOLS AND THE BOARD OF EDUCATION.**

**METHOD OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS:**

1. AN APPEAL CAN BE PRESENTED BY LETTER TO THE SUPERINTENDENT OF SCHOOLS.

2. IF NO APPEAL IS RECEIVED WITHIN FIVE (5) CALENDAR DAYS AFTER THE PRINCIPAL'S DECISION IS RECEIVED BY THE PARENT OR STUDENT, THE PRINCIPAL'S OUT-OF-SCHOOL SUSPENSION DECISION WILL BE FINAL AND NONAPPEALABLE.
3. THE SUPERINTENDENT OF SCHOOLS SHOULD HOLD A CONFERENCE WITH THE PARENT OR GUARDIAN AS SOON AS POSSIBLE AFTER RECEIPT OF THE APPEAL. THE CONFERENCE WILL BE HELD DURING THE REGULAR SCHOOL HOURS, MONDAY THROUGH FRIDAY, WITH CONSIDERATION GIVEN TO THE HOURS OF WORKING PARENTS WHENEVER POSSIBLE.
4. AT THE CONFERENCE, THE SUPRINTENDENT OF SCHOOLS WILL READ THE POLICY, RULE OR REGULATION WHICH THE STUDENT IS CHARGED WITH HAVING VIOLATED AND WILL BRIEFLY OUTLINE THE CONDUCT ON THE PART OF THE STUDENT. THE PARENT SHOULD BE ASKED BY THE SUPERINTENDENT IF HE / SHE UNDERSTANDS THE RULE AND THE CHARGES AGAINST THE STUDENT.
5. AT THE CONCLUSION OF THE CONFERENCE THE SUPERINTENDENT WILL STATE WHETHER HE / SHE SHALL TERMINATE OR MODIFY THE OUT-OF-SCHOOL SUSPENSION. IN ALL CASES THE PARENT SHALL BE ADVISED OF HIS / HER RIGHT TO HAVE THE OUT-OF-SCHOOL SUSPENSION REVIEWED BY THE BOARD OF EDUCATION. IF THE PARENT IS IN AGREEMENT WITH THE DECISION OF THE SUPERINTENDENT, HE /SHE SHALL BE REQUESTED TO SIGN A WAIVER OF REVIEW BY THE BOARD.

**APPEAL TO BOARD OF EDUCATION:**

1. AN APPEAL CAN BE REQUESTED BY LETTER TO THE SUPERINTENDENT OF SCHOOLS OR TO THE CLERK OF THE BOARD OF EDUCATION.
2. IF NO APPEAL IS RECEIVED WITHIN FIVE (5) DAYS AFTER THE DECISION OF THE SUPERINTENDENT OF SCHOOL IS RECEIVED BY THE PARENT OR STUDENT, THE DECISION OF THE SUPERINTENDENT OR HIS / HER DESIGNEE WILL BE FINAL.

**HEARING THE APPEAL:**

1. THE BOARD WILL HEAR THE APPEAL AS SOON AS POSSIBLE. THE BOARD'S DECISION IS FINAL AND NONAPPEALABLE.
2. THE PARENT AND STUDENT WILL BE NOTIFIED IN WRITING OF THE DATE, TIME AND PLACE OF THE HEARING.
3. THE PARENT AND STUDENT WILL HAVE THE RIGHT TO AN "OPEN" OR "CLOSED" HEARING, AT THEIR OPTION.
4. REASONABLE EFFORTS WILL BE MADE TO ACCOMMODATE THE WORK SCHEDULE OF PARENTS.

**ATTENDANCE AT SCHOOL PENDING APPEAL HEARING:**

PENDING THE APPEAL HEARING OF AN OUT-OF-SCHOOL SUSPENSION TO THE BOARD, THE STUDENT WILL HAVE THE RIGHT TO ATTEND SCHOOL UNDER SUCH "IN-HOUSE" RESTRICTIONS AS THE PRINCIPAL DEEMS PROPER, EXCEPT THAT AT THE DISCRETION OF THE PRINCIPAL, THE STUDENT MAY BE PROHIBITED FROM ATTENDING SCHOOL PENDING ANY APPEALS HEARING IF IN THE JUDGEMENT OF THE PRINCIPAL:

A. THE CONDUCT FOR WHICH THE STUDENT WAS SUSPENDED OUT OF SCHOOL REASONABLY INDICATES THAT CONTINUED ATTENDANCE BY THE STUDENT PENDING ANY APPEAL HEARING WOULD BE DANGEROUS TO OTHER STUDENT, STAFF MEMBERS OR SCHOOL PROPERTY; OR

B. THE CONDUCT FOR WHICH THE STUDENT WAS SUSPENDED OUT-OF-SCHOOL REASONABLY INDICATES THAT THE CONTINUED PRESENCE OF THE STUDENT AT THE SCHOOL PENDING ANY APPEAL HEARING WOULD SUBSTANTIALLY INTERFERE WITH THE EDUCATIONAL PROCESS AT THE SCHOOL.

**INDIVIDUALIZED PLANS FOR OUT-OF-SCHOOL SUSPENSION:**

OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF FIVE (5) DAYS SHALL INCLUDE AN INDIVIDUALIZED PLAN FOR OUT-OF-SCHOOL SUSPENSION ("PLAN") WHICH SHALL DESCRIBE EITHER A HOME-BASED SCHOOL WORK ASSIGNMENT OR OTHER APPROPRIATE WORK ASSIGNMENT SETTING. THE PLAN SHALL BE PREPARED BY THE PRINCIPAL WITH THE ASSISTANCE OF OTHER SCHOOL EMPLOYEES AS WARRANTED BY THE CIRCUMSTANCES OF THE OUT-OF-SCHOOL SUSPENSION.

THE PLAN SHALL PROVIDE FOR THE CORE UNITS IN WHICH THE STUDENT IS ENROLLED. CORE UNITS SHALL CONSIST OF THE MINIMUM, ENGLISH, MATHEMATICS, SCIENCE, SOCIAL STUDIES AND ART UNITS REQUIRED BY THE OKLAHOMA STATE DEPARTMENT OF EDUCATION FOR GRADE COMPLETION IN GRADES KINDERGARTEN THROUGH TWELVE.

A COPY OF THE PLAN SHALL BE PROVIDED TO THE STUDENT AND PARENT OR GUARDIAN. THE PARENT OR GUARDIAN SHALL BE RESPONSIBLE FOR PROVISION OF A SUPERVISED, STRUCTURED ENVIROMENT IN WHICH THE PARENT OR GUARDIAN SHALL PLACE THE STUDENT. THE PARENT OR GUARDIAN SHALL BEAR RESPONSIBILITY FOR MONITORING THE STUDENT'S EDUCATIONAL PROGRESS UNTIL THE STUDENT IS READMITTED INTO SCHOOL.

**RECORDS AND REPORTS:**

THE PRINCIPAL WILL KEEP WRITTEN RECORDS OF EACH OUT-OF-SCHOOL SUSPENSION CONFERENCE CONTAINING THE DATE OF THE CONFERENCE, NAMES OF THE PERSONS PRESENT, THE TIME DURATION OF THE CONFERENCE AND THE BASIS FOR REJECTION OF ALTERNATIVE DISCIPLINARY OPTIONS. ALSO, THE PRINCIPAL SHALL MAINTAIN RECORDS RELATED TO THE EDUCATION PLAN AND THE STUDENT AND / OR PARENT'S COMPLIANCE OR NON-COMPLIANCE WITH THE PLAN.

**BULLY PREVENTION ACT:** THE OKLAHOMA LEGISLATURE ESTABLISHED THE SCHOOL BULLYING PREVENTION ACT WITH 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.

THE BOARD HAS ALSO ADOPTED A POLICY PROHIBITING HARASSMENT, INTIMIDATION, AND BULLYING WHICH DEFINES AND EXPLAINS THIS CONDUCT AND THE DISTRICT'S RESPONSE TO THE LEGISLATIVE MANDATE.

**WIRELESS TELECOMMUNICATION:**

STUDENTS SHALL NOT BE PERMITTED TO CARRY WIRELESS TELECOMMUNICATION DEVICES, INCLUDING ELECTRONIC OR CELLULAR PHONES, ON THE PREMISES OF THE SCHOOL DISTRICT, OR IN TRANSIT UNDER THE AUTHORITY OF THE SCHOOL, DURING THE NORMAL SCHOOL DAY.

THE VIDEO VOYEURISM PREVENTION ACT MAKES IT ILLEGAL TO VIDEOTAPE, PHOTOGRAPH, FILM, BROADCAST OR RECORD A NAKED PERSON OR SOMEONE IN UNDERWEAR ANYPLACE WHERE A "REASONABLE PERSON WOULD BELIEVE THAT HER OR SHE COULD DISROBE IN PRIVACY".

THE POSSESSION OF VIDEO, PHOTOGRAPH, FILM, OR ANY VISUAL RECORD OF A PERSON NAKED OR IN UNDERWEAR TAKEN IN A PLACE WHERE A "REASONABLE PERSON WOULD BELIEVE THAT HE OR SHE COULD DISROBE IN PRIVACY" COULD LEAD TO UP TO FIVE (5) YEARS INCARCERATION AND/OR A FINE UP TO \$5000.00 (21 O.S. 1024.2).

PARTICIPATING IN THE TAKING OF A PHOTOGRAPH, OR ANY VISUAL RECORD OF A PERSON NAKED OR IN UNDERWEAR TAKEN IN A PLACE WHERE A "REASONABLE PERSON WOULD BELIEVE THAT HE OR SHE COULD DISROBE IN PRIVACY" COULD LEAD TO UP TO TWENTY (20) YEARS INCARCERATION AND/OR A FINE UP TO \$25,000.00 (21 O.S. 1024.3)

ANY UNAUTHORIZED DEVICE FOUND WILL BE TAKEN FROM THE STUDENT'S POSSESSION AND DISCIPLINARY ACTION TAKEN.

DISCIPLINARY ACTION TO BE TAKEN:

- STEP 1. THE FIRST TIME THE PHONE, OR ELECTRONIC COMMUNICATION DEVICE RINGS DURING THE NORMAL SCHOOL DAY THE PHONE WILL BE CONFISCATED AND RETURNED AT THE END OF THE SCHOOL DAY.

STEP 2. THE SECOND TIME THE PHONE, OR ELECTRONIC COMMUNICATION DEVICE RINGS AND/OR VIBRATES DURING THE NORMAL SCHOOL DAY THE PHONE WILL BE CONFISCATED AND RETURNED TO THE PARENT.

STEP 3. THE THIRD TIME THE PHONE, OR ELECTRONIC COMMUNICATION DEVICE RINGS AND/OR VIBRATES DURING THE NORMAL SCHOOL DAY THE PHONE WILL BE CONFISCATED AND RETURNED TO THE PARENT. THE STUDENT WILL RECEIVE 3 DAYS I.S.I.

IF A STUDENT IS CAUGHT USING THE PHONE OR ELECTRONIC COMMUNICATION DEVICE DURING THE NORMAL SCHOOL DAY, WITHOUT EXPRESSED PERMISSION OF THE TEACHER OR PRINCIPAL, THE DISCIPLINE WILL BEGIN AT STEP 3.

IF THE STUDENT IS USING THE ELECTRONIC DEVICE IN VIOLATION OF THE "VIDEO VOYEURISM PREVENTION ACT", LEGAL AUTHORITIES WILL BE CONTACTED AND THE STUDENT WILL FACE SCHOOL DISCIPLINE UP TO A ONE-YEAR SUSPENSION.

**STUDENT LOCKER SEARCH:**

STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY IN SCHOOL LOCKERS, DESKS OR OTHER SCHOOL PROPERTY AS TO SCHOOL ADMINISTRATORS, TEACHERS OR SECURITY PERSONNEL.

STUDENT LOCKERS MAY BE INSPECTED AND / OR SEARCHED AT ANY TIME WITHOUT REASONABLE SUSPICION OF A VIOLATION OF A SCHOOL RULE, PRIOR NOTICE, THE STUDENT'S PRESENCE, OR THE STUDENT'S CONSENT TO SUCH A SEARCH. BY ACCEPTANCE OF THE ASSIGNMENT OF A SCHOOL LOCKER OR BY USING ANY LOCKER, THE STUDENT CONSENTS TO ANY AND ALL INSPECTIONS AND SEARCHES. THE STUDENT ALSO ACKNOWLEDGES THAT HE / SHE HAS NO EXPECTATION OF PRIVACY IN SUCH LOCKER. A STUDENT SHALL USE ONLY THE LOCKER SPECIFICALLY ASSIGNED TO HIM / HER. THE USE OF A LOCKER NOT ASSIGNED TO THE STUDENT MAY RESULT IN DISCIPLINARY ACTION AGAINST BOTH THE STUDENT TO WHOM THE LOCKER IS ASSIGNED AND THE STUDENT WHO IS NOT AUTHORIZED TO USE THAT LOCKER.

HOWEVER, THE STUDENT TO WHOM THE LOCKER IS ASSIGNED SHALL BE PRESUMED TO BE THE OWNER OF ALL ITEMS IN HIS / HER ASSIGNED LOCKER.

A STUDENT WHO FEELS FOR ANY REASON THAT HE / SHE CANNOT ABIDE BY THIS POLICY SHOULD DECLINE TO ACCEPT ASSIGNMENT OF A SCHOOL LOCKER, AND NOT USE ANY SCHOOL LOCKER.

