

# STRINGTOWN SCHOOL STUDENT HANDBOOK



2021-2022

Stringtown Public Schools  
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**Administration**

Tony Potts .....Superintendent  
 Cory Lowry.....Principal  
 Matt Sandmann..... Elementary Principal

**Board of Education**

Scott Dunlap.....President  
 Lewis Layton Jr. . . . .Vice-President  
 Jerry Elrod.....Member  
 Jason Williams.....Member  
 Emily Saunders.....Clerk

**Faculty and Staff**

Lori Allen.....JH/HS ELA  
 Robin Allen .....Kindergarten  
 Cherokee Anderson..... JH/HS Math  
 Megan Bacon .....Cafeteria Supervisor  
 Alex Barrett ..... Principal’s Secretary  
 Randy Bowen.....JH/HS History  
 Stephanie Bowen ..... MS Science/Social Studies  
 Jacob Dudley.....Baseball/ Girls Basketball  
 Michelle Fugate..... Cafeteria Staff  
 Rebecca Fuller.....Cafeteria Staff  
 Sharawn Givens.....Pre-K Aide  
 Marquita Griffin.....Maintenance Staff  
 Stacy Hardison.....Student Advocate  
 Connie Henry ..... MS English/Reading  
 Kalli Kellogg..... Pre-K Aide  
 Susan Langford..... Computer Lab/ Success Maker  
 Tanner Lyday ..... Agriculture Education  
 Kaylene Magby..... Maintenance Staff  
 Toni Magby ..... Third Grade  
 Jamie McCoy..... First Grade  
 Mary Morgan..... School Counselor  
 Beth Murray..... School Librarian  
 Ronny Potts..... School Psychologist  
 Pam Reese..... Superintendent’s Secretary  
 Matt Sandmann ..... Asst. Principal/ HS History  
 Barbara Sharp..... MS Science & S.S.  
 Amanda Thompson ..... Special Education  
 Penny Thompson..... Library Aide  
 Brandy Walker..... Maintenance Staff  
 April Wilson..... Pre-K Teacher  
 Shane Winter..... Softball/ Boys Basketball  
 Kimberly Wyrick... Kindergarten  
 Gina Wood ..... Second Grade

**2021-2022**  
**Stringtown School Calendar**

<b>August</b>	<b>2-4</b>	<b>Staff Report for In-Service-Professional Days (3 Professional Days)</b>
<b>August</b>	<b>5</b>	<b>First Day of School</b>
<b>August</b>	<b>27</b>	<b>Distance Learning (All Students)</b>
<b>September</b>	<b>3</b>	<b>Professional Day (4th Professional Day)</b>
<b>September</b>	<b>6</b>	<b>NO SCHOOL- (Labor Day)</b>
<b>September</b>	<b>10</b>	<b>NO SCHOOL- (P/T Conference Observed)</b>
<b>September</b>	<b>24</b>	<b>Distance Learning (All Students)</b>
<b>October</b>	<b>6</b>	<b>End of 1st 9 Weeks</b>
<b>October</b>	<b>7</b>	<b>2nd 9 weeks Begins</b>
<b>October</b>	<b>14-19</b>	<b>Fall Break NO SCHOOL (4 Days)</b>
<b>October</b>	<b>29</b>	<b>Distance Learning (All Students)</b>
<b>November</b>	<b>19</b>	<b>NO SCHOOL (1 day)</b>
<b>November</b>	<b>22-26</b>	<b>Thanksgiving Holiday NO SCHOOL (5 Days)</b>
<b>December</b>	<b>3</b>	<b>Distance Learning (All Students)</b>
<b>December</b>	<b>17</b>	<b>End of 1st Semester</b>
<b>December 20-Jan.</b>	<b>4</b>	<b>Christmas Holiday NO SCHOOL (13 Days)</b>
<b>January</b>	<b>4</b>	<b>Professional Day (5th Professional Day)</b>
<b>January</b>	<b>5</b>	<b>2nd Semester Begins</b>
<b>January</b>	<b>14</b>	<b>NO SCHOOL (1 Day)</b>
<b>January</b>	<b>17</b>	<b>NO SCHOOL (Martin Luther King Jr. Day)</b>
<b>January</b>	<b>28</b>	<b>Distance Learning (All Students)</b>
<b>February</b>	<b>18</b>	<b>NO SCHOOL- (P/T Conference Observed)</b>
<b>February</b>	<b>21</b>	<b>NO SCHOOL- (President's Day)</b>
<b>February</b>	<b>25</b>	<b>Distance Learning (All Students)</b>
<b>February</b>	<b>28</b>	<b>NO SCHOOL (1 Day) County Livestock Show</b>
<b>March</b>	<b>3</b>	<b>End of 3rd 9 weeks</b>
<b>March</b>	<b>4</b>	<b>4th 9 weeks begins</b>
<b>March</b>	<b>11</b>	<b>NO SCHOOL (1 day)</b>
<b>March</b>	<b>14-18</b>	<b>Spring Break NO SCHOOL (5 days)</b>
<b>March</b>	<b>25</b>	<b>NO SCHOOL (1 Day)</b>
<b>April</b>	<b>1</b>	<b>NO SCHOOL (1 Day)</b>
<b>April</b>	<b>8</b>	<b>NO SCHOOL (1 Day)</b>
<b>April</b>	<b>15</b>	<b>NO SCHOOL (1 Day)</b>
<b>April</b>	<b>22</b>	<b>NO SCHOOL (1 Day)</b>
<b>May</b>	<b>8</b>	<b>Baccalaureate 6 p.m.</b>
<b>May</b>	<b>9</b>	<b>Graduation 7 p.m.- Slideshow @ 6:30 p.m.</b>
<b>May</b>	<b>10</b>	<b>Last day of school</b>
<b>May</b>	<b>11</b>	<b>Professional Day (6th Professional Day)</b>

