

Middleberg School Handbook



2018 – 2019

Superintendent
Joel Read

Board of Education
Mark Shaw
Glenda Fenimore
Kendal Carr

Middleberg Public School does not discriminate on the basis of race color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Middleberg Public School also does not discriminate in its hiring or employment of practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

NOTIFICATION OF AHERA

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in school.

The management plan may be reviewed at your child's school during normal working hours.

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Phone Number: 405-485-3612

Section 504/Title II Americans with Disabilities Act Coordinator
Title VI of the Civil Rights Act Coordinator
Title IX Coordinator
Age Act Coordinator

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MIDDLEBERG PUBLIC SCHOOL
STUDENT HANDBOOK

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**MIDDLEBERG PUBLIC SCHOOL
STUDENT HANDBOOK**

**Middleberg Public School * 2130 County Road 1317 * Blanchard, OK 73010
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101. Note to Parents

We, the administration and faculty of Middleberg Public School, would like to take this opportunity to welcome you as a partner in our combined endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a student may not achieve his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity. With your help, our chances of doing something that will be of lasting benefit for your child are greatly increased. This handbook has many of the questions about school that are likely to come up for discussion with your family. For this reason, it is hoped, that it will be helpful to all parents and community members interested our school. Parents are encouraged to read the entire handbook and to keep in mind that changes are likely to become necessary year after year. Please visit your school, meet the teachers, and feel free to ask for a conference on any concern involving our school community.

i. Statement of Philosophy and Goals

The elementary school is the beginning point of a child's education process which should be provided in a positive environment conducive to living and learning. Middleberg School will insure a program of study that will allow each student to reach his/her maximum potential while developing both a positive self-image and a respect for others. The curriculum will provide students with knowledge, practice and skills set forth by the Oklahoma P.A.S.S. and the Common Core Curriculum. The elementary school will provide the foundation for a student to become a productive, responsible, and a literate member of society. Middleberg School will strive to assure that:

- All students have the opportunity for the best curriculum and instructional programs possible.
- All students are provided equality in educational opportunities.
- All students and employees have a safe, healthy, and orderly environment.
- Citizens and parents are aware and involved in our schools.

103. Specific Objectives

- To give the students a comprehensive understanding of the organization and functioning of society, with reference to its physical setting and its local, national, and international interests
- To develop ideals, attitudes, appreciations, and loyalties that will assist the students in determining their responsibilities to society
- To encourage the love of literature and recognize its value
- To encourage correctness in oral and written English
- To cultivate useful work habits and study skills
- To instill character traits of honesty, dependability, loyalty, and trustworthiness
- To develop certain skills which will enable each one to be a happier individual
- To encourage the practice of self-discipline
- To promote health and safety for every student
- To create a desire for the finer things in life
- To guide students and develop the proper use of their leisure time
- To train students in those qualities that will make them worthy members of a family
- To instill a respect for property, persons, and themselves
- To build the foundation and give insight of various vocations in which students are interested

104. School Colors: Red and White

105. School Mascot: Tiger

201. Bell Schedule & Arrival Times

Cafeteria begins feeding at 7:30. Please drop off 5th-8th students in the Cafeteria as a safety precaution. Students who do not wish to eat may work on homework. Class will begin at 8:05. Every class will participate in a Moment of Silence and the Pledge every day. School will be dismissed at 3:15pm. Buses will depart approximately five minutes after the end of the school day.

A. Tardies

It is very important for a student to be on time. This is a very good habit to obtain. Any student who is not in class when the bell rings will be counted tardy. Every three tardies count as an absence and will count against the compulsory attendance law.

5th Tardy per class – The parents will receive a letter from the school.

7th Tardy per class – The parents will receive a follow up letter from the school.

9th Tardy per class – A letter will be sent to the county Sherriff along a letter to the District Attorney.

B. Leaving School

Before picking up the student, all visitors must check in at the office. Students will be called out of class by intercom or the parent will be given a check-out slip to go to the classroom. Students will not be allowed to leave class without a check-out slip. Unauthorized individuals, regardless of their relation with the student, may not pick students up from school.

202. Backpacks and Supplies

Fifth through Eighth grade students will not be allowed to carry backpacks into the classrooms. Lockers are provided for each student allowing them to store their extra supplies. Students should only carry the specific supplies they need for each class. Lockers are the property of the school and are assigned to the students for their use. Students hold neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

203. Conduct of Students

The student's behavior should be conducive to a good learning atmosphere. All students must follow instructions given by any staff member of Middleberg Public School. All students should be aware that they represent Middleberg School and community when they are on trips of all types. It will be understood that students who are frequent discipline problems are not interested in their own education and are depriving other students of their education. Therefore, such students may be suspended or receive other disciplinary measures from the school.

A. Expectations of Students

Pride is a tradition at Middleberg. We are proud of our students, our faculty, and our families. We are proud of the achievements our students accomplish in the various activities offered by our school. As a student, you become part of this tradition, and you are expected to uphold this tradition as a representative of this school. Students at Middleberg are expected to:

- Be considerate of others
- Be respectful of his/her school building and grounds
- Try their best in all class work

- Be cheerful and optimistic
- Use speech and manners which bring pride to our school
- Be a good sport in all areas of school

B. Inappropriate Behaviors

- Cheating
- Disruptive behavior in class, hallway, cafeteria, bathroom, or on the school bus
- Inappropriate language (abusive/vulgar)
- Possession of inappropriate objects: Gum, candy, pop, gaming devices, mp3 players, toys, etc.
- Truancy and tardiness
- Inappropriate dress
- Absence from assigned detention
- Refusal to comply with the teacher's instructions or request
- Disrespectful conduct toward peers or teachers
- Repeated failure to perform responsible tasks (homework)
- Public displays of affection
- Refusal to complete assignment requests
- Fighting, assault, vandalism, larceny, smoking, arson, extortion
- Tobacco, alcohol, drug use or possession
- Possession of dangerous objects at school, in transit to and from school, or at any school activity
- Violating posted classroom rules
- Harassment, intimidation, or bullying towards school personnel or other students at anytime
- Failure to take book and necessary supplies to class

This list is not intended to be a complete listing of all possible offenses, but it is a listing of those offences that we deal with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions that they find warranted by situations not covered in the disciplinary action schedule.

C. School Property

Students should not mark, mar, or deface any school property. Such cases should be reported to the administration. **Parents are liable to reimburse the school for the amount of damage.** This includes books, textbooks, workbooks, and furniture.

D. Display of Affection

Display of affections such as arms around each other, holding hands, and kissing will not be permitted at school. School and school activities are not a proper place for this type of activity.

E. Dress Code

The following will not be permitted:

- Shorts or skirts, which do not extend past the fingertips when arms are at the student's side
- Tank tops, fish net tops, spaghetti strapped dress or blouses (straps must be at least 2 ½ inches wide).
- Sheer or "See Through" shirts or blouses that allow undergarments to be seen
- Hats or caps
- Sunglasses
- Shirts with suggestive logos or advertisements for substance abuse, tobacco or alcohol
- Shirts or blouses, which expose the midriff area
- Jeans, pants or shorts, which do not extend below the fingertips when arms are at the student's side
- Pants or shorts that sag

- Flip flops for PK-4th grade

This list is not intended to be a complete listing of all possible examples of inappropriate dress.

The administration will make the final judgment as to the appropriateness of a student's attire.

Students who are inappropriately dressed will be called into the superintendent's office; the parents will be contacted and the student will be required to change clothes before returning to class.

Repeated violations will result in disciplinary action.

F. Bus Behavior

The School Laws of Oklahoma stipulate that transportation by bus **may** be furnished by the school district, but that **districts are not required to do so**. Therefore, by law, it is a privilege to ride a school bus and not a requirement. A penalty that may be applied to bus riders is the loss of bus privileges on a temporary or permanent basis. Misbehavior on the bus will result in:

- 1st offense – Office Referral
- 2nd offense – Loss of bus privileges for 3 days
- 3rd offense – Permanent or long term loss of bus privileges

G. Sexual Harassment

Sexual Harassment of any kind is prohibited in the Middleberg Public School District. Sexual harassment is defined as any unwelcome sexual comment, gesture, touch, joke, or rumor, which the recipient finds personally offensive. Grabbing, touching and or pinching in a sexual way is prohibited. Any student who believes they have been sexually harassed, or a parent who believes their child has been sexually harassed, may file an oral or written complaint with a school official. The complaint will be investigated promptly and confidentially and the district's discipline policy followed. Retaliation in any form against any person who has filed a complaint relating to sexual harassment is prohibited. Retaliation may be grounds for disciplinary action including removal from the educational setting for a student.