IF THE STUDENT WISHES TO PLACE A LOCK ON HIS / HER ASSIGNED LOCKER, HE / SHE MUST RECEIVE PERMISSION FROM THE BUILDING PRINCIPAL. IF PERMISSION IS GRANTED, A KEY AND / OR THE COMBINATION MUST BE GIVEN TO THE BUILDING PRINCIPAL.

SMOKING AND / OR TOBACCO PRODUCTS:

THE BOARD OF EDUCATION UNDERSTANDS THE CONCERN EXPRESSED BY THE PARENTS, STUDENTS AND COMMUNITY MEMBERS REGARDING THE ADVERSE EFFECTS OF TOBACCO ON THE INDIVIDUAL. THE BOARD, THEREFORE, PROHIBITS THE POSSESSION OF TOBACCO BY MINORS.

IN ACCORDANCE WITH OKLAHOMA LAW AND THE WISHES OF PARENTS, EDUCATORS AND STUDENTS, TOBACCO IN ANY FORM MAYNOT BE USED OR POSSESSED BY STUDENTS WHILE ON SCHOOL PREMISES, AT SCHOOL RELATED EVENTS OUTSIDE SCHOOL PREMISES, WHILE IN TRANSIT TO OR FROM SCHOOL OR A SCHOOL RELATED EVENT IN SCHOOL OR AUTHORIZED VEHICLES.

GUIDELINES FOR DISCIPLINE FOR POSSESSION OF TOBACCO PRODUCTS:

1. INITIAL OFFENSE: TOBACCO PRODUCTS WILL BE CONFISCATED AND STUDENT WILL BE GIVEN TWO DAYS DETENTION.
2. SUBSEQUENT OFFENSES: TOBACCO PRODUCTS WILL BE CONFISCATED. STUDENT WILL RECEIVE DETENTION, ISI, OR SUSPENSION.

**USE OF TOBACCO PRODUCTS:**

1. INITIAL OFFENSE: TOBACCO PRODUCTS WILL BE CONFISCATED. STUDENT WILL BE GIVEN DETENTION, ISI, OR SUSPENSION.
2. SUBSEQUENT OFFENSES: TOBACCO PRODUCTS CONFISCATED AND STUDENT WILL RECEIVE ISI, DETENTION, OR SUSPENSION. CONTINUED OFFENSES WILL RESULT IN LONG-TERM SUSPENSION OUT OF SCHOOL.

**NOTE: ALL TOBACCO RELATED PARAPHERNALIA (LIGHTERS, PIPES, ETC.,) WILL BE CONFISCATED.**

**SEXUAL HARASSMENT:**

STATE AND FEDERAL LAWS PROHIBIT SEXUAL HARASSMENT OF EMPLOYEES AND STUDENTS IN CONNECTION WITH THEIR EMPLOYMENT BY OR ENROLLMENT IN THE EARLSBORO DISTRICT.

IN CASE OF A STUDENT, "SEXUAL HARASSMENT" IS DEFINED AS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS AND OTHER UNWELCOME VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE BY ANY PERSON TOWARD A STUDENT.

ANY STUDENT ENGAGING IN SEXUAL HARASSMENT IS SUBJECT TO ANY AND ALL DISCIPLINARY ACTION WHICH MAY BE IMPOSED UNDER THE SCHOOL DISTRICT'S STUDENT DISCIPLINE CODE.

ANY STUDENT WHO IS OR HAS BEEN SUBJECTED TO SEXUAL HARASSMENT OR KNOWS OF ANY STUDENT WHO IS OR HAS BEEN SUBJECTED TO SEXUAL HARASSMENT SHALL REPORT ALL SUCH INCIDENTS TO EITHER THE PRINCIPAL, SUPERINTENDENT OR ANY BOARD MEMBER.

ALL STUDENTS, EMPLOYEES AND BOARD MEMBERS ARE STRICTLY PROHIBITED FROM ENGAGING IN ANY FORM OF SEXUAL HARRASSMENT OF ANY STUDENT OR EMPLOYEE OF THE SCHOOL DISTRICT. EXAMPLES OF CONDUCT THAT MAY CONSTITUTE SEXUAL HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO:

1. ANYONE PATTING, GRABBING OR PINCHING YOU, PULLING YOUR CLOTHES, TOUCHING YOU IN YOUR PRIVATE AREAS OR IN ANY WAY THAT MAKES YOU FEEL UNCOMFORTABLE, EMBARRASSED OR AFRAID.
2. WORDS OR ACTS BY AN ADULT (MAN OR WOMAN) OR A STUDENT BOY OR GIRL) THAT MAKE YOU FEEL UNCOMFORTABLE, EMBARRASSED OR AFRAID.
3. NAME CALLING, JOKES, RUMORS, NOTES, CARTOONS OR OTHER DRAWINGS ABOUT YOU OR OTHERS THAT MAKE YOU FEEL UNCOMFORTABLE, EMBARRASSED, OR AFRAID.
4. ANYONE ASKING YOU TO OR MAKING YOU TOUCH, PAT, PINCH, OR GRAB YOURSELF OR OTHERS IN A WAY THAT MAKES YOU FEEL UNCOMFORTABLE, EMBARRASSED OR AFRAID.

THIS SUMMARY IS NOT A LIMITATION ON THE DEFINITION OF SEXUAL HARASSMENT. IT IS A SUMMARY USED TO COMMUNICATE WHAT CAN CONSTITUTE SEXUAL HARASSMENT.

**REPORTING SEXUAL HARASSMENT:**

ANY STUDENT WHO IS OR HAS BEEN SUBJECTED TO SEXUAL HARASSMENT OR KNOWS OF ANY STUDENT WHO IS OR HAS BEEN SUBJECTED TO SEXUAL HARASSMENT SHOULD REPORT THOSE INCIDENTS TO HIS OR HER PRINCIPAL, OR COUNSELOR OR TEACHER, BOARD MEMBER, THE SUPERINTENDENT OR ONE OF THE SCHOOL DISTRICT'S COMPLIANCE COORDINATORS. IF A REPORT OF SEXUAL HARASSMENT NEEDS TO BE MADE AFTER NORMAL SCHOOL HOURS, THEN THE STUDENT OR HIS OR HER PARENT MAY CONTACT THE SUPERINTENDENT, PRINCIPAL, COUNSELOR OR TEACHER AT HOME.

IT IS PERFERRED THAT ALL SUCH REPORTS BE MADE IN PERSON OR IN WRITING SIGNED BY THE REPORTING PARTY. HOWEVER, IN ORDER TO ENCOURAGE FULL AND COMPLETE REPORTING OF SUCH PROHIBITED ACTIVITIES ANY PERSON MAY REPORT SUCH INCIDENTS IN WRITING AND ANONYMOUSLY BY PROVIDING SUCH REPORTS TO THE PERSONAL ATTENTION OF ANY OF THE ABOVE-DESIGNATED PERSONS.

ALL REPORTS OF SEXUAL HARASSMENT SHOULD STATE THE NAME OF THE STUDENT OR EMPLOYEE INVOLVED, THE NATURE, CONTEXT AND EXTENT OF THE PROHIBITED ACTIVITY, THE DATES OF THE PROHIBITED ACTIVITY AND ANY OTHER INFORMATION NECESSARY FOR A FULL REPORT AND INVESTIGATION OF THE MATTER.

**FOR FURTHER INFORMATION:**

TITLE IV OF THE EDUCATIONAL AMENDMENTS OF 1972 PROHIBITS DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES. STUDENTS AND THEIR PARENTS CAN OBTAIN A COPY OF THE GRIEVANCE PROCEDURES FROM THEIR SCHOOL PRINCIPAL OR THE SUPERINTENDENT.

**GRIEVANCE PROCEDURES:**

THE SCHOOL DISTRICT HAS ADOPTED GRIEVANCE PROCEDURES FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS TO ADDRESS DISCRIMINATION BASED ON SEX (INCLUDING SEXUAL HARASSMENT), RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE OR QUALIFIED DISABILITY. STUDENTS AND THEIR PARENTS CAN OBTAIN A FREE COPY OF THE GRIEVANCE PROCEDURES FROM THEIR SCHOOL PRINCIPAL OR SUPERINTENDENT. CONTACT THE BUILDING PRINCIPALS OR SUPERINTENDENT LISTED IN THE FRONT OF THE HANDBOOK WITH QUESTIONS OR CONCERNS ABOUT DISCRIMINATION OR TO INITIATE A COMPLAINT.

**RESPECT FOR AUTHORITY:**

STUDENTS ARE TO REFER TO SCHOOL PERSONNEL AS MR., MRS., MISS, OR COACH, ETC., IN A RESPECTFUL MANNER. RESPECT FOR OTHERS IS ONE OF THE GREATEST LESSONS TAUGHT OR LEARNED.

**CORPORAL PUNISHMENT:**

CORPORAL PUNISHMENT IS ADMINISTERED TO STUDENTS ACCORDING TO THE FOLLOWING POLICY:

1. CORPORAL PUNISHMENT IS A FORM OF DISCIPLINE WHEN THE INFRACTION BY THE STUDENT IS CONSIDERED SERIOUS OR IS A REPEATED INFRACTION OF SCHOOL RULES.
2. CORPORAL PUNISHMENT WILL BE ADMINISTERED BY AN ADMINISTRATOR IN THE OFFICE AND IN THE PRESENCE OF ANOTHER CERTIFIED PERSON (OF THE SAME SEX AS THE STUDENT IF POSSIBLE). PUNISHMENT WILL BE APPLIED TO THE BUTTOCKS ONLY. THE WITNESS SHOULD BE INFORMED OF THE INFRACTION IN THE PRESENCE OF THE STUDENT.
3. A DISCIPLINARY FORM MUST BE FILLED OUT AND FILED IN THE PRINCIPAL'S OFFICE IN REGARD TO THE PUNISHMENT ADMINISTERED. A TEACHER OR ADMINISTRATOR MUST PROVIDE THE STUDENT'S PARENTS, UPON REQUEST, A WRITTEN EXPLANATION OF THE REASONS FOR THE PUNISHMENT AND THE NAME OF THE WITNESS.
4. INDIVIDUAL STUDENTS MAY NOT RECEIVE MORE THAN THREE (3) SWATS DURING A TWENTY-FOUR (24) HOUR PERIOD.
5. STUDENTS MUST BE GIVEN A CHOICE OF AN ALTERNATIVE PUNISHMENT, (ISI, DETENTION OR SUSPENSION), AT THE DISCRETION OF THE ADMINISTRATION BEFORE RECEIVING SWATS.

6. PARENTS MUST NOTIFY THE SCHOOL IN HANDWRITTEN FORM IF THEY DO NOT WISH THEIR CHILD(REN) TO RECEIVE CORPORAL PUNISHMENT. THIS REQUEST MUST BE PRESENTED ON A YEARLY BASIS. (PHONE CALL WILL NOT BE ACCEPTED AS A FORMAL REQUEST.)
7. INDIVIDUAL STUDENTS THAT RECEIVE CORPORAL PUNISHMENT ON THREE DIFFERENT OCCASIONS DURING EACH SEMESTER, MAY RECEIVE ISI, DETENTION, OR SUSPENSION OUT-OF-SCHOOL BEGINNING WITH THE FOURTH INFRACTION.

**IN-SCHOOL-INTERVENTION (I.S.I.)**

IN-SCHOOL-INTERVENTION IS DESIGNED FOR 3 PURPOSES

1. AN ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION FOR MAJOR INFRACTIONS OF SCHOOL RULES AND POLICIES AND/OR MAJOR DISRUPTIONS OF THE LEARNING ENVIRONMENT.
2. MINOR DISRUPTIONS OF THE LEARNING ENVIRONMENT WHERE THE STUDENT NEEDS TO BE TEMPORARILY REMOVED FROM THE CLASSROOM.
3. SITUATIONS WHERE STUDENTS NEED TO MAKE UP WORK OUTSIDE THE CLASSROOM.

THE ADMINISTRATION SHALL HAVE DISCRETION AS TO THE USE OF IN-SCHOOL-INTERVENTION IN SITUATIONS 2. AND 3. AS LISTED ABOVE, AS WELL AS THE RULES AND REGULATIONS THAT WILL BE FOLLOWED FOR THESE STUDENTS.

IT IS THE STUDENT'S RESPONSIBILITY TO TAKE ALL BOOKS AND MATERIALS NECESSARY TO COMPLETE ASSIGNMENTS IN ALL SUBJECT AREAS TO I.S.I. THE ASSIGNMENTS SHALL BE RETURNED TO THE I.S.I. TEACHER UPON SUCCESSFUL COMPLETION OF THE ASSIGNED WORK. FAILURE TO RETURN WORK SHALL RESULT IN A GRADE OF ZERO. IT IS ALSO THE STUDENT'S RESPONSIBILITY TO RETURN ALL BOOKS TO THE REGULAR CLASSROOM.

FAILURE TO FOLLOW THE RULES OF THE I.S.I. CLASSROOM MAY RESULT IN EXTRA DAYS IN I.S.I.

**THE FOLLWING IS A LIST OF RULES AND REGULATIONS FOR I.S.I.:**

1. NO TALKING IN THE CLASSROOM OR DURING BREAK.
2. DO NOT GET OUT OF YOUR SEAT WITHOUT PERMISSION.
3. NO FIGHTING.
4. NO VULGARITY, WRITTEN OR SPOKEN.
5. DO NO LAY YOUR HEAD ON THE DESK.
6. STUDENTS MUST BE IN THEIR SEATS BEFORE THE TARDY BELL IS FINISHED RINGING AT 8:25.
7. THE STUDENT WILL NOT BE RELEASED UNTIL THE LAST BELL RINGS AT 3:00 P.M.
8. NO TOBACCO.
9. NO TRASH SHALL BE LEFT BY THE STUDENT.
10. ALL ASSIGNMENTS MUST BE COMPLETED.