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### **Board of Education Meetings**

The Board of Education of the Stringtown Public School meets in regular session at 5:30 PM usually on the third Monday night of each month, in the office of the Superintendent. There are occasions when our regular meeting may be scheduled nights other than the third Monday.

Persons having business with the Board are welcome. The President of the Board, or the Superintendent of Schools, shall be notified four days in advance of any item to be placed on the agenda in writing. Any such business will then be placed on the agenda of the Board Meeting. The agenda of each meeting will be available for public inspection in the office of the Superintendent of Schools. Of course, everyone who wishes may attend any open meeting of the Board of Education.

### **Philosophy**

Stringtown Public School exists for the benefit of its students. The primary goals of the administration and faculty are to help the individual student make satisfactory adjustments to the school, their home and community environments, and to their future after they leave the schools system.

Individual effort on the part of the administration, teachers and students will be the key to the success of this educational process. Our main concern is to given the student the best education that is possible.

### **Mission Statement**

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

The mission of Stringtown Public School District is to provide a learning environment that respects the individual needs of its students and helps them to reach their full potential. Stringtown Board of Education is responsible on behalf of the people of this district to establish, maintain and continually improve the public schools. As the designee to accomplish our goals, the board of education acts in a regulatory and service capacity through its superintendent of schools.

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

### **Introduction**

This handbook has been prepared in order to inform the students and parents of the requirements that exist within the Stringtown School system. Each student and their legal guardian should read the handbook carefully in order to avoid any misunderstandings. A handbook will be furnished to anyone who may request one. The school handbook can be viewed at any time on the school's website.

### **School Hours/Days**

Breakfast will be served starting at 7:30 in the Cafeteria  
School will start at 8:05 a.m. The first bell will ring at 7:55 and the second will ring at 8:05. The school day will end at 3:30 p.m. Students are requested not to report to school before 7:30 a.m. each day. Students are to remain outside the school facilities unless there is bad or rainy weather in which students will report to their class sponsor's room until the bell rings at 8:05 a.m.

### **Enrollment**

In order for a student to enroll in Stringtown Schools, they must be a legal resident of the district or a legal transfer. The parent/guardian must present acceptable evidence of the student's immunizations (or valid exemption) and valid school records from the previous school. If immunization records are unavailable, the parent or guardian will be referred to the local health department for assistance in obtaining records. Stringtown Schools must have enrollment paperwork, up to date grades and/or transcript from the previous school, a birth certificate and immunization records before a student is allowed to begin school.

### **Authority of Teachers**

Teachers and Principals in the school are vested with public authority. Refusal on the part of the student to respect the authority shall be considered insubordination, an offense, which may result in suspension or other appropriate action.

