

GRAHAM-DUSTIN

Public School

2017-2018

Student Handbook

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ATTENTION ALL STUDENTS AND STAFF

BE SURE THAT YOU READ THE 2017-2018 STUDENT HANDBOOK. YOU ARE RESPONSIBLE FOR KNOWING THE CONTENTS.

THE STUDENT HANDBOOK IS MADE FOR YOUR CONVENIENCE, TO INFORM YOU OF RULES AND REGULATIONS REGARDING ACADEMICS, EXPECTED BEHAVIOR, AND DISCIPLINARY GUIDELINES.

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the Board of Education, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust and to become an integral part to our school. Any policy included in this handbook is subject to change. You will be notified of any changes.

PHILOSOPHY OF EDUCATION

Our democratic form of government and our way of life depend entirely upon how well the public schools do the job of educating our boys and girls and training them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society should lead productive lives. Education, either directly or indirectly, is geared towards this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's constitution. Therefore, our function in Graham-Dustin Public School is to provide the opportunity for each student to develop the skills and attitudes that will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, and social competence.

The school will take its place beside the home, and the community, in helping each child establish standards by which he or she may live and develop those qualities and attitudes that will enrich and strengthen life.

MISSION OF GRAHAM-DUSTIN PUBLIC SCHOOLS

The education of its students is the primary objective of this district. Education is both a right and a privilege and all students attending this school are entitled to grow intellectually, morally, and physically into self-sufficient citizens who contribute to our democratic society.

The mission of Graham-Dustin Public Schools is to provide a learning environment that respects the individual needs of its students and helps them reach their full potential.

The Graham-Dustin Board of Education is responsible on behalf of the people of this district to establish, maintain, and continually improve the schools. As the designee to accomplish our goals, the board of education acts in a regulatory and service capacity through its superintendent of schools.

Representing the citizens of this school district, the board will provide a cohesive plan of resources to assure that all children graduate, with the abilities to read, think, and communicate, as productive citizens in the twenty-first century. The board of education will involve the Oklahoma State Department of Education, other educational agencies, and citizens, teachers, and students of the district in pursuit of these long-range goals and activities.

PROCEDURE FOR MORNING AND LUNCH FREE TIME

Any students arriving at school before 8:10 a.m. must report to the cafeteria and remain there until the first bell rings to begin the school day.

All Pk-4th grade students will report to the cafeteria with their classroom teacher at the assigned time. Students are to remain in the cafeteria until the teachers on duty ask you to line up and proceed to recess.

All 5th-12th grade students must report to the cafeteria during the lunch break until there is a teacher on duty in the gym. When the lunch bell rings, all 5th-12th grade students must go with their class/teacher to the cafeteria, even if they do not plan to eat, and must remain there until the bell rings to go to their 5th hour class.

DRESS CODE

In an attempt to establish conditions that are favorable to the growth and progress of each individual student, it is felt by the school administrators and the Graham-Dustin Board of Education that the Dress Code be revised. Although it is agreed the revised code should be general and flexible, it also should have some specific limitations. These are to give security to those required to follow the regulations and stability to those who enforce them. All rules apply to male and female students. Fashion does not dictate what is appropriate for school. When in doubt, don't wear it! **The Board of Education reserves the right to change the dress code policy at any time and, therefore, gives the administration the authority to suspend any privileges at any time on an individual basis.**

The Dress Code is:

1. Dresses and skirts must be appropriate for school and school-related activities. Backless dresses or outfits of any type, midriffs, see-through blouses, plunging necklines, spaghetti straps, or low-cut blouses or dresses are not allowed. No cleavage.
2. Shorts, dresses, and skirts must be conservative in length as deemed appropriate by the administration **(no shorter than 4 inches above the knee)**. No cutoffs, fringes or slit sides, and underwear type "T-shirts" such as wife beaters, tank tops, or cutout garments will be allowed.
3. ALL students must wear shoes. House shoes are not permitted. No housecoats, pajama pants, or blankets are allowed.
4. Shoes with wheels are not permitted. Also all shoes must have non-marking soles
5. Items of wear which display drug culture symbols or logos or slogans, such as alcohol or tobacco logos, portray guns, or which are profane, in poor taste or otherwise detrimental to the educational setting are not permitted.
6. Bicycle shorts or exercise type shorts will not be worn without the proper foundation
7. All clothing must be properly fitted and worn with the proper foundation. Shirts that have large armholes that expose undergarments or body parts are not permitted. Bras must be worn by girls.
8. Bandanas, "Du Rags", or other items of wear, which have been related to gang recognition, will not be worn. This includes the hood of any hooded garment. No sagging that shows undergarments.
9. All clothing must be appropriate for school. All clothing must be worn in the manner in which it was intended. If clothing is not appropriate, students will be required to change. If they must leave school, they will be considered absent or tardy as warranted. Students sent to the office for violations, which can be corrected on the spot, will still require a tardy to return to class as their negligence causes them not to be in class ready to work.
10. There will be no holes above the knee in pants or trousers, *shorts or skirts*.
11. No chain wallets.
12. Leggings or jeggings are not to be worn without proper outer garments extending down to mid-thigh. No shorts to be worn over leggings unless the shorts are no shorter than 4 inches above the knee. This applies to students on the Graham campus grades 5-12.
13. NO HATS are to be worn in any of the school buildings.

It should be understood that appropriate dress for school shall promote cleanliness, modesty, and should not create distractions within the educational environment.

Repeated infractions will result in disciplinary action and the student being sent home.

EXTRA-CURRICULAR ACTIVITY DRESS CODE

All students representing Graham-Dustin Public Schools at public events (athletic, music, or other activities that take place before the public) will dress in a manner to project the best image possible on our school and community. It is the expectation of the administration of Graham-Dustin Schools that activity sponsors establish and enforce standards for dress at public events that meet or exceed standards previously set forth in this regulation. These standards shall be submitted in writing to the principal for approval.

DRIVING PERMIT

1. Each student who drives a car must have a driving permit on file in the office. **NO UNLICENSED DRIVERS MAY DRIVE A CAR ON SCHOOL PROPERTY AT ANY TIME.**
2. Cars are not to be parked in the bus parking area or anywhere else except the designated student parking areas.
3. Students must not drive more than 10 miles per hour on school property.
4. Students are not to honk horns near the school grounds.

5. Spinning wheels on take-off or revving of engines is prohibited.
6. Excessive speeds around the curve will not be permitted. Speed limit in this area is 25 miles per hour—state law.
7. Students are not to allow anyone to ride on fenders outside of the car.
8. Not more than five passengers allowed in two-seated cars or two in one seated cars or trucks. Passengers must have proper parental permission to ride. Drivers must have proper parental permission to transport passengers.
9. No sitting in parked cars.
10. No passengers allowed in bed of pickup.
11. Motors must not be started until indicated by the duty person. Cars will be permitted to leave first at the end of the school day.
12. After arriving at school, **do not return to the parking lot without permission.**

The Graham-Dustin Board of Education informs students that vehicles brought to school are considered as property in possession of students and are subject to search in accordance with section 489 of Oklahoma School Law. Student drivers are subject to all rules, regulations and policies found within the Automobile Registration/Parking/Traffic Regulation letter required to obtain a GHS parking permit. **NOTE: Since Oklahoma Law now ties the maintaining of a Driver's License to school attendance and academic progress, students and parents should be aware of this issue. Should a student's DL be revoked, it will result in the loss of parking/driving privileges at GHS until they are restored by administrative guidelines. If an automobile driven by a student is found to be parked on campus during the school day after that student's parking privileges have been revoked, the student's vehicle shall be towed without further notice and at the owner's expense. Students transporting unauthorized students off campus during the school day will lose their parking privilege. No students should be in the student parking lot during the school day. Students found in their cars will be subject to disciplinary action.**

The Graham-Dustin Board of Education hereby informs students that in accordance with state law they have no reasonable expectation of privacy rights towards school officials regarding school lockers, desks, or other school property.