11. ANY DISRUPTIVE BEHAVIOR WILL RESULT IN MORE DAYS OF I.S.I.
12. CONTINUED FAILURE TO FOLLOW SCHOOL POLICES AND/OR PROCEDURES MAY RESULT IN OUT-OF-SCHOOL SUSPENSION.

**NOTIFICATION OF RIGHTS UNDER FERPA:**

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA) AFFORDS PARENTS AND STUDENTS OVER 18 YEARS OF AGE ("ELIGIBLE STUDENT") CERTAIN RIGHTS WITH RESPECT TO THE STUDENT'S EDUCATION RECORDS. THE ARE:

1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS WITHIN 45 DAYS OF THE DAY THE DISTRICT RECEIVES A REQUEST FOR ACCESS.

PARENTS OR ELIGIBLE STUDENTS SHOULD SUBMIT TO THE SCHOOL PRINCIPAL (OR APPROPRIATE SCHOOL OFFICIAL) A WRITTEN REQUEST THAT IDENTIFIES THE RECORD(S) THEY WISH TO INSPECT. THE PRINCIPAL WILL MAKE ARRANGEMENTS FOR ACCESS AND NOTIFY THE PARENT OR ELIGIBLE STUDENT OF THE TIME AND PLACE WHERE THE RECORDS MAY BE INSPECTED.

2. THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT'S EDUCATION RECORDS THAT THE PARENT OR ELIGIBLE STUDENT BELIEVES ARE INACCURATE, MISLEADING OR IN VIOLATION OF STUDENT RIGHTS. PARENTS OR ELIGIBLE STUDENTS MAY ASK THE DISTRICT TO AMEND A RECORD THAT THEY BELIEVE IS INACCURATE OR MISLEADING. THEY SHOULD WRITE THE SCHOOL PRINCIPAL, CLEARLY IDENTIFY THE PART OF THE RECORD THEY WANT CHANGED, AND SPECIFY WHY IT IS INACCURATE, MISLEADING OR IN VIOLATION OF STUDENT RIGHTS.

IF THE DISTRICT DECIDES NOT TO AMEND THE RECORD AS REQUESTED BY THE PARENT OR ELIGIBLE STUDENT, THE DISTRICT WILL NOTIFY THE PARENT OR ELIGIBLE STUDENT, OF THE DECISION AND ADVISE THEM OF THEIR RIGHT TO A HEARING REGARDING THE REQUEST FOR AMENDMENT. ADDITIONAL INFORMATION REGARDING THE HEARING PROCEDURES WILL BE PROVIDED TO THE PARENT OR ELIGIBLE STUDENT WHEN NOTIFIED OF THE RIGHT TO A HEARING.

3. THE RIGHT TO CONSENT TO DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENT'S RECORDS, EXCEPT TO THE EXTENT THAT FERPA AUTHORIZES DISCLOSURE WITHOUT CONSENT. ONE EXCEPTION WHICH PERMITS DISCLOSURE WITHOUT CONSENT IS TO DISCLOSE TO SCHOOL OFFICIALS WITH LEGITIMATE EDUCATIONAL INTERESTS. A SCHOOL OFFICIAL IS A PERSON EMPLOYED BY THE DISTRICT AS AN ADMINISTRATOR, SUPERVISOR INSTRUCTOR, OR SUPPORT STAFF MEMBER (INCLUDING HEALTH OR MEDICAL STAFF AND LAW ENFORCEMENT UNIT PERSONNEL); A PERSON SERVING ON THE SCHOOL BOARD; A PERSON OR COMPANY WITH WHOM THE DISTRICT HAS CONTRACTED TO PERFORM A SPECIAL TASK (SUCH AS AN ATTORNEY,

AUDITOR, MEDICAL CONSULTANT, OR THERAPIST); OR A PARENT OR STUDENT PARTICIPATING IN A SCHOOL SERVICE PROGRAM OR SERVING IN AN OFFICIAL COMMITTEE, SUCH AS A DISCIPLINARY OR GRIEVANCE COMMITTEE OR ASSISTING ANOTHER SCHOOL OFFICIAL IN PERFORMING HIS OR HER TASKS.

A SCHOOL OFFICIAL HAS A LEGITIMATE EDUCATIONAL INTEREST IF THE OFFICIAL NEEDS TO REVIEW AN EDUCATION RECORD IN ORDER TO FULFILL HIS OR HER PROFESSIONAL RESPONSIBILITY. UPON REQUEST, THE DISTRICT DISCLOSES EDUCATION RECORDS WITHOUT CONSENT TO OFFICIALS OF ANOTHER SCHOOL DISTRICT IN WHICH A STUDENT SEEKS OR INTENDS TO ENROLL.

4. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION CONCERNING ALLEGED FAILURES BY THE DISTRICT TO COMPLY WITH THE REQUIREMENTS OF FERPA. THE NAME AND ADDRESS OF THE OFFICE THAT ADMINISTERS FERPA ARE:

**FAMILY POLICY COMPLIANCE OFFICE  
U.S. DEPARTMENT OF EDUCATION  
600 INDEPENDENCE AVENUE, SW  
WASHINGTON, D.C. 20202-4605  
TELEPHONE: (202) 260-3887**

COPIES OF THIS POLICY MAY BE OBTAINED BY CONTACTING ANY SCHOOL PRINCIPAL. COPIES ARE MAINTAINED AT EACH PRINCIPAL'S OFFICE (ELEMENTARY AND HIGH SCHOOL), 400 EAST MAIN STREET, EARLSBORO, OK. 74840. RECORDS OF EACH STUDENT WILL BE KEPT IN THE PRINCIPAL'S OFFICE IN WHICH THE STUDENT IS ENROLLED.

**DIRECTORY INFORMATION:**

THE SCHOOL DISTRICT PROPOSES TO DESIGNATE THE FOLLOWING INFORMATION CONTAINED IN A STUDENT'S RECORD AS "DIRECTORY INFORMATION" AND IT WILL DISCLOSE THAT INFORMATION WITHOUT PRIOR WRITTEN CONSENT: 1)THE STUDENT'S NAME; 2)THE NAMES OF THE STUDENT'S PARENTS; 3)THE STUDENT'S ADDRESS; 4)THE STUDENT'S DATE AND PLACE OF BIRTH; 5)THE STUDENT'S DATES OF ATTENDANCE; 6)THE STUDENT'S GRADE LEVEL (i.e., FIRST GRADE, TENTH GRADE, ETC...); 7)THE STUDENT'S PARTICIPATION IN OFFICIALLY RECONGNIZED ACTIVITIES AND SPORTS; 8) THE STUDENT'S DEGREES, HONORS AND AWARDS RECEIVIED; 9) THE STUDENT'S WEIGHT AND HEIGHT, IF A MEMBER OF AN ATHLETIC TEAM; 10)THE STUDENT'S PHOTOGRAPH;AND 11) THE MOST RECENT EDUCATION AGENCY OR INSTITUTION ATTENDED.

AFTER THE PARENTS OR ELIGIBLE STUDENTS HAVE BEEN NOTIFIED, THEY WILL HAVE TWO WEEKS TO ADVISE THE SCHOOL DISTRICT IN WRITING (A

LETTER TO THE SUPERINTENDENT OF SCHOOLS OFFICE) OF ANY OR ALL OF THE ITEMS THEY REFUSE TO PERMIT THE SCHOOL DISTRICT TO DESIGNATE AS DIRECTORY INFORMATION ABOUT THAT STUDENT.

**DRESS CODE:**

PROPER DRESS, GROOMING AND CLEANLINESS ARE AN INTEGRAL PART OF THE EDUCATIONAL FUNCTION. WE BELIEVE THAT A PERSON'S APPEARANCE DEFINITELY EFFECTS HIS / HER ATTITUDE. ALL FACTORS SHOULD TEND TO DIGNIFY THE LEARNING PROCESS AND CONTRIBUTE TOWARD AN ATTITUDE DEDICATED TO ACHIEVEMENT. THEREFORE, THE MANNER OF DRESS FOR STUDENTS IN EARLSBORO SCHOOLS SHOULD BE PROPER AND APPROPRIATE.

THE STUDENTS OF EARLSBORO SCHOOLS ARE EXPECTED TO ABIDE BY THE FOLLOWING DRESS CODE:

1. STUDENTS IN GRADES PK-3 ARE ALLOWED TO WEAR SHORTS.
2. BLOUSES THAT BARE THE MIDRIFF, HALTERS AND SHORT MINI-SHIRTS ARE PROHIBITED.
3. NO FISHNET SHIRTS OR BIG BAGGY TANK TOPS ARE TO BE WORN.
4. STUDENTS MUST WEAR SHOES AT ALL TIMES. BARE FEET ARE NOT PERMISSIBLE.
5. PROFANE, REPULSIVE OR OBSCENE VULGAR DESIGNS, LETTERING SEWN ON PATCHES, DECALS OR INSIGNISA WILL NOT BE ALLOWED AT SCHOOL. CLOTHING DEALING WITH BEER, ALCOHOL, TOBACCO, OR DRUG PARAPHERNALIA IS PROHIBITED.
6. NO HEADWEAR OF ANY TYPE WILL BE ALLOWED IN THE BUILDING(S).
7. SUNGLASSES WILL NOT BE WORN IN THE CLASSROOM OR INSIDE THE BUILDING
8. HATS OR CAPS WILL NOT BE WORN IN THE SCHOOL BUILDINGS, CAFETERIA, GYMNASIUM OR AUDITORIUM DURING SCHOOL HOURS. FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN THE LOSS OF THE STUDENT'S CAP OR HAT.
9. CLOTHING THAT IS EXTREMELY TIGHT OR SEE-THROUGH WILL NOT BE CONSIDERED APPROPRIATE DRESS.
- 10 STUDENTS MAY NOT WEAR ANYTHING THAT IS DISRUPTIVE TO TEACHING OR NORMAL CLASS FUNCTION.
- 11 OVERALLS MUST HAVE ALL BUTTONS BUCKLED AND ALL STRAPS STRAPPED ON THE SHOULDER.
- 12 LENGTH OF HAIR AND SIDEBURNS IS LEFT TO THE INDIVIDUAL DISCRETION, BUT MUST BE STYLED IN A REASONABLY MODEST WAY SO IT WILL NOT CAUSE DISTRACTIONS TO OTHERS IN THE CLASSROOM.
13. TOPS WITH EXCESSIVELY LOW NECKLINES ARE NOT ACCEPTABLE.
14. NO SAGGING OF PANTS. PANTS MUST BE WORN AT THE WAIST AND ABOVE THE HIPS. NO EXCEPTIONS!!!!
15. WEARING OF NOSE RINGS WILL BE PROHIBITED.
16. ALL SLEEVELESS SHIRTS, BLOUSES AND/OR SWEATERS MUST COVER ALL BODY PARTS AND UNDERGARMENTS. UNDERGARMENTS AND BODY PARTS (OTHER THAN ARMS) MUST BE COVERED. SPAGHETTI STRAPS AND STRAPLESS TOPS ARE NOT PERMISSIBLE.
17. ALL TATTOOS MUST BE COVERED. VISIBLE TATTOOS ARE PROHIBITED.
18. ALL GARMENTS MUST BE OF A LENGTH BELOW THE KNEE. DRESSES AND/OR SHIRTS WITH ANY SLITS (FRONT, REAR AND/OR SIDES, MAY NOT HAVE THE SLIT ABOVE THE KNEE.)
19. CUT OFFS ARE NOT ALLOWED.
20. STUDENTS ARE NOT TO POSSESS OR WEAR BANDANNAS IN ANY MANNER.

21. CLOTHING MUST BE WORN IN THE MANNER IN WHICH THEY ARE MADE TO BE WORN. (EX.-INSIDE OUT IS PROHHIBITED, ETC...)
22. NO EARRINGS, STUDS OR OTHER FORMS OF JEWELRY IS NOT WORN ON OR IN ANY PARTS OF THE BODY THAT IS PIERCED OR APPEARS PIERCED, EXCEPT THE EAR(S).
23. ALL THONG TYPE SHOES ARE PROHIBITED.
24. ALL TOPS THAT EXPOSE THE MIDRIFF WHEN SITTING AND/OR STANDING ARE PROHIBITED.
25. COACHES AND/OR SPONSORS MAY SET CODES HIGHER THAN THE ONES LISTED ABOVE.  
FAILURE TO COMPLY WITH THE ABOVE DRESS CODE WILL RESULT IN STUDENT'S INABILITY TO ATTEND CLASS UNTIL THEY ARE IN COMPLIANCE.

**HALL PASSES:**

IF A SITUATION SHOULD ARISE WHERE YOU WILL NEED TO BE EXCUSED FROM YOUR CLASSROOM WHILE CLASSES ARE IN SESSION, MAKE SURE THAT YOU SECURE A HALL PASS FROM YOUR TEACHER.

**BIRTH CERTIFICATES/SOCIAL SECURITY NUMBER:**

CERTIFIED BIRTH CERTIFICATES ARE REQUIRED BEFORE AN ELEMENTARY (PK-8) CHILD CAN BE ENROLLED. SOCIAL SECURITY NUMBERS WILL BE REQUIRED TO BE ON FILE AT THE TIME OF ENROLLMENT.