### **Open/Closed Campus**

Stringtown Public Schools is a closed campus for all students through the 6<sup>th</sup> grade. Students are not permitted to leave campus for any reason during school hours once they have arrived, unless they have been checked out by a parent/guardian. JH & HS students are only allowed to leave campus during lunch time, or if they have been checked out by a parent/guardian. When students are away from campus at lunch they are expected to conduct themselves as if they were at school. Students may have this privilege taken away, if they are reported to be causing any disobedience or acting carelessly through their actions. Students may also have this privilege taken away for misbehavior during school.

### **Sportsmanship**

Our coaches, team members, student body and fans are urged to continue efforts to improve our sportsmanship rating. With all of us working toward this end we can achieve a very important goal namely, for our opponent to feel that "they have never been beaten by a nicer team." If we strive hard enough in this endeavor our teams and our school will be winners in all avenues of life. Coaches will conduct themselves in such a way that they do not incite players to lose self-control and thus violate this rule which jeopardizes both the player's participating and team effort. All students, teachers and support personnel are admonished to exercise the same restraint and urge other fans to do likewise. It will be our players and our team that will suffer if situations develop that result in exhibition of unsportsmanlike conduct by players.

### **Visitors**

Parents are welcome at all times to visit the school. All visitors are required to register in the office before going to any part of the building. Parents are asked to request conferences with teachers only after school or at their conference period. Permission is not granted for pupils from other schools to attend classes with one of our students.

Students with a baby or small child must have permission at least one day in advance from the principal in order to bring the child to class. We urge parents to feel free to visit with the counselor or administrator at all times during the regular school day. If all visitors will abide by these simple regulations, it will prevent confusion and undesirable intruders.

### **Minute of Silence**

The Board of Education shall ensure that Stringtown School observes approximately one minute of silence each day for the purpose of allowing each student (in the exercise of his or her individual choice) to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

### **Evacuation/Tornado Drills**

Evacuation drills will be held early in the school year and there will be drills from time to time throughout the year. Complete instructions will be given to each teacher concerning the procedure to be followed by

each student. The signal for an evacuation drill is an intermittent buzzing in a series of ring-pause-ring-pause.

The signal for a tornado drill is an all call and one continuous ring. Teachers will instruct students of the proper procedure to follow during a tornado drill. Tornado drills will be conducted twice a year.

Bus evacuation drills will be held each semester.

### **Attendance Policy**

1. Stringtown Public school system believes that regular attendance is extremely important to the education of all students. The school seeks the cooperation of all parents in developing attendance habits with the students.
2. For the purposes of counting, there are no excused or unexcused absences. All absences are counted the same. Work missed will be made up, IF it is an unexcused absence the grade recorded will be a zero.
3. A student must be in attendance 90% of the time during a semester to receive credit for that class. Only 8 absences per semester, combined and cumulative will be allowed. When a student has six absences in a class in a semester, a letter will be mailed to the parent or guardian explaining the absentee policy. When a student exceeds eight absences in a class semester, a letter will be mailed to the parent or guardian stating that the student has exceeded the maximum number of absences allowed and therefore will not receive credit for work done in that class during that semester.
4. The building principal is responsible for determining a student's status for each grading period and has the authority to rule on any special problem that might arise.
5. Only the principal or designee has the authority to permit a student to leave campus during school hours.
6. Students will be required to bring a note back to school from a parent notifying the school that the parent was aware of the absence and the reason. If the student does not have a note, a parent will be notified by phone before going to class. Upon a student's return to school following an absence, an admittance slip must be obtained from the principal or designee. The admit slip is required for entrance into any class period missed and must be signed by each teacher.
7. Teachers will keep up with hourly absences and notify the principal when students reach 6 and 8 absences.
8. The following absences will be waived and not counted against the student when applying the 90% rule:
  - a. Active participation in school-sponsored activities. Students may not miss more than 8 days in a school year for excused school sponsored activities unless extra days are granted by the attendance review committee. Extra days will be granted only by need and high academic performance by the student. Each case will be decided on an individual basis. The following activities will not count against the 8-day rule: State sponsored playoffs or contests, state conventions, curriculum contests, scholastic or state required examinations, and school assemblies.
  - b. Illness when student is under direct orders from a physician not to attend school. Documentation from the physician must be brought to the principal upon the student's return to school. If absences are expected to exceed ten (8) days, homebound instruction should be requested for the student. See the building principal for details. (No more than 2 separate doctor's notes will be accepted.)
  - c. Family emergencies or situations which are outside the control of the student. These must be approved through the principal or his/her designee immediately before or after the absence. Examples include death in the immediate family (parent, grandparent, or sibling), natural disasters or court subpoena, but do not include oversleeping, automobile problems, etc.
  - d. Religious holidays – parents should make arrangements with the building principal and the student should get assignments from each teacher prior to the absence.