H. HARASSMENT – BULLYING

It is the policy of this school district that threatening behavior, harassment, intimidation, and 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. Threatening behavior, harassment, intimidation, and 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.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication_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, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

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.

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.

I. Substance Abuse Policy

Middleberg School will annually provide an age-appropriate developmentally based substance abuse program for all students in all grade levels. Students will be made aware through distributed materials and through the curriculum, that the use of tobacco, illicit drugs, medicine both prescription and non prescription and the unlawful possession and use of alcohol is wrong and harmful. Students will be provided information about any substance abuse counseling and rehabilitation and re-entry programs available. The unlawful possession, use, or distribution of illicit drugs, alcohol, medicine both prescription and non prescription or tobacco on school premises or as part of any of the school activity is strictly prohibited. Any pupil found to be in possession of illicit drugs, alcohol, medicine both prescription and non prescription or tobacco on school property or at a school activity the superintendent may suspend the student for a period not to exceed the current semester and the succeeding semester. The suspended pupil may appeal said suspension to the Board of Education. Additionally, the student in possession of illicit drugs and alcohol on school premises or at school activities will be referred for prosecution. The above standards of conduct and disciplinary sanction along with a statement of compliance with the standards is mandatory and shall also be part of the enrollment materials and will be given to each parent upon enrollment of their children. Attending classes' alert and ready to learn is a prime responsibility of students at Middleberg School. The inability to function in class may occur because of illness, injury, low-point beer or alcohol, or drug use (prescribed or illegal). State statute provides immunity from liability for school personnel who report suspected violations. A student may be referred to the superintendent's office after demonstrating one or more of the following behaviors:

- Sleeping in class
- Drowsy or listlessness
- Slurred speech
- Poor general health, red eyes, flushed skin, etc.
- Odor of smoke
- Odor of alcohol
- Abnormal or erratic behavior
- Inability to concentrate
- Wearing jewelry or clothing that promotes drug, alcohol, or tobacco use.
- Fighting
- Possession of an illegal drug, alcohol or tobacco.

A trained employee of Middleberg School may check the neurological function by means of a simple examination of the papillary reflexes and muscle functions of the eye. This procedure is frequently used in Middleberg athletic programs to determine if the brain function has been impaired by injury, illness or disease. If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately. The previously mentioned behaviors as well as the neurological examination may be sufficient probable cause to search for illegal drugs, drug paraphernalia or weapons in the students clothing, locker, or personal possessions, backpacks, etc.

J. Student Threats

Because of recent violence in schools across the nation, any student making any kind of threat toward other students, faculty or staff will be taken very seriously. Parents will be contacted and the student

will be referred to the administration for disciplinary actions. Repeat offenses may result in long-term suspension or expulsion as recommended by the administration.

K. Cheating/Plagiarism

A grade of zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

1st Offense: Lunch detention or ISD per the circumstances (In School Detention)

Subsequent Offenses: ISD , Corporal punishment or OSS per the circumstances (Out of School Suspension)

L. Insubordination

A student found to be disobedient to the authority of school personnel, and or failing to follow the directive of the personnel without just cause as determined by the administration, shall be subject to the following discipline:

1st Offense: Lunch detention or ISD per the circumstances

Subsequent Offenses: ISD, Corporal punishment or OSS per the circumstances

M. Misinformation

Willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) is prohibited.

1st Offense: Lunch detention or ISD per the circumstance

Subsequent Offenses: ISD, Corporal punishment or Out of School Suspension per the circumstances

N. Obscenity/Profanity

Obscene materials including, but not limited to; illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, song lyrics, mp3s, videos, cell phone text/pictures/videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc.

1st Offense: Lunch detention or ISD per the circumstance

Subsequent Offenses: ISD, Corporal punishment or Out of School Suspension per the circumstances

Any time the F word is used a student's parents will have the choice of ISD or corporal punishment.

O. Hazing

As per Oklahoma Statute Section 1190 of Title 21: No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

"Hazing" means an activity which 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 operating subject to the sanction of the public or private school or of any institution of higher education in this state.

P. Student Planners

Each student in Grades 4 – 8 will receive, free of charge, student planner. The student is required to have this planner with them at all times in class. Students will be required to:

- Write down all of their assignments for the week.
- Have their parents sign the weekly grade check located in the planner.
- Use their planner as a hall pass. Teachers must sign the hall pass sheet located in the planner before the students will be allowed out of class.

If a student loses their planner, they will be able to purchase a new planner in the office for \$5.00. Student's grades 1 – 3 can also get a planner upon request.

204. Discipline

Disciplinary action will be taken depending on the severity of the violations and/or number of times the student has broken the regulations. Corporal punishment will be used only as a last resort except in extreme cases. Teachers are directed to follow the discipline plan: 1) Warning to the student 2) Moving the student to another location 3) Student will be sent to the office. Disciplinary methods may include, but are not limited to the following methods:

- Before and/or after school detention
- Lunch detention
- A conference with parent/guardian
- Contact with parent/guardian
- Corporal punishment
- In-school detention (ISD)
- Out-of-school suspension (OSS)
- Removal from class

A. Detention

In an effort to apply immediate consequences for misbehavior and to establish behavior ownership on the part of the student, the following guidelines will be followed. Detention will be in the 5th – 8th Grade building from 3:15 until 4:15.

- When a classroom teacher or other staff member identifies a discipline problem, the student will be sent to the superintendent's office.
- Detention will be considered as one of the consequences for a rule violation; the superintendent will assign the number days and type of detention.
- For each violation warranting a detention, the teacher will contact the student's parents involved who will inform them of the situation requiring detention by letter or phone.
- The parent will be given advance notice if the student is assigned detention before or after school. It is the responsibility of the parents to provide transportation for their child.
- If the student chooses to not attend an assigned detention, parents will be notified and the student will be required to make-up the missed detention and automatically serve an additional detention. Repeating this choice may result in ISD, Corporal punishment or OSS.

B. Teacher-Assigned Detention

Teachers may assign detention as a classroom disciplinary action. Students late to or not attending an assigned detention will have their detention assignment doubled. Student's late or not attending detention after doubling will be referred to the office. The student will be assigned double the total teacher-required detention in the office and in addition will complete all of the teacher's assigned detention. Refusal to attend office assigned detention will result in ISD, Corporal punishment or OSS.

C. Suspensions

Students who commit serious offenses, which threaten the rights of others, or who show, a tendency to be uncooperative may be suspended for a period of one to ten days. At the end of the suspension period, a parent or guardian must accompany the student to the superintendent's office for reinstatement. During suspension, the student is excluded from all activities, and will not be permitted to attend any school activities or be on the school grounds. Work missed during suspension will be recorded as zero credit. An education plan to recover credit will be made available for any suspension 3 days or longer. Serious disciplinary cases may result in a student being suspended from the school for the remainder of the present semester, and the succeeding semester. Students will accept assigned punishment or be suspended from school until a parent or guardian returns with him/her for a conference. In cases of suspension, the superintendent will notify the parents of their rights both verbally and in writing.

D. Corporal Punishment

It is the policy of the Middleberg Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. Corporal punishment must be administered by the superintendent or the superintendent's designee. Corporal punishment may be one of the alternative choices given to students for disciplinary measures. The number of swats must be made known to the student prior to selection when corporal punishment is one of the alternative choices. At no time shall more than three swats be administered.

Parents may request that corporal punishment not be administered to their child. Such request shall be in writing and be placed in the student's folder. Parents shall not be allowed to administer swats as punishment for school discipline on school premises.

The teacher or the administrator or both shall make careful documentation of each occasion. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of the witnesses.