**MEDICATION:**

ALL MEDICATION, PRESCRIPTION AND NON-PRESCRIPTION, **MUST** BE TURNED INTO THE PRINCIPAL'S OFFICE AND ADMINISTERED IN THE OFFICE.

STUDENTS WHO ARE ABLE TO SELF-ADMINISTER ASTHMA INHALERS MAY DO SO PROVIDED SUCH MEDICATION IS TRANSPORTED AND MAINTAINED UNDER THE STUDENTS CONTROL WITHIN **ALL** OF THE FOLLOWING:

1. A LICENSED PHYSICIAN PROVIDE A WRITTEN ORDER THAT THE STUDENT HAS ASTHMA AND IS CAPABLE OF AND INSTRUCTED IN PROPER USE.
2. A WRITTEN LEGAL CUSTODIAN AUTHORIZING SELF-ADMINISTRATION OF MEDICATION.
3. PARENT AND GUARDIAN WHO ELECT TO HAVE STUDENT SELF-ADMINISTER MEDICINE SHALL INCUR NO LIABILITY FOR ANY ADVERSE REACTION OR INJURY SUFFERED BY THE STUDENT AS A RESULT OF THE SELF-ADMINISTATION OF MEDICATION AND/OR EQUIPMENT.
4. THE WRITTEN AUTHORIZATION WILL TERMINATE AT THE END OF THE SCHOOL YEAR AND MUST BE RENEWED ANNUALLY.

ALL MEDICATON MUST BE IN ITS ORIGINAL CONTAINER WITH THE STUDENT'S NAME ON THE BOTTLE OR PACKAGE.

PARENTS MUST SIGN AN AUTHORIZATION FORM AUTHORIZING THE SCHOOL PERSONNEL TO ISSUE MEDICATION TO THEIR CHILD(REN) ANNUALLY.

## **MEDICAL PROBLEMS**

STUDENTS WHO HAVE MEDICAL PROBLEMS WHICH MAKE THEM UNABLE TO RECEIVE A PADDLING SHOULD REPORT THIS PROBLEM TO THE PRINCIPAL DURING THE FIRST WEEK OF SCHOOL. ALSO, STUDENTS WHO MUST TAKE PRESCRIPTION DRUGS OR WHO HAVE SPECIAL MEDICAL PROBLEMS SHOULD NOTIFY THE PRINCIPAL AS SOON AS POSSIBLE. NOTIFICATION MUST BE IN WRITING.

## **IMMUNIZATION:**

TITLE 70, SECTION 1210.191 OF THE OKLAHOMA STATUTES, REQUIRES PARENTS OR GUARDIANS OF ALL MINOR CHILDREN IN KINDERGARTEN THROUGH TWELFTH FOR ALL PUBLIC, PAROCHIAL OR PRIVATE SCHOOLS IN THE STATE OF OKLAHOMA, TO PRESENT A CERTIFICATION OF REQUIRED IMMUNIZATION UPON SCHOOL ENTRY UNLESS OTHERWISE EXCUSED BY LAW. IMMUNIZATION RECORDS MUST BE PRESENTED BEFORE STUDENTS WILL BE ALLOWED TO ATTEND CLASS.

### **LAW REQUIRES THAT ALL CHILDREN RECEIVE NO LESS THAN:**

1. FIVE (5) DPT/DT (UNLESS 4TH IS RECEIVED AFTER THE FOURTH BIRTHDAY. THEN ONLY FOUR DOSES REQUIRED). ONE TDAP BOOSTER IN THE SEVENTH GRADE.
2. ONE (1) RUBELLA.
3. FOUR(4)DOSES OF ORAL POLIO UNLESS FOURTH IS ON OR AFTER FOURTH BIRTHDAY. (THEN ONLY THREE REQUIRED).
4. TWO (2) DOSES OF EACH MEASLES, ONE (1) DOSE OF MUMPS AND RUBELLA RECEIVED ON OR AFTER FIRST BIRTHDAY.
5. ANY STUDENT ENTERING PRE-KINDERGARTEN THROUGH 12TH GRADE MUST HAVE RECEIVED THREE (3) HEPATITIS "B" IMMUNIZATIONS.
6. PRE-KINDERGARTEN THRU 3RD GRADE AND 7TH THRU 11TH GRADE OF CHICKEN POX VACCINATION BY THEIR FIRST BIRTHDAY OR DOCUMENTATION OF THE DISEASE.
7. PRE-KINDERGARTEN THRU 12TH GRADE MUST HAVE RECEIVED AT LEAST TWO (2) DOSES OF HEPATITIS "A".

## **BAD WEATHER SCHEDULE:**

THE SCHOOL BOARD HAS RULED THAT THE SUPREINTENDENT OF SCHOOLS MUST MAKE THE DECISION IF SCHOOL IS TO BE CHANGED FROM A NORMAL DAY DUE TO BAD WEATHER.

IN CASE OF SEVERE WEATHER, THE OFFICIAL ANNOUNCEMENT FOR CLOSING MAY BE HEARD OVER THE RADIO STATION OR TELEVISION. THE LOCAL RADIO STATION IS KGFF 1450. CHANNELS 4, 5 AND 9 ARE THE TELEVISION STATIONS.

## **CAFETERIA AND LUNCH PERIOD:**

STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES AS LADIES AND GENTLEMEN WHEN EATING IN THE CAFETERIA. NO FOOD IS TO BE TAKEN OUT OF THE CAFETERIA UNLESS IT IS IN A CONTAINER.

STUDENTS ARE EXPECTED TO PASS TO LUNCH IN AN ORDERLY MANNER NO RUNNING, SHOVING OR CUTTING IN LINE.

PLEASE ASSIST THE LUNCHROOM PERSONNEL BY PLACING YOUR SILVERWARE, PLATES AND PAPER PRODUCTS IN THEIR PROPER PLACES. PLEASE DO NOT DUMP YOUR ENTIRE TRAY INTO THE TRASH CAN.

STUDENT BREAKFAST.0.00 SCHOOL PERSONNEL BREAKFAST .NO CHARGE  
PK-1 LUNCHES. . .0.00 VISITING ADULT BREAKFAST. . . 1.50  
2-6 LUNCHES. . .0.00 SCHOOL PERSONNEL LUNCHES. . . 3.25  
7-12 LUNCHES. . .0.00 VISITING ADULT LUNCHES. . . . 3.25  
SUPPORT PERSONNEL AND FACULTY WILL NOT BE ALLOWED TO CHARGE  
IN EXCESS OF 20 SCHOOL DAYS.

**SCHOOL PROPERTY-VANDALISM:**

ALL SCHOOL PROPERTY BELONGS TO THE PATRONS OF THE EARLSBORO SCHOOL DISTRICT AND IS TO BE USED BY AND FOR THE BENEFIT OF THE STUDENTS. WHEN A STUDENT INTENTIONALLY OR CARELESSLY DESTROYS OR DAMAGES SCHOOL PROPERTY BY IRRESPONSIBLE ACTIONS, HE/SHE IS PERSONALLY LIABLE AND WILL BE DISCIPLINED AND/OR REQUIRED TO PAY ANY COSTS WHICH COULD INCUR LABOR.

**CLASS PARTIES:**

AT THE SECONDARY LEVEL, SCHOOL PARTIES MUST BE HELD AFTER SCHOOL HOURS AND BE APPROVED IN ADVANCE BY THE BUILDING PRINCIPAL AND SUPERINTENDENT OF SCHOOLS. REFRESHMENTS WILL BE PROVIDED BY SCHOOL.

AT THE ELEMENTARY LEVEL, K-2 WILL BE ALLOWED TWO PARTIES PER SEMESTER, AND GRADES 3-6 WILL BE GRANTED ONE PER SEMESTER. ALL PARTIES MUST BE APPROVED BY THE BUILDING PRINCIPAL AND PLACED ON THE CALENDAR. REFRESHMENTS WILL BE PROVIDED BY SCHOOL.

**FIRE DRILLS OR FIRE AND DISASTER INSTRUCTIONS:**

**TORNADO SIGNAL:** ONE LONG AND ONE SHORT RING OF THE SCHOOL BELL.

**FIRE ALARM SIGNAL:** THREE SHORT RINGS OF THE SCHOOL BELL.

**FIRE EXIT RULES:**

1. WALK, DO NOT RUN TO YOUR ASSIGNED EXIT.
2. STUDENTS IN BATHROOMS SHOULD JOIN NEAREST LINE, REJOINING THEIR GROUP ONCE THEY ARE OUTSIDE THE BUILDING.
3. GYM STUDENTS SHOULD FOLLOW THEIR INSTRUCTOR'S DIRECTION AND WALK OUT THE NEAREST EXIT.
4. NO ONE SHOULD RETURN TO THE BUILDING FOR ANY REASON UNTIL THE ALL CLEAR SIGNAL HAS BEEN MADE.
5. FIRE FIGHTING MUST BE SECONDARY TO THE SAFETY OF THE STUDENTS.
6. TEACHERS SHOULD CARRY THEIR ATTENDANCE BOOKS SO THAT EACH STUDENT CAN BE ACCOUNTED FOR AFTER THE BUILDING IS EVACUATED.

**USE OF TELEPHONE:**

TELEPHONE CALLS WILL NOT BE PERMITTED DURING CLASS TIME. EXCEPT IN CASES OF EMERGENCIES, A STUDENT WILL NOT BE CALLED OUT OF CLASS TO ANSWER A CALL OR MAKE A CALL. A STUDENT MAY USE THE TELEPHONE ONLY IN CASE OF AN EMERGENCY.

**HAZING:**

HAZING IS NOT PERMITTED BY ANY STUDENT ORGANIZATION OR ANY PERSON ASSOCIATED WITH A STUDENT ORGANIZATION IN THE EARLSBORO SCHOOLS.

**ELECTION OF OFFICERS:**

THE ELECTION OF CLASS OFFICERS WILL BE HELD IMMEDIATELY AFTER SCHOOL BEGINS. ALL CLASS OFFICERS MUST HAVE A MINIMUM OF A "C" AVERAGE.

**SEMESTER TESTS:**

ALL STUDENTS MUST TAKE SEMESTER EXAMINATIONS. SEMESTER EXAMINATIONS WILL BE GIVEN THE FINAL TWO (3) DAYS OF EACH SEMESTER AND WILL BE COUNTED AS 10% OF THE SEMESTER GRADE.

STUDENTS THAT HAVE MISSED UP TO 2 DAYS AND HAVE AN A AVERAGE ARE EXEMPT AND STUDENTS THAT HAVE MISSED UP TO 1 DAY AND HAVE A B ARE EXEMPT. EXEMPTIONS ALLOW THE STUDENT TO TAKE THE SEMESTER TEST AND THEIR GRADE CAN ONLY BE RAISED.

**VISITORS:**

VISITORS WILL NOT BE ALLOWED (EXCEPT PARENTS OR GUARDIANS). PARENTS AND GUARDIANS ARE INVITED TO VISIT THE SCHOOL AS OFTEN AS THEY DESIRE. LOITERING IS NOT PERMITTED ON SCHOOL PROPERTY.

ALL VISITORS ARE REQUIRED TO CHECK-IN AT THE PRINCIPAL'S OFFICE UPON ENTERING THE BUILDINGS. VISITORS ARE NOT ALLOWED TO WALK THE HALLS UNLESS ESCORTED BY SCHOOL PERSONNEL. VISITORS WILL ALSO BE REQUIRED TO WEAR A VISITOR'S BADGE WHEN THEY NEED TO GO FURTHER THAN THE PRINCIPAL'S OFFICE.

VISITORS WISHING TO VISIT A CLASSROOM WHILE CLASS IS IN SESSION, MUST MAKE PRIOR ARRANGEMENTS THROUGH THE PRINCIPALS OFFICE. WHILE IN THE CLASSROOM, VISITORS MUST NOT INTERRUPT THE CLASS IN ANY WAY NOR SPEAK TO OR DISTURB THE STUDENTS.

**EXCUSING STUDENTS FROM SCHOOL:**

AT NO TIME WILL A STUDENT BE PERMITTED TO LEAVE SCHOOL WITH A PERSON WHO HAS NOT BEEN THOROUGHLY IDENTIFIED AS ONE AUTHORIZED TO TAKE THE STUDENT. NO TEACHER HAS THE AUTHORITY TO EXCUSE A

**STUDENT TO LEAVE THE SCHOOL GROUNDS. ALL STUDENTS MUST CHECK OUT THROUGH THE OFFICE!!!!!!**

**DISMISSING STUDENTS:**

STUDENTS ARE NOT TO BE DISMISSED FROM THE CLASSROOM UNLESS APPROVED BY THE PRINCIPAL. NEVER DISMISS A STUDENT ON THE REQUEST OF ANOTHER TEACHER, STUDENT AND/OR PARENT WITHOUT PERMISSION FROM THE PRINCIPAL.

**SCHOOL SPIRIT:**

SCHOOL SPIRIT IS AN INTANGIBLE SOMETHING THAT ENCOURAGES THE STUDENT TO EXCEL IN ORDER TO REFLECT CREDIT UPON HIS/HER SCHOOL. THIS SPIRIT TEACHES HIM/HER TO RESPECT AND HONOR THE RIGHTS OF OTHERS. TO WORK HARD THAT HIS/HER SCHOOL MIGHT EXCEL IN ANY ENDEAVOR IS THE REWARD FOR GOOD SCHOOL SPIRIT.