PENALTIES FOR VIOLATIONS

1. First offense warning.
2. Second offense-stop driving to school for two (2) weeks.
3. Third offense-stop driving to school for four (4) weeks.
4. Fourth offense-stop driving to school for remainder of the year.

ATTENDANCE

Graham-Dustin Board of Education believes that no single factor does more to aid a student's successful progress in school than regular attendance. The board, also, values learning experiences that take place in the classroom environment and considers them to be meaningful and essential parts of its educational system. In order for students to realize their fullest potential from educational efforts, they should have regular attendance in their classes. Absences tend to disrupt the continuity of the instructional opportunity for interaction and exchange of ideas among students and teachers.

Schoolwork takes precedence over everything else. All visiting, shopping, dental appointments and other engagements are expected to be planned so that parents will not request or permit pupils to remain away from school. **THE WORK OFFERED IN GRAHAM-DUSTIN PUBLIC SCHOOL IS BASED ON THE ASSUMPTION THAT THE STUDENT WILL BE PRESENT EVERY DAY.** Experience has shown that a high quality of work is not possible with irregular attendance.

Starting with the first Monday in November, Graham-Dustin will be taking every Monday off for the remainder of the school year. Please make any and all appointments on these Mondays off so that your child doesn't miss any instructional time.

SCHOOL ATTENDANCE REQUIREMENT. The Department of Public Safety shall deny a driver license to any person under (18 years of age) who is: 1. Not enrolled in a public or private secondary school (with satisfactory attendance) (NO Unexcused absences). 2. Not making satisfactory progress in a program leading to a Diploma or a Certificate of High School Equivalency. 3. Suspended 10 or more days. To reinstate a driver license a student must:

- a. be in attendance, equal to the time absent from school, and**
- b. be making satisfactory progress in their course work for one semester.**

Should a student's driver license be revoked due to truancy, it will result in the loss of parking/driving privileges at Graham-Dustin High School until they are restored by administrative guidelines.

REGULATION ABSENCE

Graham-Dustin Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy allowing students to be **absent no more than ten (10) days during the first semester, and seven (7) days during the second semester.** Students who miss more than ten (10) days per semester will be subject to failure. When a student reaches his/her seventh (7) absence of each semester, the parents of the student will be required to go in front of the board of education to explain the reason(s) for their child's absences. The Board of Education/Superintendent will remind the parent(s) on the policy on absences. Prolonged documented illness may be an exception.

School sponsored activities that remove the student from class will not be counted as an absence. All missed work must be completed.

The Graham-Dustin Board acknowledges that any of the following reasons could lead up to the 11 absences that could cause failure.

- a. Personal illness or illness of family
- b. Doctor or dental appointments
- c. Travel or vacation
- d. Deaths or funerals
- e. Unique family situations
- f. Truancy
- g. Or any other reason

Classification of Absences

1. Excused Absences: For the 2017-2018 school year all absences are excused. This means that students may make up their work upon return to school following the make-up work policy stated in this handbook. It is the student's responsibility to ask for the work missed from each teacher. Keep in mind that upon the 11th absence the student will fail. For appeal purposes students should bring medical notes (doctor/dentist/counseling) to the school upon their return to school.

2. Activity Absence: The student misses for a school-sponsored activity with the consent of the parent, the sponsor of the activity and the principal. A student will be allowed to make up work missed while participating. One day for each day absent will be given for work to be completed, with a maximum of ten (10) days allowed. Teachers are responsible for turning in a list of students who will be involved in school-sponsored activities. Students are encouraged to notify their teachers of upcoming events for which they will be absent. A student may have no more than ten (10) activity absences during a school year (unless the local board has made prior approval). Activity absences for a school-sponsored activity are **NOT** considered an absence.

FAILURE TO BE IN COMPLIANCE WITH THE OKLAHOMA COMPULSORY SCHOOL ATTENDANCE LAW

- 1. Contact the parent/guardian by either phone or mail at five (5) absences each semester.
- 2. The parent/guardian and student will be asked to go in front of the board of education at seven (7) absences each semester and will be required to explain the excessive absences and will be reminded by the superintendent of school policy if the student continues to be absent from school.
- 3. When a student exceeds nine (9) absences (excused or unexcused) during the semester, Parent Notification of Truancy will be sent to the parents/guardians and the county district attorney's office.
- 4. Every absence thereafter, step 3 will be repeated.

RIGHT TO APPEAL

If a student accumulates absences in excess of ten (10) per semester and believes special circumstances exist which should be considered, his or her parents may request a hearing for consideration on the granting of credit. Such a request must be made in writing and presented to the superintendent/board of education for final determination.

On the 11th absence, students will automatically fail that semester. If the student wishes to continue attendance, there must be an appeal filed **immediately to the school board at the next monthly meeting.** Only one appeal is

allowed per semester. All decisions will be made on a case by case basis. If the student is failing the class or classes they are appealing, the appeal will be denied for those classes failed.

Any student who purposely skips school for any reason will be suspended or corporal punishment will be administered at the discretion of the administration.

Perfect Attendance awards are only given to students who have not missed any school.

Admission After Absences

Upon returning to school, it is the student's responsibility to report to the office for an admit slip. **All admits must be obtained before first hour begins.**

Being absent the previous period does not eliminate the obligation for the day's work. Any work or tests missed are to be made up at a time and place chosen at the discretion of the teacher. Unless arrangements are made with the teacher, students who are absent or on school trips for only part of the day will hand in assignments either before they leave or upon their return that day. Students may also be expected to complete tests at the teacher's convenience.

It will be the responsibility of the student to contact the teacher to make arrangements for make-up work. Grades not made up will be recorded as zeros, which will undoubtedly result in lowering the semester grade.

Checking out of school during the day

If a student needs to leave school during the school day, a phone call must be received from the parent explaining the need for the student to leave. All student calls must be made from the office phone and not from personal or borrowed cell phones, including teacher's phones.

No student will leave school without permission of the teacher and the office, and such permission during school hours shall be given only in case of sickness, or upon personal request of the parent or guardian, within the discretion of the principal. After permission has been secured from the teacher and principal the student must sign the checkout sheet in the Office stating the time of departure and the student's destination. When the student re-enters school he/she must then state the time of their return on the check-in sheet. **DO NOT SIGN THE CHECKOUT SHEET** in the office until you have received official permission to leave the school grounds.

Excuses from class during the day

A teacher of another class may not excuse a student from classes at any time. If a situation warrants, permission to miss a class may be obtained from the principal. The student is required to personally present written permission to the teacher. Under no circumstances should a student expect a teacher to accept a verbal excuse.

Visitors

Graham-Dustin Public Schools encourages visitation by parents, guardians, media, and interested citizens. All should observe the following guidelines:

1. All visitors must register in the front office and state the purpose of such visitation.
2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose for the visit.
3. Visitors must wear name tags while at school.
5. All visits by pupils from other schools or persons interested only in personal visits with Graham-Dustin Public School students or teachers **must** be approved by the building principal and limited to lunch only.

TARDIES

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Teachers will maintain tardies in their grade book. When students have received 3 tardies, the student will receive one (1) absence. A tardy of 15 minutes or more will be considered an absence in the class tardy was received in. A student who is two (2) hours late will be counted 1/2 day absent. To be counted 1/2 day present the student must check in by 9:20 a.m. Leaving before 2:30 pm will also result in 1/2 day absent.

The student will be required to make up work missed but will receive full credit for it. If a student fails to catch the bus, or does not ride the bus, when it makes its regular trip the principal will determine if the student receives a tardy or absence.

EXCUSED TARDIES

A student will be excused with no penalty with a note from either a staff or office personnel. The school officials will determine emergency weather conditions to determine an excused tardy due to weather.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational experience. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

A discipline form will be sent out to each parent concerning the administration of corporal punishment. This form must be on file in the principal's office and updated yearly. In lieu of corporal punishment a three day or more suspension will be enforced, particularly in relation to a violent act such as fighting, hazing, etc. If this form is not on file when disciplinary action is warranted then students will be suspended pending parent conference. Make-up work can be allowed during suspension according to current policy.

