

BOARD APPROVED
4-10-17

Yale Public School 2017-2018

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August = 15 days

7-11 Professional Days
 11- First Day of School

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September = 20 days

4 Labor Day-No School

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October = 19 days

13 - End of 1st Nine Weeks
 18 Professional Day
 19-20 Fall Break
 Parent/Teacher Conferences

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November = 17 days

20-24-Thanksgiving Break

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December = 14 days

20 End of 2nd Nine Weeks
 21-30 Christmas Break

January = 20 days

1 Christmas break
 2 Professional Day
 3 Second Semester
 15 No School

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February = 19 days

13 Parent/Teacher Conferences
 15 Parent/Teacher Conferences
 16 No School

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March = 17 days

2 - End of 3rd Nine Weeks
 19-23 Spring Break

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
10	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April = 17 days

No School - 6,13,20,27

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May = 7 days

4- No School
 10 End of 4th Nine Weeks
 10 Last Day of School
 11 Professional Day

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Semester- 85
 2nd Semester- 80
 Total Days 167

Oct 13th End of 1st Nine Weeks
 Dec 20th End of 2nd Nine Weeks
 March 2nd End of 3rd Nine Weeks
 May 10th End of 4th Nine Weeks



Professional Days:
 July 24-28
 Aug 7-10, Jan 2, May 11

4 Days Parent/Teachers Conferences:
 October 16-17
 February 13 & 15

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

Rights

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to compete for student office and to vote in student elections.
4. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
6. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments that deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

Responsibilities

1. Students will attend school daily (except when ill), attend all classes, and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines while at school and while in transit to or from school and school-sponsored activities. Proper student conduct will include dressing appropriately; meeting standards of health and cleanliness; being honest, courteous, and moral; and using only acceptable language, refraining entirely from profanity and obscenity.
4. Students will follow the directions of teachers, administrators and other responsible school officials.
5. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
6. Students should willingly and dutifully serve that segment of the student body that they represent.
7. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
8. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed, including assignments and homework.
9. Students should develop the best school record of which they are capable.
10. Students will maintain a clean and pleasant atmosphere in the building and on the grounds. The school grounds belong to many generations and are not the sole property of any group of students. It is the privilege and obligation of all student bodies to appreciate fully, use carefully, preserve faithfully, and pass to future generations the buildings, grounds, and equipment without further blemish.
11. Students are required to exhibit good citizenship by respecting the rights and privileges of each person in the school, including the property of individuals and the school.

Each student is provided with a handbook and is held responsible for the information it contains.

STUDENT DISCIPLINE

The Yale Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and

administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year. Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Yale Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school. Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

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

SUSPENSION OF STUDENTS

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

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- 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 or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

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, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the 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 suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy. The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

IN-HOUSE SUSPENSION

The purpose of in-house suspension is to provide students with an alternative to short term out-of-school suspension. In-house suspension (IHS), shall be imposed by the principal. Both the student and the parents shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the superintendent. (See FOD-R for appeal procedures.)

The classroom teacher shall prepare written lesson assignments for each student suspended in-house and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be graded upon the student's return to class. The student shall receive full credit for work completed and shall not be recorded absent.

The following rules shall apply to in-house suspension:

1. The length of suspension shall be a minimum period determined by the principal. The period of suspension may be extended at the discretion of the IHS instructor with the concurrence of the principal. Such extension shall be made only after careful evaluation of the student's behavior.
2. Students who are assigned to IHS shall bring necessary books and materials to each IHS class.
3. There shall be no excused tardies. Tardies will result in the following additional disciplinary action:

1st tardy - one additional day of IHS

2nd tardy - two additional days of IHS
3rd tardy - three-day suspension from school

4. Any absences from IHS must be explained by telephone or in person by the parents to the IHS instructor or to the principal. Notes will not be accepted. Unexcused absences - as determined by the principal - will result in the following additional disciplinary action:

1st unexcused absence - two additional days of IHS;
2nd unexcused absence - three-day suspension from school and the completion of IHS upon return;
3rd unexcused absence - suspension from school for the semester.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Yale Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 will constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual

Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be

subject to disciplinary action that may include expulsion for students and employment termination for employees.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "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. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

STUDENT DISCIPLINE THREATENING BEHAVIOR (REGULATION)