SCHOOL SPIRIT IS DEVOTION TO A SCHOOL AND ITS TRADITIONS. IT IS A STEADY AND LOYAL FORCE OF THE UNCERTAIN WAVES OF VICTORY AND DEFEAT. IT IS THE PRINCIPLE GUIDING HIM/HER WHO SEEKS TO EXCEL AND BENEFIT HIS/HER SCHOOL.

**SCHEDULING EVENTS:**

ITEMS TO BE PLACED ON THE SCHOOL CALENDAR MUST BE CLEARED BY THE PRINCIPAL. ALL ACTIVITIES MUST BE PLACED ON THE CALENDAR AT LEAST TWO (2) WEEKS IN ADVANCE OF SCHEDULED ACTIVITIES. THE TIME AND PLACE SHOULD APPEAR WITH THE DATE OF THE EVENT.

**ACTIVITY TRIPS:**

STUDENTS MUST DRESS IN THE SAME MANNER AS FOUND IN SCHOOL. STUDENTS MUST CONDUCT THEMSELVES IN THE SAME MANNER AS REQUIRED IN SCHOOL. STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE TRANSPORTED UNLESS RELEASED TO PARENTS OR GUARDIANS.

**EXTRACURRICULAR ACTIVITIES:**

ALL STUDENTS WHO WISH TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES MUST ABIDE BY THE RULES AND REGULATIONS ON SCHOLARSHIP AND ATTENDANCE OF THE OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION.

STUDENTS MUST PASS SIX SOLID CLASSES TO BE ELIGIBLE. THESE CLASSES DO NOT INCLUDE PHYSICAL EDUCATION, ATHLETICS, YEARBOOK OR NEWSPAPER STAFF. STUDENTS FAILING TO MEET THIS STANDARD MAY REGAIN THEIR ELIGIBILITY AT THE END OF SIX WEEKS BY PASSING ALL CLASSES THEY ARE ENROLLED IN DURING THE SEMESTER. SUMMER SCHOOL CREDIT EARNED DURING JUNE OR JULY SESSIONS MAY BE USED TO MEET THE END OF SEMESTER REQUIREMENTS.

**LATE ENROLLMENT:**

ANY STUDENT WHO ENROLLS LATE AND WHO HAS NOT PREVIOUSLY BEEN ATTENDING ANOTHER SCHOOL DURING THE TERM, WILL HAVE HIS/HER NINE WEEK'S GRADE DETERMINED ON THE SAME BASIS AS THE STUDENT WHO ENROLLED AT THE BEGINNING OF THE SCHOOL YEAR, EXCEPT IN CASES OF EXTENUATING CIRCUMSTANCES.

**WITHDRAWING FROM SCHOOL:**

WITHDRAWAL FROM SCHOOL WHEN MOVING TO ANOTHER SCHOOL DISTRICT IS COMPLETED WHEN THE STUDENT SECURES AND FILLS OUT A "WITHDRAWAL FORM" FROM THE PRINCIPAL'S OFFICE. WHEN ALL BOOKS ARE RETURNED AND ALL DEBTS CLEARED, A TRANSCRIPT OF GRADES AND ANY OTHER NECESSARY RECORDS WILL BE FORWARDED TO THE NEXT SCHOOL.

**PROMOTION / RETENTION / FAILING GRADES:**

IN AN ACCREDITED ELEMENTARY OR JUNIOR HIGH SCHOOL, STUDENTS MUST SATISFY THE LOCAL SCHOOL REQUIREMENTS FOR PROMOTION FROM ONE GRADE TO ANOTHER. EARLSBORO SCHOOL DISTRICT HAS THE AUTHORITY TO PROMOTE OR RETAIN STUDENTS FROM ONE GRADE LEVEL TO ANOTHER.

THE PROMOTION OR RETENTION OF STUDENTS SHALL BE BASED UPON THE TOTAL GROWTH OF EACH INDIVIDUAL STUDENT RATHER THAN THE MENTAL GROWTH ALONE. SUCH FACTORS AS SOCIAL, EMOTIONAL, PHYSICAL AND MENTAL GROWTH SHALL BE TAKEN INTO CONSIDERATION.

**STUDENTS MUST SUCCESSFULLY COMPLETE AND PASS FIVE (5) SOLID SUBJECTS TO BE PROMOTED TO THE JUNIOR HIGH (7TH) OR THE HIGH SCHOOL (9TH) .**

FAILURE TO COMPLETE AND PASS AT LEAST FIVE (5) SOLID CORE SUBJECTS WILL RESULT IN A RECOMMENDATION OF RETENTION.

PARENTS HAVE THE RIGHT TO APPEAL DECISIONS TO RETAIN THEIR CHILD AND TO ASSIGN HIM/HER A FAILING GRADE IN A COURSE. PARENTS MAY REQUEST REVIEW OF SUCH DECISIONS BY LETTER TO THE BUILDING PRINCIPAL. IF A LETTER IS NOT RECEIVED WITHIN FIVE (5) DAYS OF THE PARENT'S RECEIPT OF NOTIFICATION OF THE DECISION TO RETAIN OR TO ASSIGN A FAILING GRADE, THEN THAT DECISION WILL BE FINAL AND NON-APPEALABLE.

IF THE PARENT/GUARDIAN IS NOT SATISFIED WITH THE DECISION AT THE BUILDING LEVEL, THEY MAY APPEAL TO THE SUPERINTENDENT OF SCHOOLS AND BOARD OF EDUCATION. A LETTER REQUESTING THE APPEAL MUST BE RECEIVED BY THE SUPERINTENDENT OF SCHOOLS WITHIN (5) DAYS OF THE RECEIPT OF THE DECISION AT THE BUILDING LEVEL. A HEARING WITH THE SUPERINTENDENT OF SCHOOLS MUST BE HELD PRIOR TO ANY APPEAL TO THE BOARD OF EDUCATION. THE DECISION OF THE BOARD OF EDUCATION IS FINAL AND NON-APPEALABLE.

**READING AND MATH:**

STUDENTS IN GRADES 2-8 THAT RECEIVE A FAILING GRADE IN EITHER MATH OR READING MUST ATTEND SUMMER SCHOOL OR ODYSSEY WARE, AND SUCCESSFULLY COMPLETE THE SUMMER SEMESTER BEFORE BEING PROMOTED TO THE NEXT GRADE LEVEL.

**SCHOLASTIC CONTESTS:**

ONLY STUDENTS WITH AN AVERAGE IN A CLASS MAY REPRESENT THE SCHOOL IN SCHOLASTIC CONTESTS. TEACHERS MUST SUBMIT A LIST OF CONTESTANTS TO THE PRINCIPAL FOR APPROVAL. IF A STUDENT IS FAILING IN ANOTHER CLASS, HE/SHE IS NOT ELIGIBLE TO PARTICIPATE IN SCHOLASTIC CONTESTS.

**CHANGING OF SCHEDULE:**

THE CHANGING OF SCHEDULES IS A COMPLICATED PROCESS. CHANGE IN SCHEDULES WILL BE MADE ONLY IF THE STUDENT'S EDUCATIONAL PROGRAM WILL BE STRENGTHENED. THE APPROVAL OF THE PRINCIPAL IS MANDATORY.

**GRADUATION REQUIREMENTS:**

- ENGLISH. . . . . 4 UNITS**
  - MATH . . . . . 3 UNITS**
  - SCIENCE. . . . . 3 UNITS**
  - SOCIAL STUDIES . . 3 UNITS**
  - HUMANITIES . . . . 2 UNITS (1 YEAR)**
  - COMPUTER SCIENCE . 1 UNIT**
  - FINANCIAL LIT. . . 1 UNIT**
  - ELECTIVES. . . . . 8 UNITS**
- 25 UNITS TO GRADUATE

STUDENTS THAT PLAN ON ATTENDING EITHER A TWO (2) YEAR OR FOUR (4) YEAR COLLEGE OR UNIVERSITY MUST COMPLETE THE FOLLOWING:

1. THREE (3) UNITS OF MATH
  - A. ONE (1) YEAR ALGEBRA I
  - B. ONE (1) YEAR GEOMETRY
  - C. ONE (1) YEAR OF EITHER ALGEBRA II, ALGEBRA III, TRIGONOMETRY OR CALCULUS.
2. THREE (3) UNITS OF LAB SCIENCES.
3. FOUR (4) UNITS OF ENGLISH.
4. THREE (3) YEARS OF HISTORY, INCLUDING ONE YEAR OF AMERICAN HISTORY, ½ UNIT OKLA. HISTORY, ½ UNIT GOVERNMENT, AND 1 ELECTIVE UNIT.
5. TWO (2) UNITS FROM ONE OR ALL OF THE FOLLOWING:
  - A. COMPUTER SCIENCE (DISTRICT REQUIRES 1 UNIT TO GRADUATE).
6. ONE (1) UNIT FROM FINE ARTS, SUCH AS ART, OR DRAMA, OR SPEECH.

ALL STUDENTS MUST COMPLETE THE FOLLOWING REQUIREMENTS:

- 4 YEARS OF ENGLISH.
- 3 YEARS OF MATH (BEGINNING WITH ALGEBRA I).
- 3 YEARS OF SCIENCE (2 LAB SCIENCE CLASSES).
- 3 YEARS OF SOCIAL STUDIES.

STUDENTS MEETING THE 20 CORE UNITS STATE REQUIREMENT MAY BE ALLOWED TO SUBSTITUTE CONCURRENT COLLEGE CLASSES FOR ELECTIVE REQUIREMENTS. A 3.0 GRADE AVERAGE IS REQUIRED FOR CONCURRENT ENROLLMENT.

SENIORS WILL BE REQUIRED TO HAVE COMPLETED 25 UNITS FOR GRADUATION. SEVENTEEN OF THOSE UNITS SHALL BE EARNED AFTER THEIR FRESHMEN YEAR. STUDENTS MUST PASS 4 OUT OF 7 END OF INSTRUCTIONS EXAMS TO GRADUATE. STUDENTS MUST PASS ALGEBRA I, ENGLISH II AND 2 OTHER END OF INSTRUCTION EXAMS FOR GRADUATION. THE END OF INSTRUCTION EXAMS ARE ALGEBRA I, BIOLOGY I, ENGLISH II, ENGLISH III, GEOMETRY, ALGEBRA II, AND UNITED STATES HISTORY.

ALL STUDENTS MUST ATTEND CLASSES A MINIMUM OF SIX HOURS PER DAY. ATTENDANCE AT VO-TECH AND/OR CONCURRENT ENROLLMENT AT A COLLEGE OR UNIVERSITY WILL COUNT TOWARD THE MINIMUM.

GRADING SCALE AND HONOR COURSES:

GRADING SYSTEMS BASED ON A FOUR (4) POINT QUALITY SCALE:

LETTER GRADE POINTS NUMBER GRADE

- A 4 90-100
- B 3 80-89
- C 2 70-79
- D 1 60-69
- F 0 0-59

THE FOLLOWING SUBJECTS (IF OFFERED) WILL BE BASED ON A FIVE (5) POINT QUALITY SCALE. ALL OTHER SUBJECTS WILL BE BASED ON THE FOUR POINT SCALE.

CALCULUS TRIGONOMETRY  
ANATOMY/PHYSIOLOGY CHEMISTRY II  
PHYSICS AP CLASSES  
HONORS CLASSES STATISTICS  
CONCURRENT CORE CLASSES  
(I.E. MATH, SCIENCE)

LETTER GRADE POINTS

- A 5
- B 4
- C 3

**\*\*\*ANY STUDENT RECEIVING LESS THAN SEVENTY PERCENT (70%) WILL RECEIVE A FAILING GRADE "F" FOR THE NINE WEEKS AND/OR SEMESTER. NO GRADE BELOW A "C" WILL BE RECORDED FOR STUDENTS IN HONORS OR AP COURSES.**

**GRADE CLASSIFICATION (HIGH SCHOOL) :**

**FRESHMAN :**

ALL STUDENTS MUST HAVE SUCCESSFULLY COMPLETED THE EIGHTH GRADE IN A FULLY ACCREDITED SCHOOL. STUDENTS ENTERING FROM A NON-ACCREDITED SCHOOL WILL BE REQUIRED TO TAKE ACADEMIC TESTS TO MEASURE THE STUDENT'S MASTERY OF THE PRIORITY ACADEMIC STUDENT SKILLS.

**SOPHOMORE :**

STUDENTS MUST HAVE ACCUMULATED FIVE (5) CREDITS TO BE CLASSIFIED AS A SOPHOMORE.

**JUNIOR :**

STUDENTS MUST HAVE ACCUMULATED 11 CREDITS TO BE CLASSIFIED AS A JUNIOR.

**SENIOR :**

STUDENTS MUST HAVE ACCUMULATED 16 CREDITS BEFORE THE FIRST SEMESTER TO BE CLASSIFIED A SENIOR.

IT IS POSSIBLE FOR A STUDENT TO BE CLASSIFIED AS A SENIOR FOR THE SECOND SEMESTER OF THEIR FOURTH YEAR OF SCHOOL IF THEY ACCUMULATED 17 CREDITS AT THE END OF THE FIRST SEMESTER.

**GRADUATION EXERCISE :**

"POMP AND CIRCUMSTANCE" WILL BE PLAYED BEFORE AND AFTER GRADUATION CEREMONIES OF THE EIGHTH (8TH) GRADE AND OF THE HIGH SCHOOL.

STUDENTS ARE ENCOURAGED TO TAKE PART IN THE GRADUATION EXERCISE.

SENIORS **MUST COMPLETE 22** UNITS TO PARTICIPATE IN GRADUATION ACTIVITIES.