Under no circumstances shall other students or non-certified personnel, with the exception of a parent of the student involved who has requested to be present as a witness, observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered. The principal will notify the parent(s) or legal guardian, in writing, that corporal punishment has been administered and the reason for the corporal punishment. The principal shall maintain a file containing a record of all students who have received corporal punishment that year. Reference: 21 O.S. #843 70 O.S. #6-114

204.1 Student Searches

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. **(70-24-102)**

205. Emergency Drills

State mandated emergency drills will be done to help insure the safety of students while at school.

A. Fire Drills

There will be at least 4 fire drills conducted throughout the course of the year. A loud series of repeated tones will signal the need to clear the building for a drill or actual fire.

B. Tornado Drills

There will be at least 2 tornado drills conducted throughout the course of the year. Instructions will be given via the intercom system for both drills and in the event of inclement weather.

C. Lockdown Drills

At least one lockdown drill will be practiced each semester. Directions for the drill and in the event of an emergency will be given by intercom.

D. Bus Evacuation Drills

There will be at least 2 bus evacuation drills conducted throughout the course of the year. Directions will be given by the bus driver.

206. Grading Scale/Honor Roll

The following grading scale will be used in first through eighth grade. It will also be used to determine eligibility for the Honor Roll.

98-100 pts	A+ 12	87-89	B+ 9 pts	77-79 pts	C+ 6	67-69	D+ 3 pts
94-97 pts	A 11	84-86	B 8 pts	74-76 pts	C 5	64-66	D 2 pts
90-93 pts	A- 10	80-83	B- 7 pts	70-73 pts	C- 4	60-63	D- 1 pt

- Superintendents Honor Roll - Student's with an average above 10.0 with all A's.
- Principal's Honor Roll - Student's with an average above 7.0 with all A's or B's.
- Students with a 7.0 average with no more than one C and no D's will receive an honorable mention.

A. Advanced Credit

On occasion students may, under the direct supervision of classroom teachers, advance to a higher level of course work than is the norm for other students' in their grade level. **In order to be placed in an advanced level class a student must be recommended by the course instructor and approved by the superintendent.** Students who successfully complete (60% avg. or higher) a grading period in a course at least one grade level above their normal placements will receive three (3) bonus points upon completion of the course. Credit will be earned as follows: A+ (15 pts), A (14 pts), A- (13 pts), B+ (12 pts), B (11 pts), B- (10pts), C+ (9 pts), C (8 pts), C- (7 pts), D+ (6 pts), D (5

pts), D- (4 pts). Credit will be given for each advanced class completed from 5th through 8th grade.

B. Valedictorian and Salutatorian Selection

The advanced credit formula is also used to achieve equality when calculating valedictorian and salutatorian honors. Calculations to determine the valedictorian and salutatorian for a graduating class will be made after the fall semester of the class's eighth grade year. All grades earned in the 5th through 1st semester 8th grade will be used to determine valedictorian and salutatorian. To qualify for either the valedictorian or salutatorian a student must be in Middleberg School for 4 consecutive semesters of their 7th & 8th grade years.

207.1 Graduation Policy

In order to receive a diploma from Middleberg School students must have a 60% average in Math, English, Social Studies, Science and Reading. If a student does not meet these requirements, the student shall receive a certificate of attendance. The student may make-up the credit in summer school that summer. A regular diploma will be awarded upon successful completion of the required coursework.

207.2 Retention

Effective July 1, 1996, state statute provides that the decision for retaining students rests with the school they attend. Should the school choose retention in a grade for a student, the student and his/her parents have the right to appeal in writing the decision to the Board of Education. Final decision will rest with the Board of Education if there is an appeal. Additionally, the following will be implemented based on state law:

Beginning with students entering the first grade in the 2011-2012 school year, if the reading deficiency of a student, as identified based on assessments administered as provided for in subsection B of this section, is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test administered to Section 1210.508 of this title, the student shall be retained in the third grade. (Reference: Senate Bill No. 346)

The six "Good Cause" exemptions for students in Third grade to move to the next grade level are:

- _____ 1. Limited-English-proficient student who has had less than two (2) years of instruction in an English language learner program;
- _____ 2. Student with a disability whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- _____ 3. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- _____ 4. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of;

_____ 5. Student with a disability who participates in the statewide criterion-referenced tests and who have an individualized education program that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and

_____ 6. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in kindergarten, first grade, second grade, or third grade for a total of two (2) years.

207.3 Retention in 5th through 8th grade

Students in 5th through 8th grade must pass **all core classes** both semesters in order to be promoted to the next grade level. First semester failures may be overridden by entering into a performance contract with the administration. Upon successful completion of the contract they will again be considered candidates for promotion. Second semester failures must be made up in summer school. A student who fails a class must take the class in summer school and pass in order to be promoted to the next grade. The decision to retain a student in junior high lies with the school. However, a parent may request a hearing if they are in disagreement with the administration's decision.

208. Homework Policy

Middleberg public school understands and realizes the importance of homework. Students must be afforded the opportunity to change their grade in every subject each week. It is also important for parents to have the opportunity to monitor the progress their child on a weekly basis. It is therefore a directive from the board of education and the administration that every teacher employed by Middleberg School must have:

1. At least two homework / daily assignments each week for every subject.
2. At least two grades per week entered into the computer grade book.
3. All grades entered by 10:00 Monday morning.
4. Weekly folders filled out and updated with the most current grades and assignments.

Middleberg students will be required to do regular homework assignments. Students will be expected to complete all assignments and return it to school as assigned. Students will be given feedback on homework assignments and will receive grades on their homework. Any time an assignment has not been turned in the teacher will assign a ZERO for the score. If the reason for missing the assignment is due to missing class for illness, appointments or being out of town, the zero will be changed when the assignment is turned in. You will have 1 day for every day missed to get the assignment turned in. In the event the student just does not do the assignment, the zero will remain. The teacher will have the option to give the student half credit on the assignment if it is turned in the next day.

209. Communication between parents and teacher

Please understand that in order to protect instruction time for their students, meeting with the teacher will need to be pre-arranged and during the teacher's plan time.

Communication between the parents and teacher is critical in the overall education of the student. Every Tuesday a folder or planner will be sent home showing the parents the grades earned by the student. The parent is to sign the folder/planner indicating to the teacher that the parent is aware of the student's grades.

Teacher Ease – Parents can acquire from the office a password which would allow access to their child's grades on Teacher Ease (the online gradebook used by the teachers). A parent would have the ability to look at the grades of their child at any time.

New Phone system – Each teacher now has a phone in their room. A parent can call the school and be transferred to the requested teacher. You will be able to leave a message for the teacher to call you back with an answer to your question.

Email – Teachers are required to answer emails within a 24 hour period.

210. Illness

Students with a temperature of 100 degrees or more, vomiting, or with diarrhea must go home and not return until they have been free of fever, vomiting or diarrhea for 24 hours. When children are sick, they should remain home to keep infections from spreading. This does not include sniffles and coughs due to allergies.

211. Lost and Found

If you find an article of any value, you are requested to turn it into the superintendent's office. If you lose anything, inquire at the office. The school assumes no responsibility for personal property. Students are urged to take every precaution to protect their possessions.

212. Physical Education

All students are expected to participate in physical education or PE classes unless they have a doctor's statement.

213. Privacy Rights

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 in order to properly supervise the welfare of pupils. School lockers, desks, or other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches.

214. Safe Call

The Oklahoma State Department of Education safe call. You may call 1-877-SAFECALL ext OK1 if you know of any activity that threatens our school. The call is free and your name is never asked.

215. Telephones

Students will be allowed to use the telephone only in an emergency. School telephones are to be used only when it is necessary to contact parents concerning school business. Students are not to make long-distance calls unless arrangements have been made with the superintendent before the call is made. Students may not use the telephone before given permission from school personnel. Students will not be taken from instruction time to receive phone calls unless it is an emergency cleared by the Principal. Students receiving calls will be given the message and can return the call between classes or at lunch.

216. Cell Phones and other Telecommunications Devices

Students will be allowed to bring cell phones to school, however; they are to be used in emergency situations only. During school hours the cell phone must be turned off and out of sight – preferably in the student’s locker. If a cell phone is seen or heard the teacher will take the phone and turn it into the office for the remainder of the day. The student will be allowed to pick up the phone after school. Cell phones should remain in the student’s locker during the school day. If for some significant reason a student needs to use their cell phone to contact a parent or guardian they must first receive permission from a teacher or administrator.