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or a written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
 - A. The student will be subject to an immediate suspension from school for a minimum of three days.
 - B. The student's parent(s)/guardian will be notified.
 - C. The Yale Police Department shall be notified.
 - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
 - E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.
 - F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester. The above shall not apply for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

DRUG-FREE SCHOOLS

It is the policy of the Yale Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including in-house suspension, suspension, alternative education placement, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

For the first offense, a student found to be in violation of this policy will be suspended from school for 15 school days. During this time it will be expected that the student and parents will submit to counseling, either with school counselors, a state agency, or other private or public agency. For a second offense, the student will be suspended for the balance of the current school year. Suspension may be appealed to the board of education by following the procedures outlined in policy FOD-R. Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the principal's and/or counselor's office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students that will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.

24/7 TOBACCO FREE ENVIRONMENT POLICY

The district understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and second hand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles and during any school sponsored functions held off campus.

This policy is intended to improve the health and safety of all individuals using the schools. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves, e-cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking. This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (ballgames, concerts, etc.) and any outside agency using the district's facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week.

Enforcement

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.

Students found in violation of the policy will have their parents contacted for a first violation. Second offense will include disciplinary action, to include, but not limited to community service and tobacco education programs. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

Staff members who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities. In addition, the district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

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

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis. Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

SEARCH OF STUDENTS

The Yale Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

SEARCH OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension to the board of education.

CELL PHONES/ELECTRONIC DEVICES

The Yale School District recognizes the benefit of communications during emergencies; however, the use of cellular phones, pagers, etc., during instruction time disrupts and interferes with the educational process and will not be tolerated. The exception to this is at the request of a teacher to use cell phones as part of a classroom activity.

Cell phones and other electronic devices are not to be used once the morning bell has rung to begin school. The school is not responsible for these items should they be lost, damaged or stolen at school. Parents who need to contact their children should call the school office. Violations of the cell phone/electronic device policy will result in the following:

- 1st Offense: School personnel will take possession of the device and it will be returned only to a parent/guardian.
- 2nd Offense: Student will receive one day of after-school detention.
- 3rd Offense: Student will receive one day in-school suspension.
- Each additional offense will result in out-of-school suspension.

It is recommended that all student devices be password protected.

STUDENT CONDUCT DRESS CODE (REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the Yale Public School System.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Revealing or sexually provocative clothing, or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purposes of conducting school.
2. Sunglasses (unless prescribed by a doctor)
3. Indoor wearing of hats or caps. (Exceptions may be made for students with religious beliefs requiring a head covering or for medical reasons.)
4. Clothing, emblems, patches, or symbols that promote violence, drugs, alcohol, tobacco or tobacco products, sex, or any religious affiliation, or those that suggest obscenity or vulgarity or which have questionable printing.

Unapproved items of clothing or other items violating this dress code are subject to confiscation by any teacher or administrator. Confiscated items will be turned in to the principal's office and will be released either to the parent/guardian (upon request) or to the student at the end of the current semester.

Students will be provided with t-shirts or athletic shorts to wear until such time that parent/guardian can bring appropriate clothing.

ATTENDANCE POLICY (REGULATION)

In accordance with the policy of the board of education, a maximum of 10 absences in one semester, in any class shall be accepted for a passing grade. The maximum of 10 days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class. At 10 absences, the student will receive a failing grade for the semester. Appeals can be made to the attendance committee and then if necessary to the superintendent and school board.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating. Make up work is due upon return to class. Long-term assignments may not be turned in after a school activity absence without prior approval of the teacher.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student's responsibility to get assignments prior to leaving. Assignments are due upon return to school.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 25 minutes late is counted absent for the period.
3. For the third unexcused tardy, the student will be sent to the office. Disciplinary action will be taken for the third and subsequent unexcused tardies.
4. For the third and all subsequent tardies during the remainder of the year, the student will be placed in detention. Tardies of excessive length may be treated as a truancy.
5. If a student is detained by a teacher, the student will not be counted tardy by the next period teacher if the student presents a note from the detaining teacher.
6. Students will not be counted tardy if the buses are late.