EIGHT GRADERS **MUST BE PASSING A MINIMUM OF FOUR CORE COURSES** TO TAKE PART IN GRADUATION EXERCISE.

GRADUATION CAPS AND GOWNS **MUST BE BLACK** FOR 8TH GRADE AND SENIOR GRADUATES.

**JUNIOR HIGH AND SENIOR HIGH HONOR ROLL :**

1. THE SUPERINTENDENT'S HONOR ROLL WILL CONSIST OF THOSE STUDENTS WHO ARE ENROLLED IN AT LEAST FIVE SOLID SUBJECTS OF CLASSROOM STUDY AND MAINTAIN A 4.0 GRADE AVERAGE IN ALL SUBJECTS.

2. THE PRINCIPAL'S HONOR ROLL WILL CONSIST OF THOSE STUDENTS WHO ARE ENROLLED IN AT LEAST FIVE SOLID SUBJECTS OF CLASSROOM STUDY AND MAINTAIN A 3.0 AVERAGE IN ALL SUBJECTS WITH NO MORE THAN ONE (1) "C".
3. PE AND COMPETITIVE ATHLETICS ARE NOT SOLID SUBJECTS.

**VALEDICTORIAN AND SALUTATORIAN:**

1. VALEDICTORIAN AND SALUTATORIAN WILL BE SELECTED ON GRADES EARNED IN REGULAR OR ADVANCED CLASSES FROM THE 9TH GRADE THROUGH THE FIRST SEMESTER OF THEIR SENIOR YEAR. TO BE ELIGIBLE FOR EITHER AWARD. **STUDENTS MUST HAVE BEEN ENROLLED IN EARLSBORO SCHOOLS AT LEAST THREE CONSECUTIVE SEMESTERS** PRIOR TO THE SELECTION OF THE VALEDICTORIAN AND/OR SALUTATORIAN.
2. TWO SCHOOL OFFICIALS MUST BE PRESENT TO DETERMINE THE SELECTION OF THE VALEDICTORIAN AND SALUTATORIAN.
3. THE ABOVE REQUIREMENTS WILL ALSO BE USED WHEN DETERMINING THE VALEDICTORIAN AND SALUTATORIAN FOR EIGHTH GRADE. STUDENTS WILL BE SELECTED BY GRADES EARNED FROM THE SIXTH GRADE THROUGH THE FIRST SEMESTER OF THEIR EIGHTH GRADE YEAR.

**NATIONAL HONOR SOCIETY:**

MEMBERSHIP IN THE NATIONAL HONOR SOCIETY IS BOTH AN HONOR AND A RESPONSIBILITY. STUDENTS SELECTED FOR MEMBERSHIP ARE EXPECTED TO CONTINUE TO DEMONSTRATE THE QUALITIES OF SCHOLARSHIP, SERVICE, LEADERSHIP AND CHARACTER.

MEMBERSHIP IN THE NATIONAL HONOR SOCIETY IS GRANTED ONLY THOSE STUDENTS SELECTED BY THE FACULTY COUNCIL. THE FACULTY COUNCIL IS COMPRISED OF THE PRINCIPAL, CHAPTER ADVISOR AND THREE (3) MEMBERS OF THE FACULTY.

ACCORDING TO THE NATIONAL HONOR CONSTITUTION, ONLY THOSE STUDENTS WHO HAVE BEEN IN THE SCHOOL EQUIVALENT OF ONE SEMESTER MAY BE CONSIDERED FOR MEMBERSHIP.

MEMBERSHIP IS OPEN TO QUALIFIED SOPHOMORES, JUNIORS AND SENIORS. A STUDENT MUST OBTAIN A CUMULATIVE SCHOLASTIC AVERAGE OF 3.50 IN REGULAR AND ADVANCED CLASSES.

THESE STUDENTS ARE THEN ELIGIBLE FOR CONSIDERATION ON THE BASIS OF LEADERSHIP, SERVICE AND CHARACTER.

**NATIONAL JUNIOR HONOR SOCIETY:**

THE STUDENT IS RATED BY THE FACULTY COUNCIL IN EACH OF THE FOLLOWING AREAS: (POINT VALUE OF EACH AREA IS LISTED).

SCHOLARSHIP VALUE = 50 POINTS  
POINT VALUE IS FROM 50 POINTS FOR A 4.0  
TO 30 POINTS FOR 3.0  
STUDENT MUST ALSO MAINTAIN 45 PERCENT  
CUMULATIVE SCORE ON STANDARDIZED TESTS.

CHARACTER VALUE = 30 POINTS  
LEADERSHIP VALUE = 10 POINTS  
SERVICE VALUE = 10 POINTS

THE SCORE OF EACH STUDENT IS TOTALED FOR MEMBERSHIP IN THE  
EARLSBORO NATIONAL HONOR SOCIETY. A SCORE OF 85 MUST BE ATTAINED  
TO GAIN MEMBERSHIP IN THE NATIONAL HONOR SOCIETY AND THE NATIONAL  
JUNIOR HONOR SOCIETY.

**LOST TEXTBOOK / LIBRARY BOOKS:**

**LOST TEXT BOOKS STUDENT MUST PAY**

1 YEAR OLD 100% OF COST  
2 YEARS OLD 75% OF COST  
3-5 YEARS OLD 50% OF COST

LOST OR DESTROYED LIBRARY BOOKS 1-5 YEARS OLD WILL BE CHARGED AT  
THE ABOVE SCHEDULED COST. BOOKS 6-10 YEARS OLD WILL BE  
CALCULATED AT 40% OF ACTUAL COST.

OVERDUE LIBRARY BOOKS WILL BE FINED .05 PER DAY UNTIL THE BOOK IS  
RETURNED. STUDENTS OWING LIBRARY FINES WILL NOT BE ALLOWED TO  
CHECK OUT BOOKS UNTIL THE FINE IS PAID.

REFERENCE MATERIAL WILL NOT BE CHECKED OUT OF THE LIBRARY BY  
STUDENTS.

**REGULATIONS FOR DRIVING A VEHICLE TO AND FROM SCHOOL:**

1. COMPLETE A DRIVING PERMIT IN THE PRINCIPAL'S OFFICE.
2. PARK IN DESIGNATED STUDENT PARKING LOT ONLY IN A FORMAL MANNER
3. LEAVE THE VEHICLE PROMPTLY AFTER ARRIVING AT SCHOOL.
4. DO NOT LOUNGE OR SIT IN CARS AT ANY TIME.
5. DO NOT LEAVE IN A VEHICLE DURING SCHOOL HOURS UNLESS PERMISSION IS  
GRANTED FROM PRINCIPAL'S OFFICE.
6. DO NOT SPEED OR DRIVE RECKLESSLY.
7. AT THE END OF SCHOOL, PLEASE WAIT UNTIL THE BUSES LEAVE BEFORE LEAVING  
PARKING LOT.

PLEASE OBSERVE THESE RULES AND REGULATIONS OR DRIVING PRIVILEGES  
WILL BE WITHDRAWN!!!!!!

**ELEMENTARY PLAYGROUND RULES:**

PLAYGROUND RULES ARE DESIGNED TO INSURE THE SAFETY OF OUR  
STUDENTS ON THE PLAYGROUND. EVERY STUDENT SHOULD ATTEMPT TO BE  
RESPONSIBLE FOR HIS/HER OWN SAFETY AND CONDUCT. STUDENTS AT ALL  
TIMES ARE TO OBSERVE THE PLAYGROUND TEACHER'S DIRECTIONS.

**SWINGS :**

1. DO NOT STAND UP IN A SWING.
2. ONLY ONE PERSON IN A SWING.
3. NEVER JUMP OUT OF A SWING.

**SLIDES :**

1. ALWAYS SLIDE DOWN FEET FIRST.
2. DO NOT TURN FLIPS BENEATH THE SLIDE.
3. DO NOT PUCH OR SHOVE ANYONE WHILE WAITING FOR YOUR TURN TO USE THE SLIDE.

**BUS RULES :**

RIDING A SCHOOL BUS IS A PRIVILEGE, AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RULES.

STUDENTS WISHING TO RIDE THE BUS TO SCHOOL OR FROM SCHOOL WITH ANOTHER STUDENT, MUST PRESENT A WRITTEN PERMISSION NOTE SIGNED BY THEIR PARENT/GUARDIAN AND APPROVED BY THE PRINCIPAL BEFORE THE DRIVER WILL DISMISS THE STUDENT TO EXIT THE BUS OTHER THAN THERE NORMAL STOP. STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE TO SEEK PERMISSION.

PRE-KINDERGARTEN STUDENTS MUST BE MATURE ENOUGH TO SATISFY THE REQUIREMENTS OF A BUS RIDER BEFORE THEY WILL BE ALLOWED TO RIDE THE BUS.

SLEEPING ON THE BUS WHILE IN TRANSIT TO SCHOOL WILL NOT BE ALLOWED.

**BUS RIDER RULES :**

PREVIOUS TO LOADING A STUDENT SHOULD:

1. BE ON TIME AT THE DESIGNATED BUT STOP (KEEP THE BUS ON SCHEDULE).
2. STAY OFF THE ROAD AT ALL TIMES WHILE WAITING FOR BUS.
3. WAIT UNTIL THE BUS COMES TO A COMPLETE STOP BEFORE ATTEMPTING TO ENTER.
4. BE CAREFUL IN APPROACHING BUS STOPS.
5. DO NO MOVE TOWARD THE BUS AT THE LOADING ZONE UNTIL THE BUS HAS BEEN BROUGHT TO A COMPLETE STOP.
6. RESPECT PEOPLE AND THEIR PROPERTY WHILE WAITING ON BUS.
7. RECEIVE PROPER SCHOOL OFFICIALS' AUTHORIZATION TO BE DISCHARGED AT PLACES OTHER THAN THE REGULAR BUS STOP. YOU MUST PROVIDE THE BUILDING PRINCIPAL WITH A WRITTEN REQUEST FROM YOUR PARENT/GUARDIAN TO BE DISCHARGED AT A STOP OTHER THAN YOUR OWN.

**WHILE ON THE BUS :**

1. KEEP ALL PARTS OF BODY INSIDE BUS.
2. REFRAIN FROM TAKING FOOD OR POP ON BUS.
3. REFRAIN FROM THE USE OF ANY TOBACCO, ALCOHOL OR DRUGS.
4. ASSIST IN KEEPING THE BUS SAFE AND CLEAN AT ALL TIMES.

5. REMEMBER THAT LOUD TALKING AND LAUGHING OR UNNECESSARY CONFUSION DIVERTS THE DRIVER'S ATTENTION AND MAY RESULT IN A SERIOUS ACCIDENT. THE LIFE YOU SAVE MAY BE YOUR OWN.
6. TREAT BUS EQUIPMENT AS YOU WOULD VALUABLE FURNITURE IN YOUR HOME. DAMAGE TO SEATS, ETC., MUST BE PAID FOR BY THE OFFENDER.
7. NEVER TAMPER WITH THE BUS OR ANY OF ITS EQUIPMENT.
8. MAINTAIN POSSESSION OF BOOKS, LUNCHES OR OTHER ARTICLES AND KEEP THE AISLE CLEAR.
9. HELP LOOK AFTER THE SAFETY AND COMFORT OF SMALL CHILDREN.
10. DO NOT THROW OBJECTS IN OR OUT OF THE BUS WINDOWS.
11. REMAIN SEATED, FACING THE FRONT WHILE THE BUS IS MOVING. KEEP ALL BODY PARTS AND PERSONAL BELONGINGS OUT OF AISLE.
12. REFRAIN FROM HORSEPLAY AND FIGHTING ON THE BUS.
13. BE COURTEOUS TO FELLOW PUPILS, BUS DRIVER, AND THE PATROL OFFICERS OR DRIVER'S ASSISTANTS.
14. REMAIN IN THE BUS DURING ROAD EMERGENCIES EXCEPT WHEN IT MAY BE HAZARDOUS TO YOUR SAFETY.

\*\*\*ANY STUDENT THAT RECEIVES THREE (3) DISCIPLINARY REFERRALS WHILE IN A SCHOOL VEHICLE, IN ANY ONE SEMESTER, SHALL BE SUSPENDED FROM THE BUS FOR A PERIOD OF NO LESS THAN FIVE (5) DAYS. THIS DOES NOT INCLUDE REFERRALS DUE TO VIOLENT ACTS, DISRESPECT TO DRIVER, GETTING OFF AT THE WRONG STOP WITHOUT PERMISSION AND OTHER ACTS THAT MAY CONSTITUTE AUTOMATIC SUSPENSION FROM THE BUS.

ON THE FOURTH INFRACTION, THE STUDENT WILL BE SUSPENDED A MINIMUM OF SEVEN (7) DAYS AND ON THE FIFTH INFRACTION, THE STUDENT WILL BE SUSPENDED FROM THE BUS FOR THE REMAINDER OF THE SEMESTER.

**EXTRACURRICULAR TRIPS:**

1. THE ABOVE RULES AND REGULATIONS WILL APPLY TO ALL TRIPS UNDER SCHOOL SPONSORSHIP.
2. STUDENTS ARE REQUIRED TO RIDE THE BUS TO ALL SCHOOL SPONSORED ACTIVITIES.

THE SCHOOL DISTRICT WILL COMPLY WITH FEDERAL AND STATE LAW AND REGULATIONS CONCERNING THE TRANSPORTATION OF CHILDREN WITH DISABILITIES.