DISTRICT RULES

The following is a list of rules and consequences established by the Graham-Dustin Board of Education: The examples below are not intended to be exhaustive. Exclusion or omission of other examples of unacceptable behavior is not an endorsement or acceptance of such behaviors. The school is not limited to the below consequences. The administrator has the discretion to choose any disciplinary action deemed appropriate by the severity of the action, repeated offenses, multiple offenses, and by the extenuating circumstances of the misbehavior.

GRAHAM-DUSTIN DISCIPLINARY CONSEQUENCES

MISBEHAVIOR	MINIMUM CONSEQUENCES	MAXIMUM CONSEQUENCES
Alcohol	3 Day Suspension	Expulsion, Law Enforcement
Arson	Expulsion	Expulsion
Assault, with no injury	3 Day Suspension	Expulsion
Assault, with injury	5 Day Suspension	Expulsion, Law Enforcement
Cell Phone use, Repeated offense	2 Days ISS	3 Day Suspension
Cheating	"0" on assignment & Parent Notified	3 Day Suspension
Cutting Class	1 Day ISS	3 Day Suspension
Disrespect to teacher or student	2 Days ISS	5 Day suspension
Drugs	Expulsion	Expulsion, Law Enforcement
Fighting, without injury	3 Day Suspension	Expulsion
Fighting, with injury	5 Day Suspension	Expulsion, Law Enforcement
Forge Note or signature	2 Day ISS	2 Day Suspension
Graffiti, act of or possession of devices	3 Day Suspension	Expulsion
Habitually Tardy	3 rd Tardy, 1 Day ISS, and an Additional day of ISS for each tardy after 3	DA/DHS Referral
Harassment, Threats, Intimidation	3 Day Suspension	Expulsion
Hate Violence/threats, Intimidation	5 Day Suspension	Expulsion
Robbery or Extortion	3 Day Suspension	Expulsion, Law Enforcement
Sexual Harassment	3-5 Day Suspension	Expulsion
Smoking/Tobacco	1 Day Suspension	5 Day Suspension, Law Enforcement

Theft	3 Day Suspension	Expulsion, Law Enforcement
Vandalism (school, bus, other)	3-5 Day Suspension and Full Restitution for Damage	Expulsion, Law Enforcement
Verbal Assault	1 day ISS or 1 Day Suspension (Conditional)	Expulsion
Videotaping a Fight or Altercation	Up to 5 Day Suspension (Conditional)	Expulsion
Weapons	Expulsion	Expulsion

All discipline issues will be dealt with according to the circumstance and situation of each separate offense. The administration reserves the right to determine how each offense will be dealt with.

Verbal Assault on a School Employee - A student shall not, at any time or any place, curse at a school employee or use vulgarities, profanities, and/or disrespectful language to express his feeling toward him/her. A student is to respect the position of the school administration, teachers, and/or his representatives in the classroom or other school sponsored activities.

Zero Tolerance

Fighting is a socially unacceptable behavior that will not be tolerated at school in order to maintain positive student interaction, and to ensure the safety of all students at school. In most instances, the local law enforcement will be informed and all students involved shall be removed from the premises. Anyone who is involved in a physical fight regardless of who “started” the fight may be suspended from school for 3 days. The principal reserves the right to consider each case on its own merit.

-Inciting violent behavior, such as encouraging others to fight, will not be tolerated. Two or more students confronting another student is intimidating and a form of harassment or bullying. Inciting, harassment, and bullying are suspension offenses.

CLASSROOM DISCIPLINE

The classroom teacher shall use various methods of classroom discipline including the following:

1. Verbal reprimand
2. Change students seat
3. Follow disciplinary policy

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with teachers and friends in a different setting.
2. Individual conferences whenever a student, teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

CORPORAL PUNISHMENT

Administrators reserve the right to invoke corporal punishment upon a student when it is deemed necessary in order to correct undesirable behavioral patterns. Paddling may be used for serious offenses or for repetitious offenses when other methods of control have failed. **PARENT PERMISSION IS REQUIRED.**

IN SCHOOL SUSPENSION (ISS)

Students are placed in In School Suspension as a result of disciplinary action taken by the school administration. This action is taken because the student misbehavior or a violation of school policy.

The building principal will assign In School Suspension when needed. A student can be placed in In School Suspension any number of times depending on individual circumstances.

In School Suspension rules go into effect when the student enters the In School Suspension room. Students in In School Suspension will be held accountable for obeying the In School Suspension supervisor and all of the rules established for the operation of In School Suspension.

Assignment to In School Suspension is an alternative to Out of School Suspension. Students assigned to ISS will be given credit for assignments and tests that are satisfactorily completed during ISS time.

If a student violates any of the rules, or time lines that pertain to ISS, they will be subjected to additional disciplinary action.

In-School Suspension Rules.

1. Students will be in ISS by 8:20 a.m. until 3:30 p.m. on assigned days. ISS rules are in effect when the student enters the ISS room.
2. Students that are tardy to ISS will be given one (1) additional day of ISS.
3. Students will be awake and alert during ISS. Students will sit upright and keep their eyes on their assignment sheets or class work.
4. Students are not allowed to put their heads on the desk.
5. Students will not get up out of their assigned seats without permission.
6. Students will not move their desk nor will they write on any desk, wall, and or other furniture in the ISS room.
7. Students will be polite and courteous at all times.
8. Students will report with all their texts, pencils, paper, pens, ruler, and any other material that they need to function effectively while in ISS. If students come unprepared for their work, one (1) additional day of ISS will be added.
9. Students will do their assignments promptly and to the best of their ability. Assignments will be completed on a daily basis.
10. Students will not talk to any other students during their time in ISS
11. Students will not receive, read, write, or pass notes.
12. If students need help, they will ask the supervisor to assist them.
- 13. Students will only be allowed one (1) restroom break in the morning, one (1) break during lunch, and one (1) break in the afternoon.**
14. Students are not eligible for hall passes. Students are given no privileges.
15. Students will not be allowed to participate or attend assemblies, athletic contest, or any other school sponsored activities while is ISS.
16. Students will eat their lunch at a designated time. A time different from other students and students in ISS will eat in the ISS room.
17. No food, drink, candy, or gum, except for lunch, will be allowed in the ISS room.
18. No cell phones, iPods, or and music device will be allowed in ISS.

OUT OF SCHOOL SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of intoxicating beverage, low-point beer
- Possession of an unapproved wireless telecommunication device in violation of school rules.
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon (including pocket knives) or a controlled dangerous substance (including tobacco of any kind). [Uniform Controlled Dangerous Substances Act]
- Possession of a firearm shall result in out-of-school suspension of not less than one year.
- Any act that disrupts the academic atmosphere of the school endangers or threatens fellow students, teachers, officials or damages property.
- Adjudication as a delinquent for a violent or non-violent offense.
- Purposely skipping school for any reason will result in suspension or corporal punishment at the discretion of the administration.
- Fighting with or assaulting another student will result in an automatic 5-day suspension or corporal punishment at the administrator's discretion.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, supporting regulations. **Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school.** Students will be allowed to do assigned work at 60 percent credit. Student participation in extracurricular activities will be in accordance with district eligibility requirements. A copy of the regulations supporting this suspension policy is available in the superintendent's office upon request.

RIGHT TO APPEAL

Nothing in this discipline schedule shall be construed to deny the students right to a fair and orderly hearing, appeal, counsel, and due process in cases that may end in suspension. If the evidence is inconclusive, the student may request a hearing before the board of education in order to determine guilt or innocence. The board of education may appoint a hearing officer to conduct a hearing and render the final decision. The decision of the board appointed hearing officer shall be final.

INTERPRETATION

The administration in a manner that they deem just given the circumstances of the individual case shall interpret this schedule. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action they find warranted by situations not covered by the disciplinary action schedule of discipline.

VANDALISM

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school and personal property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, the student should report it to a teacher or the office immediately.