Makeup Work

It is the responsibility of the student who has an excused absence to contact his/her teachers concerning all makeup work. All work missed as a result of absences, regardless of reason, must be made up. The teacher will allow one day per day missed from class to complete makeup work. A zero will be recorded if work is not turned in by that time. Students absent the day of a scheduled test will make up the test at the discretion of the teacher. If the student is absent on the day of a long-term assignment (i.e., book report, term paper) is due, the student must assume the responsibility of either turning the assignment in to the teacher before the absence or having another student turn in the assignment.

Excessive Absences

Excessive absences due to illness, with a doctor's statement, or other extenuating circumstances will be considered by an attendance review committee. This committee will meet with the parents/legal guardian(s) of the student to hear extenuating circumstances concerning absences. Any student who exceeds the 10 day limit and feels he/she has "just cause", may appeal to the board of education for reinstatement of credit.

Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

ATTENDANCE REGULATION (PRE-K THROUGH FIFTH GRADE)

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Pre-K through 5th grade.

It is important that all students arrive to school on time. Supervision of students begins at 7:30 am and students are encouraged not to arrive on school campus before 7:30 am. Classes begin at 8:00 am. (School Board Policy EC-R)

Yale Elementary School Attendance Policy is as follows:

1. Students must not be absent more than 10 days per semester.
2. Students are responsible for securing and completing make-up assignments. Students will be allowed one-day make-up time for each day's absence.
3. Yale Elementary School requests that parents call the school with each absence and give a reason. If a phone call is not made, please send a written note or email stating why the student was absent. A doctor's note is required when a child has been absent for 3 consecutive days.
4. There are no "excused" or "unexcused" absences; the student is at school or they are not. If they are not, they will be registered as absent. Students will be given the opportunity to make up work after being absent and will be expected to complete it.
5. Students attending school sponsored functions will not be counted absent.
6. Accumulation of 3 tardies will equal a half-day absent.
7. **Yale Public Schools require students to be in attendance 90% of the time before passing the class in question or being promoted to the next grade.** In the event that a student is absent more than 10 of the school year, a committee made up of a minimum of three teachers and the principal will determine if the student will be retained due to absenteeism. Factors used to make this determination will include illness, emergencies, religious observances, and court appearances. Each case will be determined on an individual, case by case basis. If the committee and principal determine to retain a student, the principal will send a retention letter to the parents/guardians advising them that their child shall be retained in the present grade level. (See Retention Policy)
8. Any parent/guardian may request, in writing, review of the initial decision to the superintendent. If a request is not received within five days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.
9. If the parent/guardian is not satisfied with the superintendent's decision, a second appeal may be made to the school board. If a request is not received within five days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.

State Board of Education regulations require that a student be in attendance at least two (2) hours in the morning and two (2) hours in the afternoon to be recorded present for the full day. Therefore, one-half (1/2) day attendance is based upon the student being present at least two (2) hours either in the morning or the afternoon session of the school day, as determined by the school district. All students found leaving the school before 1:30 p.m. will be counted absent for one-half day. With a few exceptions, if children are too sick to go outside, we consider them too sick to be at school.

LEAVING SCHOOL GROUNDS CLOSED CAMPUS

Yale Junior/Senior High School is a closed-campus school. Students may not leave during the lunch period. Students have options with the school lunch program. In addition, they may bring their lunch or parents may bring a lunch to them.

No student shall be allowed to leave school for any activity before the assigned time for dismissal without being excused by the principal.
A student will "Check Out" and "Check In" through the high school office any time he/she is late, must leave early, or returns to school after an appointment.

High school students may not check out of school the period immediately preceding their lunch period or during their lunch period unless a parent, guardian or individual on their check out list comes to the office during this time to sign the student out. Students will not be released based on a phone call. Failure to check out will result in detention. Continued failure to check out will result in further disciplinary action which may include suspension. Repeated problems with a student failing to "check in or out" will be considered truant.

VEHICLE USE AND PARKING STUDENTS

The Yale Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students will not park vehicles in driveways or private property. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

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

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

90 - 100	=	A - 4.0
80 - 89	=	B - 3.0
70 - 79	=	C - 2.0
60 - 69	=	D - 1.0
59 - Below	=	F - 0.0

A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the teacher. If work is not completed within three weeks of the end of the grading period, the grade mark of "I" will be changed to "F" and recorded on the permanent record.