**PARENT COMPLAINT PROCEDURE:**

THE EARLSBORO SCHOOL DISTRICT RECONGNIZES THAT PARENTS HAVE THE RIGHT TO DISCUSS SCHOOL PROBLEMS WITH THE APPROPRIATE STAFF PERSON. IT IS HOPED THAT THE PROBLEM CAN BE SOLVED AS QUICKLY AND AS AMICABLY AS POSSIBLE. IT IS ALSO RECONGINIZED THAT THERE SHOULD BE AN ORDERLY AND TIMELY PROCEDURE FOR RESOLVING A PROBLEM. THEREFORE:

- A. IF THE COMPLAINT IS DIRECTED TOWARD A TEACHER:

1. IF THE COMPLAINT INVOLVES A TEACHER, THE PARENT SHOULD REQUEST, THROUGH THE PRINCIPAL, A CONFERENCE WITH THAT TEACHER.
  2. IF NO RESOLUTION IS ACHIEVED DURING THIS TALK WITH THE TEACHER THEN THE PARENT CAN VISIT WITH THE PRINCIPAL OF THAT SCHOOL.
  3. IF THERE IS STILL NO SATISFACTORY RESOLUTION AFTER THIS MEETING WITH THE PRINCIPAL, A PARENT MAY CALL AND SET AN APPOINTMENT WITH THE SUPERINTENDENT. THE PARENT SHOULD PRESENT THE COMPLAINT IN WRITING.
  4. AFTER THE ABOVE STEPS HAVE BEEN TAKEN AND THE PROBLEM IS STILL UNRESOLVED, THE PARENT CAN APPEAR BEFORE THE BOARD (THE PARENT MUST OUT A REQUEST TO APPEAR BEFORE THE BOARD). BOARD.) THE DECISION OF BOARD WILL BE THE FINAL DETERMINATION OF THE COMPLAINT INsofar AS THE DISTRICT IS CONCERNED.
- B. IF THE COMPLAINT INVOLVES ANY OTHER SCHOOL RELATED MATTER, STEPS 2-4 FOLLOWED

**ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES:**

THE OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION AND THE EARSLEBORO BOARD OF EDUCATION HAVE ESTABLISHED ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES. THE FOLLOWING GUIDELINES WILL ASSIST IN ADMINISTERING THE GRADE PROCEDURES.

**SCHOLARSHIP:**

ACTIVITY PARTICIPANTS IN GRADES SEVEN THROUGH TWELVE MUST MAINTAIN A PASSING GRADE IN ALL SUBJECTS FOR THE PRECEDING WEEK IN WHICH THE ACTIVITY OCCURS.

IF A STUDENT FAILS TO MEET THE MINIMUM SCHOLASTIC STANDARD AT THE END OF A WEEK HE/SHE WILL BE PLACED ON PROBATION FOR THE NEXT ONE WEEK PERIOD. IF A STUDENT IS FAILING TO MEET THE MINIMUM SCHOLASTIC STANDARD AT THE END OF A PROBATIONARY ONE WEEK PERIOD, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE DURING THE NEXT ONE WEEK PERIOD. THE INELIGIBILITY PERIODS WILL BEGIN ON MONDAY AND END ON SUNDAY.

A STUDENT WHO HAS LOST ELIGIBILITY UNDER THIS PROVISION MUST ACHIEVE MINIMUM SCHOLASTIC STANDARDS IN ORDER TO REGAIN ELIGIBILITY. A STUDENT REGAINS ELIGIBILITY WITH THE FIRST CLASS OF A NEW ONE WEEK PERIOD.

STUDENTS MUST PASS AT LEAST SIX CLASSES AT THE END OF THE SEMESTER. IF THE STUDENT DOES NOT MEET THE MINIMUM SCHOLASTIC STANDARD HE/SHE WILL NOT BE ELIGIBLE TO PARTICIPATE DURING THE FIRST SIX WEEKS OF THE NEXT SEMESTER HE/SHE ATTENDS.

DOCUMENTATION AND ADMINISTRATION OF THIS POLICY:

THE PRINCIPALS WILL DEVELOP A SCHOOL WIDE WEEKLY GRADE CHECK PROCEDURE. THEY WILL BE RESPONSIBLE FOR COLLECTING THE DATA AND INFORMING THE BOARD, INSTRUCTORS, STUDENTS AND PARENTS AFFECTED BY THIS POLICY.

**SPECIAL PROVISIONS:**

A SENIOR STUDENT MAY MAINTAIN ELIGIBILITY IF HE/SHE IS PASSING THE CLASSES REQUIRED FOR GRADUATION. THE NUMBER OF CLASSES CAN BE NO LESS THAT FIVE. A SENIOR CONCURRENTLY ENROLLED IN HIGH SCHOOL AND COLLEGE MAY USE THE COLLEGE COURSES TO MEET THE MINIMUM NUMBER OF FIVE SUBJECTS NEEDED TO MAINTAIN ELIGIBILITY.

THE STUDENT ELIGIBILITY POLICY WILL AFFECT ALL STUDENT ACTIVITIES WHICH ARE COMPETITIVE IN NATURE INVOLVING TWO OR MORE SCHOOLS AND WHERE RECOGNITION RATINGS OR AWARDS ARE GIVEN OR WINNER DETERMINED.

**ATTENDANCE :**

A STUDENT WHO HAS NOT ATTENDED CLASSES IN COMPLIANCE WITH THE SCHOOL ATTENDANCE POLICY, BECOMES INELIGIBLE. EXCEPTIONS MAY BE MADE BY THE PRINCIPAL DUE TO ILLNESS, INJURY, DEATH IN THE IMMEDIATE FAMILY, RELIGIOUS OBSERVANCE OR VALID REASONS FOR LATE ENROLLMENT.

**TRANSPORTATION TO VO-TECH:**

STUDENTS THAT ARE ENROLLED AT VO-TECH OR CONCURRENTLY ENROLLED AT A COLLEGE OR UNIVERSITY, ARE RESPONSIBLE FOR PROVIDING THEIR OWN TRANSPORTATION TO AND FROM THESE INSTITUTIONS. IF THE INSTITUTION PROVIDES TRANSPORTATION FROM A CERTAIN LOCATION AT A CERTAIN TIME, IT IS THE STUDENT'S RESPONSIBILITY TO ARRIVE AT THE LOCATION AT THE SET TIME. EARLSBORO SCHOOLS WILL NOT PROVIDE TANSPORTATION FOR STUDENTS TO ANY EDUCATIONAL FACILITY OTHER THAN EARLSBORO PUBLIC SCHOOLS.

**DISCRIMINATION POLICY FOR EARLSBORO SCHOOLS:**

ALL PROGRAMS, POSITIONS, SERVICES (CURRICULAR OR EXTRA-CURRICULAR) ARE OPEN TO STUDENTS REGARDLESS OF SEX, RACE, COLOR, QUALIFIED DISABILITY, RELIGION, NATIONAL ORIGIN OR MARITAL STATUS; PROVIDED, HOWEVER, STUDENT PARTICIPATION RIGHTS MAY BE WITHDRAWN FOR DISCIPLINARY REASONS.

NO PERSON IN THE EARSLBORO SCHOOL DISTRICT SHALL ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.

NO EMPLOYEE, STUDENT, PARENT OR APPLICANT FOR EMPLOYMENT SHALL BE DISCRIMINATED AGAINST ON THE BASIS OF SEX. THE EARLSBORO SCHOOL

DISTRICT IS AWARE OF TITLE IX AND ITS PROVISIONS AND INTENDS TO COMPLY WITH THEM.

**RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL UNDER THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989.**

**1. ILLEGAL AND ILLICIT DRUGS AND ALCOHOL:**

- A. USE OF ILLICIT DRUGS AND UNLAWFUL POSSESSION AND USE OF ALCOHOL IS WRONG AND HARMFUL.
- B. STUDENTS ARE PROHIBITED FROM USING, BEING UNDER THE INFLUENCE OF, POSSESSING, FURNISHING, DISTRIBUTING, SELLING, CONSPIRING TO SELL OR POSSESS OR BEING IN THE CHAIN OF SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES, LOW-POINT BEER (AS DEFINED BY OKLAHOMA LAW, I.E., 3.2 BEER), ILLEGAL OR ILLICIT DRUGS, OR OTHER MOOD-ALTERING SUBSTANCES AT SCHOOL, WHILE ON SCHOOL VEHICLES, OR AT ANY SCHOOL-SPONSORED EVENT.
- C. "ILLICIT DRUGS" INCLUDES STEROIDS AND PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS BEING USED FOR AN ABUSIVE PURPOSE, I.E., WHEN THEY ARE NOT USED IN COMPLIANCE WITH THE PRESCRIPTION OR DIRECTIONS FOR USE AND ARE NOT BEING USED TO TREAT A CURRENT HEALTH CONDITION OF THE STUDENT. "MOOD-ALTERING SUBSTANCES" INCLUDES PAINT, GLUE, AEROSOL SPRAYS, AND SIMILAR SUBSTANCES.
- D. VIOLATION OF THIS RULE WILL RESULT IN IMPOSITION OF DISCIPLINARY MEASURES, WHICH MAY INCLUDE SUSPENSION OUT-OF-SCHOOL FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE FOLLOWING SEMESTER.
- E. STUDENT VIOLATION OF THIS RULE WHICH ALSO CONSTITUTES ILLEGAL CONDUCT WILL BE REPORTED TO LAW ENFORCEMENT AUTHORITIES.

**2. NECESSARY MEDICATIONS:**

- A. **STUDENTS MAY NOT RETAIN POSSESSION OF AND SELF-ADMINISTER ANY MEDICATION AT SCHOOL FOR ANY REASON.**
- B. STUDENTS WHO HAVE A LEGITIMATE HEALTH NEED FOR OVER-THE-COUNTER OR PRESCRIPTION MEDICATION AT SCHOOL SHALL DELIVER SUCH MEDICATIONS TO THE PRINCIPAL WITH A PARENTAL AUTHORIZATION, IN COMPLIANCE WITH OKLAHOMA LAW AND SCHOOL POLICY AND PROCEDURES REGARDING ADMINISTERING MEDICINE TO STUDENTS.
- C. VIOLATIONS OF THIS RULE WILL BE REPORTED TO THE STUDENT'S PARENTS BY THE PRINCIPAL, AND MAY RESULT IN DISCIPLINE WHICH CAN INCLUDE OUT-OF-SCHOOL SUSPENSION.

**3. DISTRIBUTION OF INFORMATION:**

- A. INFORMATION FOR STUDENTS AND THEIR PARENTS ABOUT DRUG AND ALCOHOL COUNSELING AND REHABILITATION AND RE-ENTRY PROGRAMS IN THIS GEOGRAPHIC AREA IS AVAILABLE FROM THE PRINCIPAL AT EACH STUDENT'S SCHOOL.
- B. COPIES OF THESE RULES SHALL BE PROVIDED TO ALL STUDENTS AND THEIR PARENTS AT THE BEGINNING OF EACH SCHOOL YEAR.

**4. REQUIREMENT OF FACULTY/STAFF:**

WHENEVER A TEACHER OR STAFF MEMBER BELIEVES THAT A STUDENT IS UNDER THE INFLUENCE OF LOW-POINT BEER, ALCOHOLIC BEVERAGES OR A CONTROLLED DANGEROUS SUBSTANCE IN THE CLASSROOM OR ON SCHOOL PROPERTY, HE/SHE SHALL SEND THE STUDENT TO THEIR RESPECTIVE PRINCIPAL'S OFFICE IMMEDIATELY. THE TEACHER OR STAFF MEMBER SHALL NOTIFY THE BUILDING ADMINISTRATOR OF THEIR SUSPICION IMMEDIATELY WITH A DISCIPLINE REFERRAL FORM OR IN PERSON. THIS FORM SHALL BE SEALED AND DELIVERED TO THE BUILDING PRINCIPAL. AT NO TIME SHALL THE FACULTY/STAFF MEMBER CREATE A SCENE WITH THE STUDENT.

**GANG POLICY:**

IN AN EFFORT TO PROVIDE A SAFE, PLEASANT AND CONDUCTIVE ENVIROMENT, EARLSBORO SCHOOLS **WILL NOT TOLERATE ANY GESTURES, SIGNS, PARAPHERNALIA, CLOTHING, WEARING OF CLOTHES, GRAFFITI OR ANY FORM OR ACTION THAT MAY BE CONSIDERED RELATED TO ANY TYPE OF GANG MEMBERSHIP, SECRET FRATERNITY OR SORORITY.**

GANG MEANS ANY ONGOING ORGANIZATION, ASSOCIATION OR GROUP OR PERSONS THAT SPECIFICALLY EITHER PROMOTES, SPONSORS OR ASSISTS IN, OR PARTICIPATES IN AND REQUIRES A CONDITION OF MEMBERSHIP OR CONTINUED MEMBERSHIP, THE COMMISSSSION OF ONE OR MORE OF THE FOLLOWING ACTS: ASSAULT, BATTERY, AGGRAVATED ASSAULT AND BATTERY, ROBBERY BY FORCE OR FEAR, SALE, POSSESSION, TRANSPORTATION, SALE OF CONTROLLED DANGEROUS SUBSTANCE, TRAFFICKING IN ILLEGAL DRUGS, ARSON, INFLUENCE OR INTIMIDATING WITNESSES, THEFT, RAPE, TRANSPORTING A LOADED FIREARM, TRANSPORTING A WEAPON OR, DISCHARGING A WEAPON, POSSESSION OF A CONCEALED WEAPON, SHOOTING OR DISCHARGING A FIREARM, RIOTING, AND/OR INCITING A RIOT.