STUDENT BEHAVIOR ON SCHOOL BUSES

The school bus driver has a great responsibility. Each day he/she carries "precious cargo" and his/her only concern should be to see that all his passengers are transported to and from school safely. Unfortunately, there are times when children do things that cause the driver to be distracted from his/her job. This is dangerous and cannot be allowed. It is necessary, therefore, that rules and regulations be enforced and that they be followed without question. Each parent must see that his or her child understands the importance of good behavior while riding a school bus.

Bus Riding Safety Rules

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating or drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid by the offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. **If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.**

Extracurricular trips:

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

First offense, a warning will be issued to the student. Second offense, suspension from the bus for up to a week. Third offense, suspension from the bus for a semester.

TRANSPORTATION TO AND FROM ALL SCHOOL-SPONSORED ACTIVITIES

For a student to participate in any school-sponsored activity, he or she must ride school transportation both ways, unless released by the principal for alternative transportation. Parents must make these arrangements with the principal or his designee. Arrangements **must be verbal** and confirmed in writing. All school-sponsored activities will require separate seating arrangements for boys and girls.

DRUGS AND ALCOHOL

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be (1) suspended from school according to Oklahoma statutes, and (2) reported to the appropriate law enforcement agencies for possible legal action.

TOBACCO AND SMOKING

Law prohibits the use and/or possession of tobacco or tobacco products and any student who violates this law is subject to the provisions of the Discipline policy. The rules apply on the way to and from school, during lunch, at school activities and during the school day, and any vehicle driven by the student and parked on school property.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work and notify the office immediately as to the action taken. Additional disciplinary action may be taken by the administration. **Plagiarism is against the law and will not be tolerated. Consequences could be as severe as suspension.**

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled clapping, boisterousness, and talking during a program.

MEDICATION

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication, or if circumstances exist that indicate that it is in the best interest of the student that a non-prescribed medication be dispensed to that student, only the school nurse, an administrator, or administrator designee may administer the medication in compliance with the regulations that follow:

All prescription and non-prescription drugs must be kept in the office unless approved by the administration, e.g. inhalants for asthma, anaphylaxis medication.

1. Prescription medication must be in a container that indicates the following:
 - A. Student's name.
 - B. Name and strength of medication.
 - C. Dosage and directions for administration.
 - D. Name of the physician or dentist.
 - E. Date and name of the pharmacy
 - F. Whether the child has asthma or other disability, which may require immediate dispensation of medication.

The medication must be delivered to the office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate **self-administration**. Such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

- A. Purpose of medication
 - B. Time to be administered
 - C. Whether the medication must be retained by the student for self-administration
 - D. Termination date for administering the medication
 - E. Other appropriate information requested by the administration or their designee
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide 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. Additionally;
- a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - b. The school district will inform the parent or guardian of the student, in writing and the parent or guardian shall sign a statement acknowledging, 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.
 - c. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - d. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
 - e. Definitions:
 1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate the asthmatic symptoms, prescribed by a physician and having an individual label.
 2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
3. Non-prescription medication may be administered only with the permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give blanket permission or conditional permission for the student to receive non-prescription medication. Parents should purchase non-prescription medication and take to the school office.

A permission form will be sent to parents at the beginning of the school year. The school nurse, administrator or administrator's designee should:

- A. Inform appropriate school personnel of the medication being administered.
- B. Keep an accurate record of the administration of the medication.
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
- D. Return all unused prescription to parent or guardian only.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The school district retains the discretion to reject requests for administration of medication.

Any unused medication that has not been picked up by the parent or guardian will be disposed of on May 30, 2013.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

PUBLIC DISPLAY OF AFFECTION

1. **The display of affection is not appropriate at school, (e.g., around school, on school grounds, in school buildings, in the parking lot, on the bus to and from school activities, etc.) Examples: Kissing, leaning against each other, hands in each other's clothing, hands in each other's pockets, arms around each other in an affectionate manner, holding hands.**
2. **All students are asked to refrain from Public Display of Affection at school.**
3. **Students not honoring this request will be referred to the principal for counseling/discipline.**

LOCKERS

Lockers are issued to students both in the hallway and in the dressing room where applicable at the beginning of the school year by the office. **No locks are allowed on the lockers in the hall. Locks in the dressing room are allowed provided that the administration has either a duplicate key or the combination. Locks may be cut off at the student's expense. Graham-Dustin Public School will not be responsible for items lost or stolen.** Lockers should be kept shut at all times. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their locker. Students are also not allowed to share lockers with other students.

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

LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it.

DRINKS AND FOOD IN THE CLASSROOM

There will be no beverages or food of any description, including gum, in the classroom during school hours with the exception of approved school parties. ***There will be NO BIRTHDAY PARTIES during school hours (per Wellness Policy). Holiday parties are still acceptable.***

CAFETERIA

Graham-Dustin has a closed campus policy for lunch. This means all students will remain on the school grounds throughout the school day.

Student behavior in the dining room should be based on courtesy and cleanliness. **Clean up your own mess. Pick up your own trash.** Students are to remain in the cafeteria until they have finished eating. At no time are pupils allowed to take food outside the cafeteria. All students who bring their lunch must eat it in the cafeteria.

High school breakfast will be served from 7:55 a.m. until 8:15 a.m. No exception except late buses. Do not cut in the lunch line. Students will be sent to the end of the line. If student continues, he/she **will** be sent to the office.

Meals include only **one milk** and **one juice** at breakfast, and **one milk** at lunch. Milk or juice purchased a la carte must be paid for at time of purchase.

Free meals include **only one milk and one juice at breakfast, and one milk at lunch.** You may not take just the milk or juice; you must take a full tray to receive the drink.

Students should follow all rules posted in the cafeteria.

Meal Prices include the following:

Student Full Price Lunch: FREE

Student Full Price Breakfast: FREE

Adult Visitor Lunch: \$4.00

Student Reduced Price Lunch: FREE

Student Reduced Price Breakfast: FREE

Adult Visitor Breakfast: \$3.00

LIBRARY

The library will open at 8:05 a.m. and remain open throughout the day until the last bus departs. Students are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

TELEPHONE

Students will not use the office phone for personal calls **except in emergency** and with staff permission. In the event a student receives a call, he will be called out of class only in case of an emergency. The school phone number is 918-652-8935. Students must use the phone in office if they are calling home. No cell phones!!!

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Board of Education that a student may possess a cell phone while on school premises during the educational school day, but the device **MUST** be turned off at all times; when taking a restroom break phones **MUST** be left with the teacher. Students may have their cell phones with them while in transit for school-sponsored trips or while attending any function sponsored or authorized by the school. The principal or superintendent upon request may make exceptions by the parents/guardians for medical necessities or other appropriate circumstances. The consequences of violating this policy are as follows:

Students found to be in violation of the cell phone rule shall be subject to disciplinary action as stated.

First Offense: Verbal Warning.

Second Offense: The teacher takes the phone and the student can get it at the end of the day from the principal.

Third Offense: Phone given to the Principal and the student's parent/guardian must pick it up.

Fourth Offense: Suspension

NUISANCE ITEMS

The use of personal music listening devices of any kind will be prohibited at school. They may be used on the bus to and from school sponsored trips. Video games, water guns, hacky sacks, laser pointers, *fidjet spinners*, cards and other similar items are considered nuisance items and should not be brought to school.

Any such items will be confiscated and returned to the student or, in some cases, the parent, at the end of the school day or another time designated by the administrator dealing with the situation.

GRADING SYSTEM

The evaluation of students is one of the important functions of the teacher. The scale used by our school is as indicated:

90% to 100%.....A	60% to 69%.....D
80% to 89%.....B	00% to 59%.....F
70% to 79%.....C	*Incomplete.....I

*An incomplete on the report card becomes an F if make-up work is not made up or attendance is not appealed.

Honors classes earn a 5 point A, a 4 point B, a 3 point C, a 2 point D, F=0

Honors classes are....