217. Bad Weather Information

When it is necessary to close Middleberg Public School because of inclement weather, the following; The information will be sent out using the School Way app first and then the TV and Radio Stations will be notified: TV Channels 4, 5, and 9; Radio Channels WKY, KWCO, KOMA, and KEBC. Students should be sure to know in advance where to go for supervision should it be necessary to dismiss school early. It is impossible for all students to call home and ask for instructions at that time. In the event of school closure or early dismissal a phone call will be put out to all parents through our School Reach (All phone call) Parent Communication System.

218. Scholastic Eligibility

Scholastic eligibility standards are required of all students engaging in co-curricular activity programs.

A. Semester Grades

1. A student must have received a passing grade in every subject that he/she was enrolled in during the last semester he/she attended fifteen or more days.

2. 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 18-week grading period they attend.
3. 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.
4. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

b. Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Eligibility checks will be run every Monday morning. This will give teachers the weekend update grades. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and continue through Sunday. Eligibility is week to week, Monday to Monday.
2. 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 on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing (60% or higher) all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period. (Monday through Sunday).
4. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

c. Special Provisions

1. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in OSSAA Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
2. 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 if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work at the end of the semester.

D. Special Education Students

1. Students, who are enrolled in special education classes, have an Individual Education Plan and have been certified by the superintendent, as doing an acceptable quality of work may be deemed eligible under this rule.

E. Stock Shows, Etc.

1. Individuals who have been declared ineligible to participate in extracurricular activities by their local school administration will be declared ineligible to participate in stock shows.
2. Individuals who eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, individuals who are ineligible on the first day of the show will be considered ineligible through the duration of the show.
3. If an exhibitor is ineligible to participate in the show for any reason, including rules of the Oklahoma Secondary School Activities Association, the animals owned by the exhibitor are also ineligible for the show.
4. Ineligible individuals who participate in the show will forfeit all show and/or state premiums and awards; and will be subject to disciplinary action as provided by the local school policies.

It will be the responsibility of the local school administration to notify the student and the show management or OSSAA if a particular student is ineligible to participate.

219. Library Fines

Middleberg Elementary School does not charge late fees for books returned late; however, we do charge replacement costs for books that are not returned or that are damaged. All debts must be cleared by the end of the school year. Students with unpaid library fines will not be allowed to check out books until the debt is resolved.

220. Eighth Grade Class Trip

In order for student's to be eligible to participate in the class trip they must meet the following guidelines:

1. Students shall have participated in school fundraiser as well as 8th grade fundraiser. Minimum sales will be set yearly according to the type of fundraiser.
2. Students shall be on schedule to meet the minimum requirements for graduation. This means that a student must eligible in order to attend. Determination will be made at the end of the 3rd quarter.
3. Students shall not have had excessive absences (more than 9 a semester) unless just cause is shown as decided by the administration.
4. Students shall have attended Middleberg School for at least one semester of the eighth grade school year.

5. Students may not be eligible for the 8th grade trip if they have an excessive discipline incidents in which the student was sent to the superintendent's office as determined by the administration.
6. Any funds that have been raised by a student who is not eligible to participate will be placed in the 8th grade activity fund account. Donations given outside an authorized fundraiser may be reimbursed for only an ineligible student.

The standard trips will be limited to up to two 1-day trips within the state. Parents will not be allowed on the trip.

221. Eighth Grade Homecoming

Any eighth grade boy may be a king candidate. Any eighth grade girl may be a queen candidate. All candidates must be eligible during the nomination, voting period and the week of homecoming to participate. The seventh-eighth grade basketball teams will vote for king and queen. Any lower grade player on the team may vote. Boys will vote for girls, and girls will vote for boys. Team members must be eligible the week of homecoming to be allowed to vote. The eighth grade class will select the attendants from the kindergarten class.

222. Internet Access to Grades

Middleberg Elementary School is dedicated to improving education by providing web based online services to parents. In conjunction with Teacher Ease Student Information, we are able to offer parents unlimited access to their child's grades and other important school information free of charge. Please contact the office if you are interested in signing up for this program.

301. Anonymous Allegations

The right of an individual to face his/her accuser is a basic right on which the principles of democracy were founded. Anonymous written or oral statements violate the rights of those involved. To the ends of rights of all individuals, all anonymous allegations, written and/or oral, will not receive any consideration by the administration or Board of Education. It shall be policy of the Board to refer all individual complaints, requests for information or clarification, requests for policy change, etc. through the proper levels of authority. These levels of authority are listed in order: 1st – teacher, 2nd – administrator. If the matter cannot be resolved through this procedure, then the matter will be brought to the attention of the Board of Education at a scheduled board meeting. Since the board member has authority only at a scheduled board meeting, this should prevent him/her from being pressured into a decision concerning the school or an individual. Such decision-making by one board member is not only illegal, but also ill advised. The Board of Education may allow residents or the parent/guardian of a student enrolled in Middleberg School to appear before the Board and speak, provided that the individual who wishes to appear before the Board has followed the procedures outlined above. Persons who desire to be placed on the agenda to speak to the administrator must notify the superintendent by Thursday, 3:00 p.m., prior to the board meeting the following Monday night.

The person who wishes to appear before the board must identify the subject matter that is brought before the board. The board will “take under advisement” the comments that are made by the person or persons appearing before the Board. If Board action is necessary, the topic presented to the Board will be placed on the agenda of a later Board meeting for disposition. If the person who wishes to appear before the Board has not attempted to solve the problem in the matter outlined above, such persons will not be placed on the agenda until these steps have been followed. If a citizen tells the Board member of improper teacher performance, the Board member should respond that he couldn’t act upon such evidence until the facts are brought to the attention of the Board through the proper channels. Complaints against school employees cannot be used in determining whether to renew or non-renew the employee’s contract unless the complaint is presented in writing and the person who makes the complaint is willing to testify in a due process hearing, if such a hearing is requested by the school employee.

302. Attendance

Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that students and parents alike judiciously meet these responsibilities. Regular attendance is important and necessary for success at school.

A. Age

The State School Code shall govern attendance age for students. Generally, every child in the district who is at least five years of age and not more than eighteen shall be required to attend public school. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor.

B. Attendance Policy

Nine (9) days of absences per semester are all that will be allowed. At that point, a note from a parent and direct communication with the superintendent’s office will be required in order for the student to receive credit for the semester. **Documented medical visits and documented court appearances will not be counted against the nine (9) days which we call documented absences.** It is the responsibility of the parent to present documentation of each visit to the superintendent’s office. When the tenth undocumented absence has occurred during the semester the student will be ineligible for all extra-curricular activities. Documentation needs to be turned in upon arrival to school and will NOT be accept after 5 days beyond the students return to school.

After a student is absent from school, the parents must call or send a note to the office indicating the reason for the absence. The office will then issue an

admit slip which must be obtained before the last bell in the morning. A **student is allowed one day for each day absent to do the assigned work,** for excused absences only. No student will receive an excused absence to participate in a school activity if that student is more than one week behind in completing missed class work. Each admit slip shall be given to the last teacher that has the student the last period of the day. The teacher will turn these slips into the office. Students that work or baby-sit during the school day will receive an unexcused absence. Students should refrain from such practices. Only the superintendent, not the parents, determines what an excused absence is. Students will not be permitted to make up work for unexcused absences. If the student appears in class without an admit slip, the teacher will send the student to obtain one.

Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that students and parents alike judiciously meet these responsibilities. Regular attendance is important and necessary for success at school. Any teacher or superintendent may require a parent conference regarding attendance and other class-related problems. Failure to conduct such a conference to the teacher or superintendent's satisfaction may result in appropriate action against the student, even to the extent of failure of the course or suspension from school. Perfect attendance certificates shall be issued to any student who has not been recorded absent during the school year. Any student who has been absent more than one and one-half period's does not qualify. **If a student is to be absent for any reason, it is the responsibility of the parent or guardian to notify the school. This notification is to be made by phone on the day of the absence.** If the school is not notified, we will attempt to contact the parents or guardian. Upon returning to school, all work must be made up. An amount of time equal to the time missed will be allowed for make-up work to be turned in. It is the responsibility of the student to find out what work needs to be made up and to hand it in on time. **Excused absences will be given for illness, death in the family, and emergencies. Most other absences will be unexcused. Examples of unexcused absences are: shopping, oversleeping, car trouble, baby-sitting, etc.** Any absence that fits in the above categories or is similar in nature to the examples mentioned will be unexcused. Excused by arrangement: In some instance, absences may be excused when students need to be out of town with parents. In these instances, parents must contact the superintendent in advance and all work must be made up in advance if the student is to be excused, this includes 4-H activities. **In case of suspension, the student is excluded from all activities, and will not be permitted to make up any schoolwork missed unless an education plan is in place.** Work missed on account of suspension will be recorded as zero credit.

STUDENT ACTIVITY ABSENCE POLICY

Activity Absence – for all extra-curricular activity absences, including those not sponsored by the school, i.e. FFA, 4H, gymnastics, etc., which have been approved by the administration.

If a student is going to miss school due to attending an extra-curricular event, whether it is school sponsored or not, the student should get his/her assignments before missing school. Upon their immediate return (to school) their assignment(s) should be turned in.

EXAMPLE:

If a student is going to be absent on Tuesday, they should get their assignments from the teacher(s) on Monday and turn in those completed assignments on Wednesday (or the next day they return to school).

Board Approved on 4-9-12

C. School Laws of Oklahoma

Section 229. Neglect or Refusal to Compel Child to Attend School- Exceptions.

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the school of the district are in session or the child is excused as provided in this section. One-half day of kindergarten shall be required for all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed to teach a kindergarten program within the public school system must be certified in early childhood education. If a child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this section on the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of the child for violation of any provision of this section, it shall be an affirmative defense that

the parent, guardian, or other person having legal custody of the child has made substantial and reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school if the court determines the affirmative defense is valid, it shall dismiss the complaint against and notify the school attendance officer who shall refer the child to the district attorney for the county in which the child resides for the filing of a Child in Need of Supervision petition against the child pursuant to the Oklahoma Juvenile Code. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:

- 1. For the first offence, a fine of not less than Twenty-five Dollars (\$25.00) nor more than Fifty Dollars (\$50.00), or imprisonment for not more than five (5) days, or both such fine and imprisonment.*
- 2. For the second offense, a fine of not less than Fifty Dollars (\$50.00) nor more than One Hundred Dollars (\$100.00) or imprisonment for not more than ten (10) days, or both such fine and imprisonment.*
- 3. For the third or subsequent offense, a fine of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00), or imprisonment for not more than fifteen (15) days, or both such fine and imprisonment.*

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school District may present the attendance records of the child or ward of the court. The court may order the parent, guardian, or other person having custody of the child to perform community service in lieu of the fine set forth in this section. The court may require that all or part of the community service be performed for a public school district. The court may order as a condition of a deferred sentence or as a condition of sentence upon conviction of the parent, guardian, or other person having custody of the child any conditions, as the court considers necessary to obtain compliance with the school attendance requirements. The conditions may include, but are not limited to, the following:

- 1. Verifying attendance of the child with the school.*
- 2. Attending meetings with school officials.*
- 3. Taking the child to school*
- 4. Taking the child to the bus stop.*
- 5. Attending school with the child.*
- 6. Undergoing an evaluation for drug, alcohol or other substance abuse and following the recommendations of the evaluator.*
- 7. Taking the child for drug, alcohol, or other substance abuse evaluation and following the recommendations of the evaluator, unless excused by the court.*

(70-10-105)

303. Authority of the School

Students are subject to the authority of the school and its officials when attending any school-sponsored activity. This also applies to students as participants and spectators at any out of town school activities. Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students at school. Teachers are therefore vested with the necessary authority to discharge these responsibilities. It should be understood that any teacher has this authority at any time on school property or at school functions. One of the most serious offenses a student can commit is insubordination to a teacher, and any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior be tolerated! Senate Bill 610 approved by the state legislature states: "Every person who, with justifiable or excusable cause, knowingly commits any assault, battery upon the person of a school employee or a school district or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six months, or by a fine not exceeding \$500, or by other such fines and imprisonment.

304. Extra Curricular

304.1 Cheerleading – policies will be developed by sponsor and shared with those Student's involved in cheerleading.

304.2 Student Council

2018-2019 Sponsor – Mrs. Katie Cook

Student Council is an organization that promotes student government. Members of the student council will represent their class in committees and other decision-making/school planning opportunities. Each class will have two student council representatives, a male and a female, elected in the spring to serve the following school year. An alternate will also be selected to fill in at meetings when the member is absent or to take over if the elected student council member should move out of district. The student council delegates for each class will be selected by a class election.

304.3 FCA – Fellowship of Christian Athletes

FCA is a voluntary organization for all students in 5th through 8th grades. Meetings will be held during breakfast on selected Wednesday's in the Cafeteria. Any student not wanting to attend may remain in regular breakfast. No class time will be missed for FCA meetings.

305. National Junior High Honor Society

Membership in the NJHS is an honor and a responsibility. Only students who

Meet the highest standards of **scholarship, leadership, character, citizenship and service** are given the honor of admission.

- Eligibility – must have at least a 9.0 GPA cumulative up to the last completed semester of study.
- Leadership – Candidate must exemplifies positive attitude, inspires positive behavior in other, demonstrates initiative, successfully holds positions of responsibility and demonstrates leadership in the classroom and in school activities.
- Service – 10 hours of service projects that has been approved by the sponsor.

Compliance Statement

Students, their parents and employees of Middleberg School District No.C096 are assured that the district does not discriminate on the basis of race, sex, national origin, handicap, religion, or age.

306. FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) afford parents and students more than 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 55 days of the day the District receives a request for access. Parents of eligible students should submit to the school superintendent (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of this time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a

legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

307. Gifted and Talented Policy

An important goal of the Middleberg Public School is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic areas, and who require learning opportunities or experiences not ordinarily provided the school in order to fully develop such capabilities. Initiative to provide those appropriate educational experiences will include:

1. Assessing the instructional level of identified students and considering the unique learning characteristics of each child.
2. Expanding curriculum opportunities to allow gifted students to move through the core curriculum at the appropriate flexible pace.
3. Appropriately matching the programs and support services to the individual.
4. Structuring learning environments that address the unique needs of gifted students and accommodate a variety of learning rates and styles.

The Gifted Educational Plan for Middleberg School is a very extensive plan and, therefore it is available at any time for viewing in the administration office.

308. Gun Free School Policy

Any student who brings a firearm to school or transports it on a school bus shall be expelled for a period of no less than one year. Additionally, any such case shall be immediately reported to the proper law enforcement authorities. The superintendent may modify the expulsion on a case-by-case basis.

309. Children in Need of Special Education Policy

The Middleberg Public School will be in compliance with the Individuals with Disabilities Education Act (IDEA) 1990 P.L. 101-476. This law specifies regulations for the education of all handicapped children. Anyone who has any knowledge of any handicapped individual is asked to refer them to the superintendent at Middleberg School.

Middleberg Public Schools will comply with the standards, policies, procedures, and laws of the State and with the Federal regulations for IDEA and subsequent approved revisions. Specialized educational services will be provided in accordance with current state and federal mandates to eligible children between the ages of 3 and 21. These services will be provided to students who are legal residents of the district, including children with disabilities who has been

suspended or expelled from school. The education programs will be designed to meet the unique needs of students as determined by a team of qualified professionals. Special education and related services including preschool, elementary, and secondary school education will conform with the Individualized Education Programs (IEP) requirements for eligible children and are provided under public supervision, at public expense, and without charge. Middleberg Public Schools will ensure that all eligible children receive (FAPE) Free and Appropriate Education) in the least restrictive environment and have available a continuum of alternative placements to meet the needs of children with disabilities for special education and related services. Unless the IEP of a child with a disability requires some other arrangement, the child shall be educated in the school that the child would attend if non-disabled. For preschool children (age 3-5) the child shall be educated in the environment that the child would participate in if non-disabled, unless the IEP requires some other arrangement. Specific assurances, policies, and procedures for how all eligible children with disabilities in the district will have access to free appropriate public education will be outlined in the OSDE, SES, Part I, LEA Implementation Agreement for Special Education in Oklahoma and other district policies relating to special education.