GANGS WHICH INITIATE, ADVOCATE OR PROMOTE ACTIVITIES WHICH THREATEN THE SAFETY OR WELL-BEING OF PERSONS OR PROPERTY OR WHICH DISRUPT THE SCHOOL ENVIROMENT ARE HARMFUL TO THE EDUCATIONAL PROCESS. THE USE OF HAND SIGNALS, GRAFFITI, MANNER OF GROOMING WHICH, BY VIRTUE OF ITS COLOR, ARRANGEMENT, TRADEMARK, SYMBOL OR ANY ATTRIBUTE, INDICATES OR IMPLIES MEMBERSHIP OR AFFILIATION WITH SUCH GROUP, ARE PROHIBITED. **INCIDENTS INVOLVING INITIATIONS, HAZING, INTIMIDATION AND/OR RELATED ACTIVITIES OF SUCH GROUP AFFLIATIONS WHICH ARE LIKELY TO**

CAUSE THREAT OF BODILY DANGER, PHYSICAL HARM, PERSONAL DEGRADATION, FEAR OR DISGRACE RESULTING IN PHYSICAL OR MENTAL HARM TO STUDENTS, SCHOOL OFFICERS OR EMPLOYEES, **ARE PROHIBITED.**

THE FOLLOWING SETS FORTH SCHOOL GUIDELINES THAT ARE PROHIBITED:

1. SAGGING OF PANTS: PANTS MUST BE WORN ABOVE THE HIPS AT ALL TIMES. NO TOLERANCE.
2. GESTURES: ANY FORM OF GESTURE OF THE HAND(S) OR ANY PART OF THE BODY, THAT MAY BE CONSIDERED GANG RELATED.
3. SIGNS: ANY FORM OF SIGN EITHER WRITTEN, VERBAL OR WITH ANY PART OF THE BODY.
4. GRAFFITI: WRITTEN ON OR IN ANY SCHOOL EQUIPMENT AND/OR PROPERTY. THIS ALSO INCLUDES PERSONAL NOTEBOOKS, CLOTHING, NOTE PADS, FOLDERS, POCKET FOLDERS OR ANY OTHER PERSONAL BELONGINGS THAT MAY BE DEEMED GANG RELATED
5. WEARING OF HATS: HATS OR CAPS MUST BE WORN WITH THE BIB IN THE FRONT, SHADOWING THE FACE. THEY MUST NOT BE WORN BACKWARDS, SIDWAYS OR ANY OTHER WAY EXCEPT AS NOTED ABOVE.

ANY STUDENT FOUND IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO ISI, DETENTION, OR SUSPENSION (SHORT OR LONG-TERM).

**PETITIONS:**

NO PETITION FOR ANY CAUSE MAY BE CIRCULATED IN THE SCHOOL BUILDINGS OR ON SCHOOL PROPERTY DURING THE SCHOOL DAY.

**OBLIGATIONS:**

STUDENTS ARE RESPONSIBLE FOR TEXTBOOKS AND OTHER SCHOOL PROPERTY IN THEIR CARE. ALL OBLIGATIONS SHOULD BE CLEARED PRIOR TO ENROLLMENT FOR ANY FUTURE CLASSES OR BEFORE RECORDS WILL BE RELEASED TO ANOTHER SCHOOL.

**CLOSED CAMPUS:**

AFTER ARRIVAL AT SCHOOL EACH DAY, STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS OR GO TO THEIR CARS WITHOUT PROPERLY CHECKING OUT THROUGH THE PRINCIPAL'S OFFICE. STUDENTS MUST EAT LUNCH ON CAMPUS.

**ASBESTOS STATEMENT:**

THE ENVIRONMENTAL PROTECTION AGENCY REQUIRES THAT WE ADVISE YOU THAT OUR SCHOOL BUILDING MAY HAVE ASBESTOS MATERIAL. ALTHOUGH WE HAVE LOCATED, TESTED AND REMOVED ALL ASBESTO THAT COULD POSSIBLY

BE CONSIDERED AS POSING ANY TYPE OF THREAT, WE BELIEVE THAT NO STUDENT IS IN ANY WAY EXPOSED TO ANY HEALTH HAZARDS THAT COULD BE CAUSED BY ASBESTOS.

**NETWORK/INTERNET POLICY:**

THE EARLSBORO BOARD OF EDUCATION CONSIDERS COMPUTER TECHNOLOGY TO BE A VALUABLE TOOL FOR EDUCATION AND ENCOURAGES THE USE OF COMPUTERS AND RELATED TECHNOLOGY IN THE DISTRICT'S CLASSROOMS.

STUDENTS AND ALL DISTRICT USERS OF THIS TECHNOLOGY HAVE THE RESPONSIBILITY TO USE THIS EDUCATIONAL OPPORTUNITY PROPERLY IN ACCORDANCE WITH THE RULES OF THE DISTRICT.

STUDENTS MUST HAVE PERMISSION FORM SIGNED BY THE PARENT EACH ACADEMIC YEAR IN ORDER TO USE THE INTERNET.

**HONORS CLASSES:**

STUDENTS MUST MAINTAIN AN AVERAGE OF SEVENTY (70) PERCENT IN ORDER TO REMAIN ENROLLED IN HONORS, AP, AND/OR GIFTED CLASSES. FAILURE TO MAINTAIN THE REQUIRED AVERAGE WILL RESULT IN THE STUDENT RETURNING TO A REGULAR CLASS AND RECEIVING A FAILING GRADE FOR THE GRADING PERIOD(S).

**HALL-OF-FAME:**

EARLSBORO PUBLIC SCHOOLS HALL OF FAME, CREATED IN 1994, WAS ESTABLISHED TO ENCOURAGE AND RECOGNIZE ACADEMIC EXCELLENCE IN EARLSBORO SCHOOLS. STUDENTS WILL BE SELECTED BY AN INDEPENDENT COMMITTEE AND HONORED. STUDENTS SELECTED WILL RECEIVE A JACKET, PLAQUE AND A PLAQUE WILL HANG IN THE HALLWAY OF EARLSBORO HIGH SCHOOL TO INDICATE ACADEMIC EXCELLENCE BY THE STUDENT.

**BASIC CRITERIA:**

1. STUDENT MUST MAINTAIN A SEVEN SEMESTER CUMULATIVE GRADE POINT AVERAGE OF 3.75.
2. MUST BE ACTIVE IN OR HAVE PARTICIPATED IN AT LEAST TWO EXTRA-CURRICULAR ACTIVITIES.
3. LETTER OF RECOMMENDATION FROM THREE FACULTY MEMBERS.
4. LETTER OF RECOMMENDATION FROM ONE COMMUNITY MEMBER OR ORGANIZATION.
5. STUDENT AT EARLSBORO FOR THREE CONSECUTIVE SEMESTERS.
6. ENROLLED OR BEEN ENROLLED IN A MINIMUM OF TWO HONORS CLASSES.
7. SCORED A MINIMUM OF TWENTY-THREE (23) ON ACT TEST.

**NO TOLERANCE DANGEROUS WEAPONS AND DRUG POLICY:**

ANY STUDENT FOUND TO BE IN POSSESSION OF A DANGEROUS WEAPON OR CONTROLLED DANGEROUS SUBSTANCE(S) WILL BE SUSPENDED FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE FOLLOWING SEMESTER, EXCEPT VIOLATIONS INVOLVING FIREARMS WHICH MAY RESULT IN A SUSPENSION OF UP TO ONE (1) CALENDAR YEAR.

FIREARMS ARE DEFINED IN TITLE 18 OF THE UNITED STATES CODE, SECTION 21 AS:

1. 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.
2. THE FRAME OR RECEIVER OF ANY SUCH WEAPON.
3. ANY FIREARM MUFFLER OR FIREARMS SILENCER OR ANY DESTRUCTIVE DEVICE INCLUDING ANY EXPLOSIVE, INCENDIARY OR POISON GAS, BOMB GRENADE, ROCKET HAVING A PROPELLANT CHARGE OF MORE THAN ONE-QUARTER OUNCE MINE OR ANY DEVICE SIMILAR TO THE ABOVE.

**ASSAULT AND BATTERY INVOLVING SCHOOL EMPLOYEES:**

ANY SCHOOL DISTRICT EMPLOYEE UPON WHOM AN ASSAULT, BATTERY, ASSAULT AND BATTERY AGGRAVATED BATTERY OR AGGRAVATED ASSAULT IS COMMITTED WHILE IN THE PERFORMANCE OF ANY DUTIES AS A SCHOOL EMPLOYEE SHALL IMMEDIATELY NOTIFY EITHER THE SUPERINTENDENT, A BUILDING ADMINISTRATOR OR A MEMBER OF A SAFE SCHOOL COMMITTEE OF THE SCHOOL DISTRICT.

**MOMENT OF SILENCE:**

THE OKLAHOMA LEGISLATURE HAS DIRECTED THAT THE BOARD OF EDUCATION OF EACH SCHOOL DISTRICT SHALL ENSURE THAT THE PUBLIC SCHOOLS WITHIN THE DISTRICT SHALL OBSERVE APPROXIMATELY ONE MINUTE OF SILENCE EACH DAY. THIS POLICY IS ADOPTED TO COMPLY WITH THAT DIRECTIVE.

THE PRINCIPAL OF EACH SCHOOL BUILDING WITHIN THE SCHOOL DISTRICT IS HEREBY DIRECTED TO DESIGNATE APPROXIMATELY ONE MINUTE OF INSTRUCTIONAL TIME EACH SCHOOL DAY FOR THE OBSERVATION OF A MOMENT OF SILENCE. AT THE BEGINNING OF EACH SEMESTER, THE PRINCIPAL OR HIS/HER DESIGNEE WILL GIVE TEACHERS DIRECTION AS TO HOW THE MOMENT OF SILENCE IS TO BE OBSERVED. THE MOMENT OF SILENCE SHALL BE FOR THE PURPOSE OF ALLOWING EACH STUDENT, IN THE EXERCISE OF HIS OR HER INDIVIDUAL CHOICE, TO REFLECT, MEDITATE, PRAY, OR ENGAGE IN ANY OTHER SILENT ACTIVITY THAT DOES NOT INTERFERE WITH, DISTRACT, OR IMPEDE OTHER STUDENTS IN THE EXERCISE OF THEIR INDIVIDUAL CHOICES. TEACHERS SHALL NEITHER ENCOURAGE STUDENTS TO USE NOR DISCOURAGE STUDENTS FROM USING THE MOMENT OF SILENCE FOR ANY PARTICULAR PURPOSE, SUCH AS REFLECTION, MEDITATION, PRAYER, OR OTHER SILENT ACTIVITY. ALL TEACHERS SHALL BE MADE AWARE THAT IT IS THE STUDENT'S DECISION AS TO HOW

TO UTILIZE THE MOMENT OF SILENCE, PROVIDED THAT THE STUDENT'S CHOICE DOES NOT INTERFERE WITH, DISTRACT, OR IMPEDE OTHER STUDENTS IN THE EXERCISE OF THEIR INDIVIDUAL CHOICES.

**FLASH DRIVES**

TEACHERS AND STUDENTS ARE PROHIBITED FROM BRINGING FLASH DRIVES TO SCHOOL AND USING THEM ON SCHOOL OWNED COMPUTERS.

**BACKPACKS/BOOK BAGS/SPORTS BAGS:**

ALL BACKPACKS, BOOK BAGS, AND SPORTS BAGS MUST BE CAPABLE OF FITTING INTO THE STUDENTS ASSIGNED LOCKER WITH THE DOOR COMPLETELY CLOSED. BACKPACKS, BOOK BAGS AND SPORTS BAGS ON ROLLERS ARE NOT ALLOWED.

SPORTS BAGS ARE NOT ALLOWED IN THE HALLWAYS AND/OR CLASSROOMS AND OR OFFICES. STUDENTS ARE RESPONSIBLE FOR STORAGE OF THE SPORTS BAG AFTER ARRIVING AT SCHOOL.

**GRADUATION DRESS:**

PROPER DRESS, GROOMING AND CLEANLINESS ARE EXPECTED FOR STUDENTS PARTICIPATING IN GRADUATION CEREMONIES AT EARLSBORO PUBLIC SCHOOLS. IN ADDITION TO THE STUDENT DRESS CODE, THE FOLLOWING ARE REQUIRED TO PARTICIPATE IN GRADUATION EXERCISES:

1. FEMALES MUST WEAR DRESSES, SKIRTS OR DRESS SLACKS.  
(NO DENIM OF ANY COLOR).
2. MALES MUST WEAR COLLARED SHIRTS AND DRESS SLACKS,  
(NO DENIM OF ANY COLOR).
3. GRADUATES MUST WEAR SHOES AT ALL TIMES.  
(DRESS SHOES, DRESS BOOTS, AND DRESS SANDALS ARE PERMISSIBLE).
4. TEE-SHIRTS WILL NOT BE ALLOWED.
5. STUDENTS WISHING TO WEAR ANY FORM OF ATTIRE NOT ADDRESSED,  
MUST RECEIVE PERMISSION FROM SCHOOL OFFICIALS PRIOR TO  
GRADUATION.
6. DECISION OF SCHOOL OFFICIALS SHALL BE FINAL AND  
NON-APPEALABLE.

**STUDENTS NOT DRESSED APPROPRIATELY WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.**

APPROVED AND ADOPTED BY THE EARLSBORO BOARD OF EDUCATION

JULY 25. 2016