9. The parent or guardian may appeal for an extension on absences by letter to the building principal. An appeal can be made only on the above criteria. Parents will be allowed to appeal five days from the time that report cards are distributed. If no letter is received within five days, the student shall receive no credit and that decision will be final. The principal will consider the student's past history of absences and conduct. If an extension is denied by the principal, the parents or guardian may appeal that decision to the school board.
10. The following absences will count against the 90% attendance policy:
  - a. Illness: parents must contact the school the day of the absence and send notice when the student returns to school.
  - b. Funerals (if not family member)
  - c. Attending school sponsored activities as an observer with prior approval from the building principal.
  - d. All absences, which do not fall under the aforementioned exceptions in #8.
  - e. Regularly scheduled doctor's appointments.
  - f. Days in which student receives OSS.
11. It is the responsibility of the student to check with each teacher to obtain make-up work. When a student is absent, they will have an equal number of days to make-up work or take tests as the number of days absent. A maximum of five days will be allowed unless special circumstances exist. This will be under the discretion of the individual teacher. Obtaining work missed during an absence is the student's responsibility upon his/her return to school. Any work must be made up within the same number of days that were missed.
12. Any student absent for more than two (2) class periods without prior approval from the principal or his/her designee will not be allowed to participate in any organized curricular activities that day.
13. Any student leaving school without checking through the office will be considered truant.
14. Grades not received due to excessive absences may be appealed before a committee consisting of the members listed below. The school will follow the recommendation of the committee.
  - a. Two teachers
  - b. Counselor
  - c. Principal
15. Students arriving to school late must check in through the office. Any student leaving school without checking through the office will be considered truant.
16. The Attendance Review Committee will meet at the conclusion of each semester.
17. Any student arriving to a period 10 minutes late or more will be counted absent in that class. Any student leaving a period 10 minutes early will be counted absent in that class.
18. For reasons of perfect attendance, any student absent for more than 2 periods in a day will be considered absent.

### **Tardies**

All tardy excuses will be issued by the Principal or designee. All students who are ten minutes late will receive an absence. These students must report to the Principal's office. An exception will be made if another teacher or administrator detains the student or the bus is late arriving at school. Three tardies will count as one absence. When a student receives his/her fourth tardy in a nine weeks' period, **all classes included**, and for every tardy thereafter, the Principal will assign the student to noon detention. Students tardy to class must bring an admit slip. Office staff issuing admit slips will note number of tardies on slip and notify principal when total reaches 4.

Students who choose to leave the Stringtown School campus for lunch run the risk of being tardy. There will be no excused 5<sup>th</sup> hour tardies issued. Stringtown School understands that there are some valid reasons for being late, however the student must understand that the possibility for tardiness is present when they leave the campus. It is strongly recommended that the Stringtown School students remain on campus and use the cafeteria for their noon meal.

### **Semester Tests**

Semester tests will be given at the end of the first and second semesters in all classes. All students will be required to take the tests unless the student has been granted an exemption. Students with perfect attendance for a semester are eligible for semester test exemptions. Absences for school sponsored activities will not be counted in the number of absences. If a student has been suspended during a semester, then they will be required to take all tests for that semester. Students that are exempt from test(s) do not need to be on campus during that time or they will be required to take the test they were originally exempt from. Students are exempt from semester tests if they have an average grade of:

An "A" and three (3) or fewer absences per semester

A "B" and two (2) or fewer absences per semester

A "C" and one (1) or fewer absences per semester

If a student has a "D" in any class, they must take the semester test during the testing date/time.

Students must be enrolled in Stringtown Public Schools for the entire semester to be eligible for semester test exemption. Every three (3) tardies equals one absence and will count against semester test exemptions.

### **Scheduling Activities**

To eliminate any conflict, an official calendar is maintained in the office of the Superintendent. All school activities are to be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible.