310. Fund Raising

All fund-raising activities shall have the approval of the superintendent and the Board of Education and shall be scheduled on the school calendar by the superintendent.

311. Involvement by Parents in School Activities

Involvement by parents in school activities is necessary for the development of the best school possible at Middleberg. However, this involvement must be “controlled” in order not to jeopardize the legal liability, which has been placed on the teachers, administrators, and the Board of Education members for the safety and “well-being” of school students. Therefore, no parent will be permitted to become involved with any such student activity unless requested to do so by the sponsor who is responsible for such activity. The sponsor will use the following procedure if parental assistance is needed:

1. Inform the superintendent of such need, and the names of the parents that are requested to assist
2. The superintendent will notify the sponsor of approval
3. The superintendent will meet with the sponsor and parents to clearly define the involvement of parents
4. While parents are encouraged to join their children on field trips and activities, they will have to provide their own transportation. Due insurance requirements and liability only students and employees of Middleberg School will be allowed to ride on district transportation. Exceptions will be made only in extreme cases.

312. Legal Name

The child's legal name must appear on all written records. These include cumulative folders, attendance records and other school documents. We will honor your wishes in calling the child by another name, with the exception of nicknames.

313. Meal Bill Policy

Meals should be paid for in advance. No students may incur more than \$35.00 in debt to the lunch fund at one time during a nine-week session of school. Report cards will not be issued until lunch bills are paid in full each nine weeks. Students not having their lunchroom bill paid in full by the end of each nine weeks may be served a carton of milk and a peanut butter and jelly sandwich/cheese sandwich for lunch if they do not bring their own lunch until such time as their bill is paid. Individuals who foresee difficulty paying their lunch bill should immediately contact the office in an attempt to arrange a payment method.

314. NCLB Act of 2001 Parents Right to Know

Section III (6) (A)-QUALIFICATIONS. At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (an in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the fields of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if co, their qualifications.

315. Open Transfer Policy

By April 1 of each year, an application form must be completed by the parents/guardians/custodian of the student. The application form shall be obtained from and filed with the superintendent of the receiving school district. (SDE Form F-56) By June 1 of each year, the board of education shall approve or deny the application for transfer. If the transfer is denied, a letter stating the reason for denial shall be mailed to the parents/guardians/custodian(s).

By September 1 of each year, the superintendent shall file with the State Board of Education and each resident school district a statement showing the names of the student granted transfers to this district, the resident district of the transferred students, and their respective grade levels. (SDE Form F-32 and SDE from F-32A)

A. Emergency Transfers

A written application designating the district to which the transfer is desired shall be made by the parent/guardian/custodian and filed with the superintendent of the receiving district. On an adequate showing of emergency, the superintendent of the receiving district may grant a transfer, subject to approval of the school district in which the student resides. Reasons for an emergency shall include:

1. The destruction or partial destruction of a school building.
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer.
4. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous.

B. Transfer for Nonresident Students

Availability of Programs: Quality of education for student residing in the Middleberg School district is the first priority of the board of education. Accordingly, the board reserves the right to leave open additional spaces in any program with the anticipation that said spaces are to be filled by resident students. Any requests for transfer will be considered secondary to such spaces being held for resident students. Only when the board has determined that the additional spaces are not going to be filled will it consider filling such spaces with transfer students from another district.

Staffing Availability: Under no circumstances will a transfer be allowed which would necessitate the hiring of additional staff to handle the student or students or which would over-load an existing program or class.

Space Limitations: Under no circumstances will a transfer be allowed if there is not adequate physical space for the student or students wishing to transfer.

Disciplinary Record: Discipline records of students applying to transfer to the Middleberg School district will be requested as part of the student's records. It shall be within the discretion of the board of education and/or the board's authorized representative to determine, based upon the student's disciplinary records, as to whether a transfer will be approved or denied. Students with negative discipline records or those deemed "not in good standing" at the sending school will generally not be approved for transfer to this district. Any transfer application by a student who has previously been suspended from school for being found guilty of an act as outlined in 70 O.S. 24-101.3 will automatically be rejected. In compliance with 70 O.S. 8-101.1, et seq., the Middleberg Public School will accept or deny the transfer of a student who does not reside in the district in accordance with the criteria stated in this policy.

C. Criteria for Denial

1. Availability of Program, Staff and Space.
2. Students requiring special programs (special education, staff with specialized training, alternative education classes, and classes requiring restricted enrollment) will be denied a transfer if the program, staff, or class is projected at 80% or more of capacity.
3. If a grade is projected to be at 80% capacity or more, a transfer in that grade will be denied.
4. If a grade at school is projected to be at less than 80% capacity, but the school as a whole is projected to above 80% capacity, a transfer will be denied.
5. Suspension: If a student is under suspension from the sending school for any reason, a transfer will be denied.
6. Attendance Record: If the attendance record of the student is less than 90% in both the year preceding and the year of the application for transfer, a transfer will be denied.
7. Previous Transfer: A student will be granted only one transfer per year.

D. Additional Guidelines

1. If a transfer is granted, the student must provide his/her own transportation to the assigned school.
2. A student may request a transfer to the district only; a student may not request a specific teacher at school.
3. Application shall be considered on a first come, first served basis.
4. A transfer is approved on a student-by-student basis. Siblings must apply individually.
5. A transfer is valid for one year only. A transferred student must reapply each year.
6. When a student has been transferred and later changes residence to another school district in the state, the student shall be entitled to continue to attend school in the district to which the student was transferred.
7. If a student changes residence to another district during the school year, which is not the same district the student transferred to, the student shall be entitled to attend school in either the receiving district or the new district of residence for the remainder of the current year.
8. A student who enrolls, pursuant to the Education Open Transfer Act, in a school district in which the student is not a resident shall not be eligible to participate in school-related extracurricular competitions governed by the Oklahoma Secondary Schools Activities Association for a period one year from the first day of attendance of the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. If the student is granted an emergency transfer pursuant to 70 O.S. 8-104, eligibility to participate in school-related extracurricular athletic competitions shall be determined by the Oklahoma Secondary Schools Activities association.

9. A transfer can be cancelled if the student's attendance record falls below 90%.

10. A transfer may be cancelled with the concurrence of the board of education and the parent/guardian/custodian. (SDE Form F0-61)
11. A transfer may be denied or cancelled upon failure of a previously transferred student to Middleberg to make timely payment of any fees, or other monies due. All debt to the district should be paid in full by May 15 each school year.
12. The superintendent shall have the authority to deny or cancel transfers if all bills are not paid.
13. Additionally, when the superintendent determines relations with the transfer family or student have deteriorated to a point where a negative effect on district is occurring, a transfer may be cancelled or denied. Should a transfer be denied due to the deterioration of relations the family may have a hearing with the board of education if requested within ten days of official notification of denial.

316. Proficiency-Based Promotion Policy

Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students who are able to perform relevant laboratory techniques.
2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once during the week before the beginning of the school term and once during the last week of school at the end of the school term as identified in 70 O.S. 11-103.6. Notification of intent to take the test must be given to the student's Superintendent two (2) weeks prior to the testing week.
3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as at the end of each school term.
5. Qualifying students are those who are legally enrolled in the local school district.
2. Students will be allowed to take proficiency assessments in multiple subject areas.
3. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
4. Exceptions to standard assessment may be approved by a local committee appointed by the superintendent or IEP team for those students with a disabling condition. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

5. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth will be considered.
6. If the parent or guardian request promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Failure to demonstrate proficiency will not be noted on the transcript.
8. Students must progress through a curriculum area in a sequential manner. Elementary, middle level or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
9. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. This unit shall count toward meeting the requirement for the high school diploma.
10. Units earned through proficiency assessment will be transferable with students among school district within the state of Oklahoma. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
11. Units earned through proficiency assessment will be transferable with students among school district within the state of Oklahoma. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

Option for accommodating students' needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

1. Individualized instruction
2. Correspondence Courses
3. Independent Study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/Course Advancement

Middleberg School will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request. Appropriate notation will be made for students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for Passing. This unit will count toward meeting the requirements for the high school diploma.