Math—Trigonometry, Algebra III, Pre-Calculus, Mathematical Statistics

Science—Advanced Placement Physics, Botany, Zoology, Applied Placement Biology

Languages—Any foreign language

Social Studies—Advanced Placement Government, Applied Placement U.S. History, Advanced Placement

European History

Any Concurrent Enrollment classes

GRADUATION REQUIREMENTS

Current graduation requirements are 24 credits with P.E. being counted as a full credit. Below are the courses required in the **Core Curriculum**:

- 4 Units of Language Arts
- 3 Units of Mathematics - Algebra I and above
- 3 Units of Science - Biology I and above

- 3 Units of Social Studies - (1) United States History, (½ to 1) United States Government, (½) Oklahoma History, and (½ to 1) which may include, but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History
- 2 Arts Competencies, which may include, but are not limited to, courses in Visual Arts and General Music
- 9 Electives

Beginning with the graduating class of 2010, students will take the **College Preparatory/Work Ready Curriculum**, unless the parent/guardian sends written approval for student to enroll in the Core Curriculum. Below are the course requirements for College Preparatory/Work Ready Curriculum:

- 4 Units of English
- 3 Units of Mathematics – Algebra I and above
- 3 Units of Science- Biology I and above
- 3 Units of History and Citizenship Skills – (1) American History, (½) Oklahoma History, (½) United States Government, and (1) from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements
- 2 Units of the same Foreign or Non-English Language or 2 Units of Computer Technology approved for college admission requirement whether taught at a high school or a technology center school including programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding and typing classes
- 1 Additional Unit selected from the above courses or career and technology education courses approved for college admission requirements
- 1 Set of Competencies of Fine Arts, such as Music, Art, Drama, Humanities, or Speech
- 7 Electives

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Beginning with the graduating class of 2012, students will have to pass 4 out of 7 End of Instruction tests to receive a standard diploma. They must pass Algebra I, English II, and two of the other five. These include English III, U. S History, Algebra II, Geometry, and Biology.

CREDIT BY EXAM: If a student fails a subject but passes the EOI examination for that subject, the student will receive a grade for graduation purposes as follows: an advanced score will receive an A and a proficient score will receive a C; however, the F will remain on the transcript. This includes any Oklahoma State Department approved alternate tests.

SEMESTER TESTS

Semester tests will be given at the end of each semester in all classes. All students will be required to take the test unless you have 100% attendance.

HONOR ROLL

An honor roll will be published at the end of each semester grading period. This is not an average or point system. The Superintendent's Honor requires that the student makes all A's. The Principal's Honor Roll requires that the student makes all A's and B's. One grade lower than a B will eliminate a student from the honor roll.

HONOR AWARDS

The Graham-Dustin Board of Education developed this policy regarding the selection of the Valedictorian and Salutatorian of Graham-Dustin High School. The policy was adopted at the June 2, 2003 meeting. Any graduating senior who has achieved a 4.0 or greater grade point average during the seven (7) semesters cumulative, preceding the spring semester of their graduating year, will be considered Valedictorian. The Board realizes that this may result in a tie, however students who have completed the honors course work necessary to achieve a 4.0 or greater grade point average should receive the honor of Valedictorian.

A student with the next highest grade point average below a 4.0 will receive the honors of Salutatorian. Ties will be considered only if the grade point average is exact to the average in the hundredth decimal place.

In the event of no student having a 4.0 or greater GPA, Valedictorian and Salutatorian will be selected in descending order of grade point average.

FAILURE POLICY

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian reason(s) for disagreeing with the decision of the board.

ELIGIBILITY RULES

All students participating in extra-curricular school activities such as athletics, 4-H, cheerleading, FCCLA, music, speech and academic contests must meet grade and attendance requirements to be eligible to participate in competitive events. Each student's grades will be checked on Thursday prior to the event. Eligibility applies to competitive events only.

2. A student who has not been recorded as failing throughout the grading period should not be failing at the end of the 9 weeks or semester grading period.
3. Proper notification should be given to the principal if a student's academic performance falls below what you would consider normal.
4. All students must maintain a grade of 60% or higher to participate in all extra-curricular activities.

Scholastic Eligibility-Rule

Section 1. Nine Weeks/Semester Grades

- A. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. [This requirement would be five school credits for the 7th and 8th grade students.]
- B. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Section 2. Student Eligibility During a Semester

- A. Scholastic eligibility for students will be checked at the end of the first week of a semester and each week thereafter. Failing grades will not deem the students ineligible until the fourth week of the semester.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

- C. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

Special Provisions

- A. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects to maintain eligibility. These may be a combination of high school and college subjects to four high school units which are accepted by the Oklahoma State Department of Education (Physical Education and athletics cannot be included in the four requirements).
- B. An eligible student, who changes schools during a semester, will not be eligible at the new school for a minimum of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.
- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision [Rule 3, section 3-c] if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster.) Board policy allows a maximum of two weeks to apply to this exception.
- D. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of the spring semester.
- E. Schools may choose to run the eligibility check on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Our school follows eligibility as set by the Oklahoma Secondary School Activities Association and the State Department of Education. Participants are required to maintain a passing grade of 60% or above in every subject and to be in attendance 90% of the time. Students can be removed from participating for disciplinary actions. Also, no student shall miss 10 or more days of classroom attendance for extracurricular activities. All athletes must have a current physical and parental permission slip on file in order to participate.

ATHLETIC PARTICIPATION POLICY

In the event of an abundant number of participants for a particular sport, try-outs will be held to limit the roster numbers to that specified according to Oklahoma Secondary Schools Athletic Association (OSSAA). Players will be ranked in numerical order according to their talent level. The players left off the varsity team could have the opportunity to be promoted to the varsity team if a player is unable to participate in an event. Students who are not selected by the coach to be on the varsity team will be on the junior varsity team.

ELIGIBILITY FOR ATHLETIC LETTER AWARDS FOR GRADES 5-12 STUDENTS

Students must participate in 75% of games scheduled, including tournaments and playoffs, to be eligible to receive a letter award. Students enrolling late will be prorated.

DRUG TESTING POLICY FOR EXTRACURRICULAR ACTIVITIES

Students that participate in any extracurricular activity must be enrolled in the drug-testing program according to board of education policy. The drug testing policy is as follows:

STUDENT DRUG TESTING POLICY

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Graham-Dustin Board of Education proposes to adopt the following policy for drug testing of students. All activity students will be tested.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Graham-Dustin Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The

sanctions imposed for violations of this policy will be limitations solely on the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Graham-Dustin Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Graham-Dustin Public School District is a privilege. Students who participate in these activities should be respected by the student body, as well as the school district, and the community they represent. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

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

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

Definitions

“Activity Student” means a member of any Graham-Dustin Public School District sponsored extra-curricular organization that participates in interscholastic competition. This includes any student who represents Graham-Dustin Schools in the following extra-curricular activities in interscholastic competition including, but not limited to: Academic Team, 4-H, Cheerleaders, and Athletics.

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

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

- A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. does not give the school district discretion to waive the selection of any activity student selected under the mechanism.

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

“Participating student” means any student participating in the Graham-Dustin Public Schools drug-testing program, which is the subject of this Graham-Dustin Public Schools Drug Testing Policy.

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

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

“Reasonable suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/ sponsors/teachers of subtle changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by credible sources. In order for a student to be referred for testing on “reasonable suspicion,” his or her activity sponsor, (or one of his/her teachers) and at least two building administrators must agree to the reasonable suspicion. The name and identity of students referred on “reasonable suspicion” will be kept confidential. “Reasonable suspicion” would not include overtly recognizable signs for present illegal drug use, such as a perceptible odor of drugs, erratic behavior reasonably attributable to illegal drug or alcohol use, or perceptible odor of alcohol. Instances such as these would subject the student to ordinary disciplinary action apart from this policy.

Procedures

Each student shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the student to provide a urine sample: (a) when the student is selected by the random selection basis to provide a urine sample; (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. If oral swab or other acceptable testing methods prove to be accurate, economical and accessible, they may be utilized as well. No students shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form.”