Grading System

Semester:

First nine week grades -----	45%
Second nine week grades -----	45%
Semester Test -----	10%

Semester Tests

Semester tests will be administered in all classes on the last two days of the semester. All students must complete a semester test in order to receive a grade for that subject. Illness of a student and funeral attendance are the only acceptable reasons for taking the semester test after the close of the semester.

GRADUATION REQUIREMENTS

The Yale Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit 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 two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

STUDENT CLASSIFICATION (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern student grade classification.

Sophomores	5 units or more
Juniors	10 units or more
Seniors	16 units or more
Graduation	24 units or more

All students must have 24 units to graduate (Includes units earned in the 9th grade.) At least 14 units of the 20 units must be earned in the top three grades (10, 11, and 12).

HONORS PROGRAM (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors recognition.

Student(s) will be selected from each graduating class for the award of valedictorian and salutatorian.

The student with the highest grade point average will be selected as class valedictorian. The next highest will be selected as class salutatorian.

Grade point average of grades earned in the 9th, 10th, 11th, and first semester of the 12th grades will constitute the composite score.

To be eligible for consideration, students must be enrolled in a minimum of four units during their senior year. Students must also have at least two units of mathematics above Algebra I (i.e., Algebra II, Geometry, Trigonometry, Calculus, etc.) and one unit of science above Biology I (i.e., Biology II, Chemistry I, Chemistry II).

Yale Public Schools has 5th grade promotion, valedictorian and salutatorian that will be figured based off of 1st semester and 2nd semester of 4th grade along with 1st semester of 5th grade.

4.0 scale will be used to figure final grades.

PROMOTION AND RETENTION

The Yale Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade 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's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS) for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 60% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

Elementary, middle level, or high school students may demonstrate proficiency in the PASS Outcomes for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

Student Activities Eligibility (Regulation)

In accordance with the policy of the board of education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st for athletic competition or if the student will not be 21 years of age before September 1 for non-athletic events.
2. If the student has on file, in the principal's or authorized director's office, a physical examination and parent's consent certificate for the present school year.
3. If the student has attended classes 90% of the time for the current semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or other valid reason.
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester.
5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.)
6. If the student has not participated in a contest under an assumed name.
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.
8. If the student has not participated in a contest where he/she has used his/her knowledge or skill for financial gain.
9. If the student has not attended school eight semesters in grades 9 through 12.
10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade.
11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district.
12. If the student has not participated in organize practice or a game of football or basketball before the season opens, or after the season closes.

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

To be eligible to participate in activities involving other schools, a student must be passing in at least three regularly classes. The student must be attending classes at least 90% of the time. This applies to all students in any school-sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

EXTRACURRICULAR ACTIVITIES CHEERLEADING (REGULATION)

Students interested in being a cheerleader shall try out in the spring of each year. Cheerleaders are elected for one year.

Cheerleaders must ride to out-of-town games in transportation provided by the school, when such is provided. Each cheerleader is expected to be a good representative of the school through academic work and true school spirit.

Cheerleaders must uphold and abide by all the rules and regulations stated in the cheerleader constitution. Cheerleader activities shall be coordinated through, and supervised by, the cheerleader sponsor and the appropriate coaches of sports in season.

EXTRACURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS (REGULATION)

Absences

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.
2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
4. Any absence over the maximum of ten without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

INSTRUCTIONS FOR PARENTS ON HEAD LICE TREATMENT

Shampoos to use in treatment of Head Lice:

<u>Prescription</u>	<u>Non-Prescription</u>
Kwell	A-200
Scabene	R & C
	RID
	Triple X
	Cuprex

These products are available from your local drug store or pharmacist. When used as directed on the package, the products will quickly kill the lice and their eggs (nits). Usually two treatments are needed.

By the time you learn that one member of your family has lice, they may already have spread to others in the family. Therefore, it is essential that you do the following at once.

Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.

If other members of your family become infested, treat them also.

Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water (at least 130 deg. F) or by dry cleaning those that have been used in the last two weeks.

Thoroughly wash combs and brushes in hot soapy water to disinfect.

Use clean towels for each person.

Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.

Rinsing hair with vinegar after shampoo makes nit removal easier.

Repeat shampoo and house cleaning procedures in 7-10 days.