317. Residence Policy

The superintendent of the district in which a student is presented for enrollment shall verify that the student is either a resident of the school district or is otherwise entitled to attend school in that district for any other reason authorized

by law. Any pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term. (70 O.S., Section 19.111). If a school district initially denies admittance of a student who claims to be a resident of that district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that they may request a review of a residence dispute and how the residence office may be contacted. The residency officer pursuant to the following procedures shall determine any questions or disputes as to the residence of a student.

1. If the school district initially denies admittance of a student who claims to be a resident of that district, the parent of the student shall be informed that they may request a review of the decision of the local residence officer.
2. The parent of the student must notify the residence officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residence officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residence. Said information must be submitted with the request for review.
3. The residence officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
4. In the event the parent disagrees with the decision, the parent shall notify the residence officer, within three (3) school days of receipt of the residence officer's decision, who will submit his findings and all the documents reviewed to the local school board of education. The local board of education will review the decision and documents submitted on behalf of the district and the student and render a decision at the next board meeting. The local board's decision shall be the final administrative decision.
5. In an effort to place students in school as quickly as possible, time lines shall be followed, unless due to emergency circumstances both parties agree to an extension of time lines.

The determination of school residency can often be complex and difficult. The following data, when pertinent, can be very helpful in making the determination, through no single factor or combination of factors establishes school residence.

1. Affidavit of custody, guardianship, and/or financial support.
2. Was the child in question transferred the previous year?
3. Data regarding sibling (names, age, grades, school, residence)
4. Were siblings of the child in question transferred the previous year?
5. Suggested data, which might indicate place of residence:
 - a. Phone and utilities listing (name and address)
 - b. P.O. address
 - c. Homestead exemption listed with county assessor
 - d. Copy of lease, deed, rental agreement
 - e. Legal description when necessary
 - f. Driver's license address
 - g. Address given Motor Vehicle Division of Department of Public Safety (license tag)

- h. Voter registration
- i. Copy of Internal Revenue Service (IRS) form with figures deleted
- j. Information provided by neighbors
- k. Information provided by school bus drivers
- l. Information provided by apartment managers
- m. Description of living conditions, physical circumstances, and social relationships.
- n. Other data, which provides information regarding where and with whom the child lives.

318. Scheduling of Activities

Teachers, students, or groups of students participating in activities under the same name of the school, but away from school property-whether academic or non-academic must record all activities on the school calendar located in the office after receiving approval from the administrator. All organizations shall hold absences from regular class work to a minimum.

319. School Publications

Throughout the school year there will be time when we wish to recognize student achievement through various means of publication (i.e. school website, internet, local newspapers, etc.). **If you do not want your child's picture or name to be published in one of these public forums then you must notify the office by September 1st of the current school year. If you enroll after September 1st then you must notify the office within ten (10) school days.**

320. Alcohol/Drug Urine Screens

In an effort to cooperate with the home when evidence of illegal drug use is suspected or apparent, Middleberg School will provide no-cost, parent-requested urine screens. Student privacy and confidentiality are a top priority. The results of the urine screen are made immediately available to the parent. If the parent requested urine screen confirms illegal drug use, further random urine screens will be made available at no cost to the parent. If a student continues to test positive, the superintendent will assist the parents in seeking further services from the county health services or a qualified drug rehabilitation program.

321. Visitors

Student visitors to classrooms will not be permitted. All guests or visitors, including parents, must report to the office of upon their arrival on school grounds. Parents and other interested adults are encouraged to visit, after first making an appointment with the administrator.

322. Withdrawing from School

Students leaving Middleberg School during the school year or those graduating will need to complete a checkout form available from the superintendent. This form must be presented to the student's various teachers to certify that grades are available, all bills have been paid, and that all textbooks have been returned.

Without this official withdrawal, no transcript of credits will be forwarded to the student's new school.

323. Medical Considerations

A. Illness at School:

Any student becoming ill at school should report immediately to their classroom teacher. The teacher should alert the superintendent who will notify parents to take proper action. Should a student become ill while outside the classroom, he/she should report to the office at once.

B. Medical Records

Any medical problem or special condition should be on record. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, etc., should be noted on a child's school records when he is enrolled, and teachers should be made aware of potential problems.

C. Allergies

Any allergies, which could result in serious illness, should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to food should be noted, and if medicine is prescribed, school personnel should be made aware of its location, dosage instructions, and emergency procedures.

D. Maternity

The Middleberg Board of Education affirms the right of pregnant students to continue with their participation in the public school program. Reasonable efforts will be made to insure that the educational program of all students shall be disrupted as little as possible. Pregnant students should advise the school so that any necessary adjustments may be considered. With the superintendent, the student may elect one of the following plans:

1. The student may remain in her present program, with any necessary modifications until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health.
2. The student may remain in her present program or may temporarily withdraw from school at the direction of her physician and receive homebound instruction until her physician certifies that she is physically able to return to school.
3. Any modifications to a student's normal school curriculum will be based upon the recommendation from the student's physician and school administration. Absences will be permitted when deemed appropriate by the administration. No student will be prohibited from seeking or qualifying for any honor program, class officer position, or any other student activity based solely upon pregnancy or parental status.

E. Communicable Diseases

Communicable disease policies are designed to protect the infected student and non-infected students who might come into contact with the infected student.

1. Students with highly contagious diseases including, but not limited to, measles, mumps, chicken pox, flu, head lice, body lice, and impetigo, shall be

prohibited from attending school, until given a certificate of non-contamination by a doctor, and/or the superintendent is satisfied with the degree of progress.

2. If a child is found to have head lice/nits (eggs) during a screening examination at school he/she will **NOT be readmitted to school until declared free of all lice and nits (eggs) by a licensed physician, osteopathic physician, chiropractor, registered or licenses practical nurse, certified physician's assistant or an authorized representative of the State Department of Health, confirming that the child is no longer affected with head lice or nits.**

Checks for head lice will be conducted as deemed necessary by the school administration.

F. Administering medication to students

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 an administrator, or administrators designee may administer the medication in compliance with the regulations that follow:

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 administering.
 - d. Name of physician.
 - e. Date
2. Such medication shall 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. Termination date for administering the medication.
3. Non-prescription medication may be administered only with the written 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 a blanket permission or conditional permission for the student to receive non-prescription medication to be given.
4. A permission form will be sent to parents at the beginning of the school year. The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.
5. Middleberg Public School retains the discretion to reject requests for administration of medicine.

G. Acquired Immune Deficiency Syndrome (AIDS)

The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

1. Educational Placement:

- a. It is the policy of this Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS within the school system will depend upon the student's needs and the student's capabilities. Students who have been verified by the Oklahoma Department of Public Health, a private physician as having contracted AIDS will be placed in the school's handicapped program or will be enrolled according to procedures established by the superintendent.
- b. The superintendent is directed to prepare regulations and/or procedures, which support this policy.
- c. AIDS prevention education will be taught to grades 5-8 each year. The general objective of the curricula includes being made aware of the (1) forms of the disease, (2) methods of transmission, and (3) prevention of AIDS.
- d. In accordance with the policy of the Board of Education, this regulation shall govern the placement of students infected with the Human Immunodeficiency Virus (HIV), which can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses.
- e. The knowledge that a student of this school district is infected with AIDS may arise from different sources. If a student or the student's parents or guardian advise a member of the staff that the student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent.
- f. If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent will meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardian have knowledge of the student's infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with AIDS, the superintendent will report the student's illness to the Oklahoma Department of Public Health.
- g. When a student is confirmed as being infected with AIDS, the superintendent will discuss the educational options of the student with a health review committee composed of the parents, the student's physician, public health personnel and school personnel. School personnel may include the superintendent or the superintendent's designee, the counselor, and for elementary students, the homeroom or grade teacher. The health review committee shall make recommendations for the educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting. If the Health Review Committee determines that the condition of the student warrants the child being classified as a "handicapped child" in need of special education or related services under P.L. 94-142, then the district shall convene a Special Educational Placement team to devise an Individual Education Placement for the child.