Prior to the commencement of drug testing each year, an orientation session will be held to educate participating students of the sample collection process, privacy arrangements, drug testing procedures, and other areas, which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each participating student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse. Drug use testing for students will also be chosen on a random selection basis from a list of all participating students. The Graham-Dustin Public School District will determine a number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

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

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private

facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

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

Confidentiality

The laboratory will notify the principal of any positive test. To keep the positive test results confidential, the principal will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Graham-Dustin Public School District will rely on the opinion of the laboratory, which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities. These records will be destroyed upon graduation or permanent withdrawal from Graham-Dustin School.

Appeal

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

Consequences

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

A. For the First Offense:

The parent/guardian will be contacted and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and principal concerning the positive drug test. Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances, and games/competitions for twenty-five (25) school days which may be reduced by fifteen (15) school days (five (5) school days reduced for professional drug/alcohol evaluation/assessment and ten (10) school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the school district or an outside agency). A student extracurricular activities participant must miss a minimum of two (2) games/competition. If the student is not competing in an extracurricular

activity during any suspension period, then the student will be required to miss the next two (2) games/competitions after he or she returns from injury, becomes eligible, or the games or competition resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

B. For the Second Offense (same school year):

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competitions for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting results of a positive alcohol or drug test in this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

C. For the Third Offense (same school year):

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for thirty-six (36) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug test under this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the thirty-six (36) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance, and competitions for the remainder of the school year, or 88 school days (one semester) whichever is longer. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

GRAHAM-DUSTIN PUBLIC SCHOOLS IS COMMITTED TO COOPERATING WITH PARENTS/GUARDIANS IN AN EFFORT TO HELP STUDENTS AVOID ILLEGAL DRUG USE. THE GRAHAM-DUSTIN PUBLIC SCHOOLS DISTRICT BELIEVES ACCOUNTABILITY IS A POWERFUL TOOL TO HELP SOME STUDENTS AVOID USING DRUGS AND THAT EARLY DETECTION AND INTERVENTION CAN SAVE LIVES.

CONCURRENT ENROLLMENT

Students in the junior and senior year of high school are eligible for concurrent enrollment in a college or university provided they meet certain requirements for admission. Please contact the school office for more information regarding concurrent enrollment requirements. Students must have a minimum of a 19 on the ACT subtest for the course they are taking.

REPORT CARDS TO PARENTS

Students will receive report cards at the end of each semester. Deficiency reports for high school students and progress reports for elementary students will be mailed to parents periodically (approximately every six weeks) throughout the semester. Parent conferences can be arranged by appointment anytime during the school year.

FERPA POLICY

In the course of a child's education, Graham-Dustin School District will keep records as deemed necessary to provide programs to meet his/her educational needs. Students and their parents will have access to the student's school records and will be notified of the following procedures.

1. The type of records kept
2. The procedure for inspecting and copying these records
3. The right of interpretation
4. The right to challenge data or to provide a rebuttal to the data
5. The right to lodge a complaint with the U.S. Department of Education if the law is not adequately implemented.

Educational records that are kept by the district shall include all materials directly related to a student. They shall not include records and notes of a teacher, administrator, school nurse, or therapist for his or her own use.

The board will require a prior written consent from the parent before providing student information to third parties. Exceptions are allowed for district employees who have reasons for reviewing the records and for school officials where the student seeks to enroll. Disclosure of the information contained in a student's educational records will not be made except:

1. By prior written consent of the students parent or the eligible student
2. As directory information
3. Under certain limited circumstances, as permitted by FERPA

When district officials transfer records, they will notify parents of the transfer and of their rights to review and contest. Although an exemption exists for material under court order, parents will be notified of such order.

If a student or parent has any concern regarding accuracy or appropriateness of any information or record maintained by the school, the principal should be contacted with that concern. It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record that he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed.

Additional information about the Family Privacy Act may be obtained from:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington D.C 20202-4605

FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire, tornado, and lockdown drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.

SEARCH AND SEIZURE

The superintendent, principal, or teacher employed by Graham-Dustin School District upon reasonable suspicion, may detain and search, or authorized 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, and low point beer. 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 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. Any dangerous weapon, controlled dangerous substance, and intoxicating beverages including low point beer shall be given to the police department for appropriate destruction.

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. These statements are to be included in the student discipline handbook.

DANGEROUS WEAPONS OR CONTROLLED SUBSTANCES

The possession of any dangerous weapon (including pocket knives) or dangerous controlled substance is strictly prohibited. The superintendent, principal or teachers shall have authority to detain or search or to authorize the search of any pupil or property in the pupil's possession when there is reasonable suspicion that the pupil may be carrying a dangerous weapon or dangerous controlled substance. Possession of a firearm is a felony. Consequence of a student possessing a firearm on school property (which includes buses and school campuses) will include suspension for not less than one year. Any verbal threat of violence will be turned over to the proper legal authorities and appropriate disciplinary action will be taken.

ITEMS PURCHASED THROUGH SCHOOL

Due to problems collecting money owed to the school in the past, students will be required to pay in advance for any items purchased. This includes school day pictures, memory mates, class-room group pictures, athletic shoes or other equipment, letter jackets, senior announcements, cap and gowns and etc. Students must pay promptly on all school fundraisers or they will be referred to the school attorney for collections. All fundraiser items must be paid for in advance or they will not be ordered.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Graham-Dustin School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of processing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

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

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the student is agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Terms of the Permitted Use

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

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet only for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of the policy are the following:
 - A. Uses that violates the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance that possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials (i.e., music). Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
 - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other materials, which are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would not have objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

Internet Safety

1. **General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observations and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

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

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

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

Privacy

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

Failure to Follow Policy

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

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) or any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the

school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

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

REFERENCE: 21 O.S.§1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges or services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read mail or files of others without permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

INTERNET-BASED INSTRUCTION POLICY

The Graham-Dustin Public School District recognizes the distinct advantages that Internet Based Instruction can offer by expanding course offerings to all students and providing alternative access to instructional resources for students with needs which cannot be met through the traditional classroom. To that end and in compliance with guidelines developed by the State Department of Education, the Board of Education adopts the following rules governing the use of Internet Based Instruction in the Graham-Dustin Public School District.

Statement of Purpose

Internet-based instructional courses provide flexibility not available with traditional classroom methods. Students may benefit from being able to proceed through course work at an individual pace and by having access to information and course materials at convenient times and places. Consistent with sound educational principles, it is the intention of the Board of Education of the Graham-Dustin School District (“School District”) to make full use of the Internet for the delivery of educational materials. Internet-based instructional courses approved by the Board of Education for use in the School District are not viewed as a substitute for direct, face-to-face student and teacher interaction, but as a means of expanding course offerings, access to instructional resources, and the ability of the School District to bring the world of knowledge to its students.

Definitions

“Internet-based instructional courses” means courses conducted by way of web-based instruction, whether synchronous or asynchronous, or two-way interactive video instruction. The terms “internet-based” and “web-based” instruction are used interchangeably in this policy.

“Synchronous instruction” means instruction occurring through real time interaction between instructor and student. Regular classroom instruction and two-way interactive video instruction are examples of synchronous instruction. Interned-based instruction requiring real time interaction between student and instructor as the primary format of instruction is also synchronous instruction.

“Asynchronous instruction” means instruction does not depend upon real time interaction between student and teacher. Asynchronous instruction allows the student to engage in learning activities anywhere, at anytime. “Two-way interactive video instruction” means instruction which consists of real time (synchronous) interaction between students(s) and instructor by means of an electronic medium providing both audio and video signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Approval of Curriculum

The Board of Education of the School District shall review and approve all Internet-based instructional courses to be offered for instructional purposes and/or high school credit. Credit may not be granted for such courses except upon approval of the Board of Education of the School District. The State Board of Education reserves the right to request information and materials sufficient to evaluate the proposed course. Additionally, credit may not be granted to students participating in Internet-based courses from a remote site except upon approval of the State Board of Education and the Board of Education of the School District. Courses offered for credit by means of

Internet-based instruction shall be aligned with the current state standards and any additional criteria established by the School District for course selection.

Requests to the Board of Education for approval of specific courses to be offered by means of Internet-based instruction shall include, without limitation, the following information: (i) a narrative description of the course, including learning objectives, course materials, and requirements for satisfactory completion of course work; (ii) the nature and frequency of graded and ungraded assignments; (iii) the manner in which instructors will evaluate course work and communicate such evaluations to students, and (iv) the number of credits to be awarded and whether credits will be awarded on a pass/fail or graded basis.

Internet-based courses offered by a career technology center that are taught by a certified teacher and provide for teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval by the State Board of Education and the Board of Education of the School District, be counted for academic credit and toward meeting the state graduation requirements. Internet-based courses or career technology courses utilizing integrated or embedded skills for which no PASS have been adopted by the State Board of Education may be approved by the Board if such courses incorporate standards of nationally recognized professional organizations and are taught by certified teachers.

The numbers of students which each instructor may supervise in courses offered by means of Internet-based instruction shall be established by the Board of Education on a course-by-course basis. Oklahoma Statutes limiting the number of students public school teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based instruction and two-way interactive video courses. The number of students each instructor may be required to supervise in asynchronous web-based courses shall not exceed 20 students in any given course.

Instructors and Staffing

The principal at each school site offering on-line courses shall designate a certified staff member to assist students enrolling in on-line courses and serve as a liaison to the on-line teachers and providers. A certified staff member shall also be designated by the principal to monitor students approved for Internet instruction offered at or through non-school sites.

Instructors of Internet-based courses (i) must be certified in Oklahoma, or (ii) if the course originates out of state, must be certified in the state of origin to teach in the content area of the course offered, or (iii) must be a faculty member at an accredited institution of higher education possessing the specific content expertise necessary to teach the course. Instructors of two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.

General Policies and Procedures

Students enrolled on a full-time basis shall be authorized to enroll, for credit, in approved Internet-based instructional courses. For courses offered by the School District, ordinary enrollment procedures and rules shall be followed. For remote Internet-based instruction courses, students must apply for enrollment. The principal at each site offering courses by means of remote Internet-based instruction shall make available, in the principal's office, an application form for enrollment in such courses. Applications for enrollment in remote Internet-based instruction will be evaluated and approved by the principal or the principal's designee subject to conditions and restrictions imposed by this Policy. Applications should be approved if the principal or principal's designee determines that enrollment will further specific educational needs of the student which cannot be met by traditional classroom studies. Only those enrollments approved by the principal or the principal's designee shall be eligible for credit approved by the Board of Education.

Students whose enrollment application for Internet-based courses have been approved shall, before the beginning the instruction, deliver to the site principal a parental/guardian contractual agreement and consent form addressing the students' participation in the Internet-based instructional program and acknowledging receipt of specific information regarding the course including grading criteria, time for completion of course work, testing and attendance requirements, and the responsibility for the costs of course materials, equipment, and supplies. A student whose enrollment application is rejected may appeal such action to the Superintendent. Only students who have enrolled in Internet-based instructional courses with the approval of the site principal or Superintendent will be eligible for credit upon completion of the required course work. The Board of Education may, based on its assessment of the need for or value of particular Internet-based courses, provide credit which shall count toward student credit

requirements and graduation. Alternatively, the Board of Education may limit or deny credit for Internet-based courses for purposes of calculating student grade point averages or for academic or other honors. The School District is not liable for any fees or charges incurred for any Internet-based course for a student who has failed to comply with this policy and procedures.

The School District may authorize enrollment on a part-time basis utilizing Internet-based courses for students who have dropped out of school or have been suspended from school provided such student was enrolled at any time in a public school in this state during the previous three (3) school years. Additionally, the Superintendent of the School District may authorize an emergency transfer, subject to approval by the State Board of Education, due to the unavailability of remote or on-site Internet-based instruction by course title in the district of residence of a student identified in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school of this state during the previous three (3) school years.

The School District may contract to provide remote Internet-based courses to children in a residential facility; a treatment program or center, including a facility operated pursuant to the Cerebral Palsy Act; a therapeutic foster home, or a specialized foster home or agency-contracted home. The later must be under the supervision of and certified by the Department of Human Services (“DHS”). The School District may, with Board of Education approval, contract its services inside or outside the District’s boundaries.

Likewise, the School District may offer opportunities for Internet-based courses as a part of an IEP, a Section 504 Plan, or in connection with District approved and facilitated home or homebound instruction arrangements or the equivalent of those arrangements.

The School District may also contract to provide remote Internet-based courses to children who do not reside in the United States. Such children shall not be counted in the average membership of the School District. Services provided for this purpose, require a contract approved by the Board of Education. The student or his/her parent or guardian must bear the entire cost of services provided by the District.

Students earning credit by means of Internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

Students participating in Internet-based courses from a remote site are responsible for providing their own equipment and Internet access, unless the School District chooses to provide the equipment.

Instructors and students participating in Internet-based instruction are responsible for complying with all federal, state, and local statutes, regulations, and ordinances, and with all Board of Education policies, rules, and regulations regarding course work and use of School district facilities and computer networks including, without limitation, regulations governing copyright and trademark infringement, the posting of images on the World Wide Web, Federal Communications Commission rules pertaining to public broadcasting of audio and video signals, and student and education records privacy.

Students must complete at least 7% of course total per week to maintain eligibility.

Privacy Statement

Although the School District will use reasonable efforts to safeguard the privacy and confidentiality of identifiable information concerning students and course work transmitted during the course of the student’s participation in Internet-based instruction, transmissions by means of the Internet cannot be made absolutely secure. The School District will have no liability for disclosure of identifiable information, including education records, due to errors in transmission or the unauthorized acts of third parties.

The School District will not use identifiable information or individual student data obtained through participation in Internet-based instructional courses for any purposed other than those that support the instruction of the individual student. The School District may collect information concerning its Internet-based instruction on an aggregate and disaggregate basis for use in evaluation of the instructional program or for other purposes not directly related to any individual student. Test results for students enrolled in Internet-based courses, including regularly enrolled and alternative education students, shall be disaggregated and reported. Such information will not be traceable to any

particular student, nor will such information be used to identify or contact any particular student by the School District or any third party.

Cooperative Agreements

Internet-based instructional courses may be submitted for approval of the Board of Education in cooperation with courses offered by other school districts. In such event, the School District shall enter into an inter-local cooperative agreement with each cooperating school district. Prior to the beginning of instruction, the School District and each cooperating school district shall, by means of contractual agreement, address the allocation of costs and expenses, dates and times of course offerings, bell schedules, instructor evaluations, student behavior, selection of instructional materials, student grades and grading policies, and teacher loads and employment issues.

PUBLIC NOTICES

Equal Employment Opportunity Statement

Graham-Dustin Public School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

Asbestos Statement

A copy of the Management Plan (results of the inspection) is available in the office of the Superintendent for your viewing. Please call for an appointment.

Oklahoma School Laws

All laws and policies referred to in this handbook are on file in the Superintendent's office. The Graham-Dustin Board of Education has adopted this handbook as policy.

Help for Handicapped Children

Any resident of Graham-Dustin School district who is aware of handicapped children living in the district is asked to call Superintendent at 918-652-8935.

A child is considered as handicapped if they have any physical, mental, or learning disabilities. The disabilities include visual or hearing impairments, mental retardation, traumatic brain injury, or any other form of health impairments requiring Special Education. These services are also extended to any child in a private school setting.

This is part of the Child Find program, which is for the provision of a free and appropriate education of all children who have specialized needs.