- a. “Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label;
 - b. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.
2. Requirements for Parents and Students
- a. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
 - b. The parent or legal guardian of the student must authorize in writing permission for the student’s self-administration of inhaled asthma medication. Such written permission shall include the following:
 - 1) Permission statement authorizing the student to self-administer inhaled asthma medication.
 - 2) A written statement from the student’s physician stating that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of the medication.
 - 3) Acknowledgment from the student’s parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student’s self-administration of asthma medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
 - c. Prior to the District granting permission for the student to self-administer inhaled asthma medication the parent or legal guardian of the student is required to provide the school an emergency supply of the student’s medication to be administered in accordance with the provisions of District Policy. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler at all times.

324. Wellness Policy

Middleberg Public School District is committed to the philosophy that healthy children perform better in school and are therefore more likely than unhealthy children to successfully complete their education. Additionally, healthy staff members can more effectively perform their assigned duties and serve as role models of appropriate wellness behaviors for the students in the District. Reflecting this philosophy, the following Local Wellness Policy, in compliance with the requirements of Public Law 108-265, shall serve as a framework for the students, staff and patrons of the district illustrative of a sound commitment to local health and fitness:

1. It is the goal of the Middleberg Public School District to provide nutrition education, physical activity and other school-based activities designed to promote student wellness. Such activities shall be undertaken in a manner that the Board of Education determines is most appropriate for the students of the District.
2. Guidelines selected by the District for all goods available on campus during the school day shall have the objective of promoting student health and reducing childhood obesity.
3. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child nutrition Act (42 U.S.C. 1779) and sections 9 (f) (l) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f) (l), 1766 (a), as those regulations and guidance apply to schools.
4. The District shall measure implementation of the Wellness Policy. At least one person within the District shall be responsible for such measurement, ensuring that the District meets the guidelines and objectives of the Wellness Policy.

Wellness is an ongoing and dynamic process. As the Wellness Policy is developed and implemented, the District shall involve parents, student, and representative of the school food authority, the school board, school administrators and the public in this process.

325. Guidance and Counseling

The purpose of the guidance and counseling program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We accomplish this by helping students feel at home with all the staff and other students, by providing individual and group conferences when deemed necessary, and through communication with parents, teachers and students.

326. Bullying Prevention Policy

It is the policy of Middleberg School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity which 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 operating subject to the sanctions of the school district. Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities.

District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for student and employment termination for employees if in compliance with state law.

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes at 70 O.S. 24-100.2, 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, 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 written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

At school, means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school-sanctioned events. Harassment, intimidation and bullying via internet, Facebook or texting becomes a school issue once administration has been notified. Harassment, intimidation and bullying are specifically prohibited by the Middleberg School District. Student violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

The district in its Safe School Committee, pursuant to 709 O.S.24-100, shall address prevention of and education about harassment, intimidation and bullying behavior by students.

References 210.S. 1190 (Section 826, School Laws of Oklahoma) Amended by SB 129, 1995 Legislative Session O.S. 24-100

327. Acceptable Use Policy

Middleberg Public School is pleased to make Internet access available to students, employees, and patrons of the district. Patrons of the community are welcome to access the Internet in the school library, with administrative permission, during the regular school day, when a computer is available. We believe that the Internet offers vast, diverse, and unique resources to teachers, students, and the public

The internet serves as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, employees, and patrons who utilize the Internet will have access to:

1. Electronic mail communication with people all over the world
2. Information and news
3. Public domain and shareware of all types
4. Discussion groups on a plethora of topics
5. Access to an abundance of research information, and;
6. Undesirable and in some cases possibly illegal information

With access to computers and people all over the world also comes the availability of material(s) that may not be considered to be of educational value

in the content of the school setting. The district has taken precautions to provide appropriate control over undesirable information by utilizing software that provide an ability to limit and restrict access to controversial material(s). Access to minors including questionable or harmful material will be restricted. The safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications are also strictly limited and monitored. However, on a global network it is impossible to control all material(s) and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with our education goals.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided so that patrons, students and employees of the Middleberg Public School are aware of their responsibilities as users of the Internet access provided by the district. In general, this requires efficient, ethical, and legal utilization of the network resources. If an individual violates any of these provisions, his or her access will be terminated and future access could possibly be denied. In some cases, the district may pursue criminal prosecution and/or termination proceedings if such violations involve employees of the district.

Internet Terms and Conditions

1. Acceptable Use – The purpose of the internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges – The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate annually in a discussion with a Middleberg Public School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.
3. Netiquette – Users of the internet are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - A. Be polite. Your messages should not be abusive to others,

- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language,
 - C. Do not reveal your personal address or phone numbers
 - D. Illegal activities are strictly forbidden
 - E. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities,
 - F. Do not use the network in such a way that would disrupt the use of the network by other users
 - G. All communications and information accessible via the network should be assumed to be the property of Middleberg Schools.
4. Middleberg Public School offers no warranties of any kind, either expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption caused by negligence, errors, or omissions. Use of any information obtained via the system provided by Middleberg Public School is at the users own risk. The district is not responsible for the accuracy or quality of information obtained.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If any users feel they can identify a security problem on the internet, the user must notify a teacher who will in turn notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account, access information, and/or password without written permission from that individual. Unauthorized use and/or attempts to log in to the internet or any other school information system either unauthorized, as a system administrator, or using any other identity not their own will result in cancellation of user privileges and may result in suspension and/or loss of credit. Legal or monetary restitution may be applied. Any user identified as a security risk or having a history of problems with other computer systems may be denied privileges on the internet or with access to district-owned equipment.
6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the district’s computer system. This includes, but is not limited to the uploading or creation of computer viruses.
7. Terms and Conditions – Terms and conditions for user access to the hardware, data base systems, software systems, and Internet system of Middleberg Public School requires all users to annually provide written

verification that they have read and will abide by the policies of the district which govern the use of computer assisted technology. The terms and conditions set forth in this policy reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. The terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

Middleberg Public Schools uses the filtering system N2H2 to limit access of questionable material to minors. N2H2 monitors any individual who access inappropriate material in our system and the internet.

Students of Middleberg Schools are protected by the filtering system listed above, monitoring of classrooms by school personnel and of their own recognizance. Unauthorized use that jeopardizes any computer system, the information contained, or knowledge retrieved illegally or unethically will not be tolerated. School electronic mail will be provided, but should be used in the educational spirit intended. Outside chat rooms and email accounts will be restricted.

Students shall not disclose or disseminate any personal information within or throughout the computer system about themselves or any other person.

The Middleberg Public School approves the Technology Plan, Acceptable Use Policy and CIPA requirements in regularly scheduled board meetings annually. Notice of this policy is provided in the student handbook and is approved in open meeting of the Board of Education annually.

I understand and will abide by the terms and conditions for use and access to the internet and school computers as stated in the Acceptable Use Policy of the Middleberg Board Policy and the Middleberg Student Handbook. All computer labs, hardware, data base systems, software, and the like provided by Middleberg Public School are included as part of this acknowledgment. I further verify that I have read the policy in its entirety and will abide by, and adhere to those policies set forth by Middleberg Public School regarding use of computer assisted learning. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary, and/or appropriate legal action may be taken.

Usersignature _____ Date _____

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Parent or Guardian (If the student is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of the student listed above, I have read the terms and conditions for internet access and all use of computers and computer systems including computer labs, hardware, data base systems, software, and the like provided by Middleberg Public School. I understand that this access is designed for educational purposes and that Middleberg Public School has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial material and I will not hold Middleberg Public School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if, and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (Please Print) _____

Parent or Guardian Signature

_____ Date _____

From time to time students may be able to check out Middleberg hardware and software including laptops to take home to use. Damage or loss of these items will be the responsibility of the student and ultimately the parent. Restitution must be made. Due to the extreme cost of these items, please sign the permission slip below to allow the student to check out these materials. If you do not wish to allow your student to check out these items, please indicate. Signing to allow the use of these items by a student also indicates your acceptance of the responsibility to pay for the item should it be lost or damaged.

____ YES, Please allow my student to check out all available technological hardware and software.

____ YES, Please allow my student to check out all available hardware and software except laptops.

____ NO, Please do NOT allow my student to check out any technological hardware or software.

Parent Signature

Date

Student Signature



PARENT OR GUARDIAN

I have read the student handbook and understand the school policies.

Name (Please print) _____

Signature _____

Date _____