School Bullying Prevention Act – Purpose and Definitions

A. As used in the School Safety and Bullying Prevention Act:

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
3. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and
4. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

B. Nothing in this act shall be construed to impose a specific liability on any school district. **(70-24-100.3)**

Control and Discipline of Child.
(Effective August 22, 2014)

A. Each district board of education shall adopt a policy for the discipline of all children attending public school in that district, and for the investigation of reported incidents of bullying. The policy shall provide options for the discipline of the students and shall define standards of conduct to which students are expected to conform. The policy shall:

1. Specifically address bullying by students at school and by electronic communication, if the communication is specifically directed at students or school personnel and concerns bullying at school;
2. Contain a procedure for reporting an act of bullying to a school official or law enforcement agency, including a provision that permits a person to report an act anonymously. No formal disciplinary action shall be taken solely on the basis of an anonymous report;
3. Contain a requirement that any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the principal or a designee of the principal;
4. Contain a statement of how the policy is to be publicized including a requirement that:
 - a. an annual written notice of the policy be provided to parents, guardians, staff, volunteers and students, with age-appropriate language for students,
 - b. notice of the policy be posted at various locations within each school site, including but not limited to cafeterias, school bulletin boards, and administration offices,
 - c. the policy be posted on the Internet website for the school district and each school site that has an Internet website, and
 - d. the policy be included in all student and employee handbooks;
5. Require that appropriate school district personnel involved in investigating reports of bullying make a determination regarding whether the conduct is actually occurring;
6. Contain a procedure for providing timely notification to the parents or guardians of a victim of documented and verified bullying and to the parents or guardians of the perpetrator of the documented and verified bullying;
7. Identify by job title the school official responsible for enforcing the policy;
8. Contain procedures for reporting to law enforcement all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety;
9. Require annual training for administrators and school employees as developed and provided by the State Department of Education in preventing, identifying, responding to and reporting incidents of bullying;
10. Provide for an educational program as designed and developed by the State Department of Education and in consultation with the Office of Juvenile Affairs for students and parents in preventing, identifying, responding to and reporting incidents of bullying;
11. Establish a procedure for referral of a person who commits an act of bullying to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs;
12. Address prevention by providing:
 - a. consequences and remedial action for a person, who commits an act of bullying,
 - b. consequences and remedial action for a student found to have falsely accused another as a means of retaliation, reprisal or as a means of bullying, and
 - c. a strategy for providing counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary;
13. Establish a procedure for:
 - a. the investigation, determination and documentation of all incidents of bullying reported to school officials,

b. identifying the principal or a designee of the principal as the person responsible for investigating incidents of bullying,

c. reporting the number of incidents of bullying, and

d. determining the severity of the incidents and their potential to result in future violence;

14. Establish a procedure whereby, upon completing an investigation of bullying, a school may recommend that available community mental health care, substance abuse or other counseling options be provided to the student, if appropriate; and

15. Establish a procedure whereby a school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 14 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

B. In developing the policy, the district board of education shall make an effort to involve the teachers, parents, administrators, school staff, school volunteers, community representatives, local law enforcement agencies and students. The students, teachers, and parents or guardian of every child residing within a school district shall be notified by the district board of education of its adoption of the policy and shall receive a copy upon request. The school district policy shall be implemented in a manner that is ongoing throughout the school year and is integrated with other violence prevention efforts.

C. The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

D. Except concerning students on individualized education plans (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), P.L. No. 101-476, the State Board of Education shall not have authority to prescribe student disciplinary policies for school districts or to proscribe corporal punishment in the public schools. The State Board of Education shall not have authority to require school districts to file student disciplinary action reports more often than once each year and shall not use disciplinary action reports in determining a school district's or school site's eligibility for program assistance including competitive grants.

E. The board of education of each school district in this state shall have the option of adopting a dress code for students enrolled in the school district. The board of education of a school district shall also have the option of adopting a dress code which includes school uniforms.

F. The State Board of Education shall:

1. Promulgate rules for periodically monitoring school districts for compliance with this section and providing sanctions for noncompliance with this section;

2. Establish and maintain a central repository for the collection of information regarding documented and verified incidents of bullying; and

3. Publish a report annually on the State Department of Education website regarding the number of documented and verified incidents of bullying in the public schools in the state. **(70-24-100.4)**

**READING SUFFICIENCY ACT
(RSA)**

THIRD GRADE RETENTION POLICY

Oklahoma's current law requires that third grade students who score at the unsatisfactory level on the reading portion of the third grade criterion-referenced test shall not be promoted to the fourth grade, unless they meet the exemptions set forth in this policy under section II.

I. The parent of any student who is found to have a reading deficiency and is not reading at the appropriate grade level beginning with the first grade class of 2011-12 and has been provided a program of reading instruction shall be notified in writing of the following:

- ∂ That the student has been identified as having a substantial deficiency in reading;
- ∂ A description of the current services that are provided to the student.
- ∂ A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency.
- ∂ That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause as set forth in Section II of this policy.
- ∂ Strategies for parents to use in helping their child succeed in reading proficiency.
- ∂ While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available.
- ∂ The specific criteria and policies of the school district for midyear promotion.

II. For those students who do not meet the academic requirements for promotion at the end of the third grade school year, (Name of School) may promote the student for good cause only according to one or more of the six good cause exemptions.

In addition to the good-cause exemptions, requests to exempt students from the academic requirements for promotion to the next grade shall only be made upon documentation submitted from the teacher of the student to the school principal that indicates that the promotion of the student is appropriate and is based upon the record of the student.

RSA REMEDIATION

III. Beginning with the 2011-2012 school year, Graham-Dustin Schools shall:

1. Conduct a review of the program of reading instruction for all students who score at the unsatisfactory level on the reading portion of the criterion-referenced test and did not meet the criteria for one of the good-cause exemptions as set forth in **section of this section**. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency. The school district shall require a student portfolio to be completed for each retained student.
2. Provide to students who have been retained with intensive interventions in reading, intensive Instruction services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research-based reading instruction. Retained students shall be provided other strategies prescribed by the school district, which may include, but are not limited to:
 - a) small group instruction,
 - b) reduced teacher-student ratios,
 - c) more frequent progress monitoring,
 - d) tutoring or mentoring,
 - e) transition classes containing third- and fourth grade students,

- f) extended school day, week, or year, and
 - g) summer reading academy
3. Provide written notification to the parent or guardian of any student who is to be retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good-cause exemption. The notification shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency;
 4. Provide parents of retained students the district's policy on midyear promotion.
 5. Provide students who are retained with a high performing teacher who can address the needs of the student, based on student performance data and above satisfactory performance appraisals.
 6. Provide students who are retained with at least one of the following instructional options:
 - a) supplemental tutoring in scientific-research-based reading services in addition to the regular reading block, including tutoring before or after school,
 - b) a parent-guided "Read at Home" assistance plan, as developed by the State Department of Education, the purpose of which is to encourage regular parent-guided home reading
 - c) a mentor or tutor with specialized reading training.

READING SUFFICIENCY

Remediation

Reading sufficiency testing will be conducted in this school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. Every student enrolled in kindergarten, first, second, and third grades shall be assessed for the acquisition of reading skills for the grade level in which enrolled. Except for students who are on an individualized education program, have limited English proficiency, or for whom English is a second language, any student found not to be reading at the appropriate grade level shall be provided a reading assessment plan. The plan shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan shall also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
2. Tutorial instruction as needed after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180 day school year required by law;
3. The five essential elements of reading instruction: phonemic awareness, phonics, spelling, reading fluency and comprehension.

The program will be continued until the student is determined not to be in need of remediation. The district reading sufficiency plan shall be adopted and annually updated, with input from school administrators, teachers, students, and parents, and if possible a reading specialist, and which shall be submitted to and approved by the State Board of Education as a part of the Comprehensive Local Education Plan. This plan shall include a plan for each site, which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized. A committee will be established at each school site to determine the reading assessment plan for each student for whom a plan is necessary. The committee shall be composed of educators and, if possible, shall include a certified reading specialist. A student's parent or guardian shall be included in the development of a plan for that student.

A new reading assessment plan shall be developed and implemented for any third grade student in need of **remediation** as determined by multiple ongoing assessments and reading assessments administered in the Oklahoma School Testing Program. If possible, a fourth-grade teacher shall be involved in the development of the reading assessment plan. The new plan shall include specialized tutoring and may

include a recommendation as to whether the student should be retained in the third grade at the close of the year. The student's parent or guardian shall be included in the retention consideration.

POLICY ON MIDYEAR PROMOTION

Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score above the unsatisfactory level sufficient to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.