### **Reports to Parents**

At the end of the 5<sup>th</sup> week of each 9-week period, a statement (progress report) will be sent to the parents of all students. Attendance information will be on these reports.

### **School Day Parties**

It will be permissible for the respective classroom teacher to take a limited amount of time on the following three occasions for a class party: Christmas, Easter, and Valentine's Day. In addition to these parties, grades PK-4 may have an Easter egg hunt.

### **School Activities**

(Ball games, plays, graduation, etc.) If you drive a vehicle to a school activity, you are to park the vehicle and not return to it until you are ready to leave. When you leave, you are not to return to that activity or drive back on school grounds during the activity.

### **Medication**

The administration of medication will follow the guidelines of ACT 1146 of 1995. All medications given during school hours require prescriptive authority and parent/guardian signed permission. This is required for both over-the-counter and prescription drugs. Any medications given at school must be dispensed through the principal's office.

Medication supplied by the parent will be given with the completion of required note and the following guidelines.

1. Medication must be in original container with child's name.
2. Any change to the medication will require new orders.
3. Parent/Guardian is responsible to check medicine into and out of school.
4. Only medications prescribed to be given during specific school hours will be administered. (Medications ordered three times daily will not be given at school.)
5. Medication administration forms will be updated at the beginning of each school year as needed.

Students with the diagnosis of asthma who require the use of inhalers must keep an inhaler in the principal's office. Inhalers must be in the original prescription box. An asthma action plan/permit must

be completed by parent and signed. Qualified students will be allowed to carry their inhalers with appropriate documentation signed by the student, parent, and physician.

### **Fundraising Campaigns and Soliciting**

Grades 9 and 10 are limited to one fund-raiser activity other than the carnival. Any method of raising money must be approved by the Superintendent. This will be held to a minimum. No soliciting or selling may be done in the school without the approval of the Superintendent.

### **Fundraising Policy**

1. Our goal at Stringtown Public Schools for fundraising is to help the student body meet the needs for extracurricular activities. We as staff understand that students may from time to time be asked to help compensate extracurricular activities.
2. Student Fundraising Participation:

A student must be in good standing to participate in fundraising activities. If for any reason a student is not in good standing such as; conduct, money not turned in ect. that student will not be allowed to participate in any fundraisers until everything has been reconciled and the student returns to good standing. When a student is not in good standing he/she will not benefit from the extracurricular activity such as class trips, Senior trips, as well as participate in athletic events or any other curricular contest such as Ag contest, Curriculum contest, ect.

Fundraising is cumulative and means you must be in good standing year to year.

Students will have a two-week grace period at the end of each fundraiser. The student's status will be determined at the end of each fundraiser.

The Sponsor/Principal will determine if a student is in good standing. The Principal will be the person responsible for reinstating a student to good standing.

### **Health and Immunization Regulations**

The Board of Education requires that no child be admitted to this school without evidence of having received the immunizations required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds. Any student that is not adequately immunized within 90 days of school entry will be subject to dismissal from school until immunizations are completed. If the parent is unable to pay for the required immunizations, the school will refer the student to the Department of Health for assistance.

Guide to Immunization Requirements in Oklahoma

5 DTP – 4 Polio – 2 MMR

3 HEP B – 2 HEP A – and

1 Varicella or (had virus)

TDAP and MMR for 7<sup>th</sup> Grade students

Age/Grade	Required Immunizations Required	
PreK	4 DTaP, 1 MMR, 1 Varicella	3 IPV, 2 Hep A, 3 Hep B
K-6 <sup>th</sup>	5 DTaP, 2 MMR, 1 Varicella	4 IPV, 2 Hep A, 3 Hep B
7 <sup>th</sup> -12 <sup>th</sup>	1 Tdap, 5 DTaP, 2 MMR, 1 Varicella	4 IPV, 2 Hep A, #3Hep B

### **Head Lice**

Stringtown Public Schools have a no nit policy. It is not uncommon for children to bring head lice to school especially in the fall. Parents are urged to maintain sanitary conditions at home and to carefully inspect the heads of their children occasionally. Students will be inspected at school any time school personnel know or suspect that children have been exposed to head lice. Students that have known head lice or nits will be sent to the principal's office and will remain there until a parent/guardian arrives. If head lice are found, the class may be checked at the teacher's or administrator's request. The parent must continue daily combing until all nits have been removed.

For cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, or possibly secondary bacterial infection of sores and scratches on the child's head, the parent will be notified of options for treatment.

In such cases, the student(s) will be excluded from attending school until the child is no longer infested. In cases of exclusion, a note from a representative of the county health department or the child's medical provider will be needed. In which will declare the child to be lice and nit free, along with a clear inspection by the principal or teacher.

### **Student Driving and Parking Rules**

Any vehicle (car, motorcycle, etc.) must be parked upon arrival at school and not moved until the driver of such vehicle leaves to go home. Students are not allowed to sit in cars at any time during the day. A student's driving privilege may be suspended or other appropriate action taken when infractions are made. The student will be required to ride the bus or parents may bring their child to school if driving privileges are suspended.

### **Damages or Stolen School Property**

(Recovery of damages by political sub-division from parents of minors)

The State, county, city, town municipal corp., or school district, or any person, corporation or organization shall be entitled to recover damages in the amount not to exceed \$300 in a court of competent jurisdiction from the parent of any minor under the age of 18 years living with the parents who shall maliciously or willfully destroy real, personal, or mixed property belonging to state, county, city, town, municipal corporation, school district, person, corporation or organization.

### **Textbooks and Classroom Equipment**

It is the duty of every student to take personal interest in the care of the classroom furniture and other equipment. Everyone should be careful at all times to avoid marring desks and other furniture in any way.

Textbooks are furnished free by the state and are loaned to students each year. These textbooks are graded according to their condition when issued to students. If a book decreases in value beyond a reasonable degree, the student is required to pay proportionately for damage done to the book while in his possession.

### **Home School Policy**

Students who wish to enroll in Stringtown Public Schools who had previously been home-schooled, will be required to take a subject/grade equivalent Standardized Performance test. Grade placement will be determined according to the test score results. Stringtown Schools will accept online subject grades: if a student has no grades, they will be required to take proficiency tests in the subject areas.

## Cell Phones and other Electronic Devices

The district requires that all individuals devote their full attention to education while at school or during educational activities. Cell phones, smartwatches, earbuds, and other electronic devices can be a distraction to students and can create a problem in the classroom. In an effort to keep learning as a priority, Stringtown Schools asks that you do not bring these items to school. If you have one of these devices on school property from 7:45 to 3:30, (this includes lunch time), you are subject to having it confiscated by any school personnel. If cell phones or other devices are brought to school, they are to remain out of sight and out of reach during instructional time. Students are not to use cell phones or other devices in any portion of the school inside or outside. They are to wait until school is dismissed before using their devices. **If your student has their cell phone or other device taken up for misuse during school hours, then the parent/guardian must come pick up the phone from the office. The second offense the student will have a one day out of school suspension. The third offense will be a three day out of school suspension. Out of school suspension will count as an unexcused absence and work missed will receive a grade of zero.**

If you bring your cell phone to school and want it stored, it will be stored in the office, under lock and key without penalty until the end of the day. *Parents are strongly encouraged to communicate with the school through the traditional phone system when trying to contact their students.*

Stringtown Schools does not take liability for theft or damage of personal electronic devices. The School will not be responsible for and will not investigate lost or stolen cell phones. Each teacher has a phone in their room so that instructional time will not be compromised by having students leave the classroom. The Principal has the authority to give special permission for a student or group of students to possess these items during designated times.

Students found to be using any electronic device for any illegal purpose or a violation of privacy to another individual shall be subject to disciplinary action and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident for the rest of the school year.

### **Students may not use any personal wireless device to:**

- Take pictures or video other students, teachers or school staff members
- Send or receive answers to any school work
- Record conversations or events during the school day, on school property or at school activities
- Threaten, harass, intimidate, or bully
- Take, possess, or distribute obscene or pornographic images, photos or videos
- Engage in lewd communications
- Violate school policies handbook provisions or regulations.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. The use of any audio/visual recording and camera features are strictly prohibited in these areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach or the principal. Employees who observe a violation of this provision shall immediately report this conduct to the principal.

Warning: Possessing, taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images, photographs or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images, photographs or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

***Refusal to give a teacher or staff member a device when asked is no longer a wireless issue, but an issue of disrespect and immediately subject to disciplinary action.***

## **Dress Code**

The dress code is designed for all students with a focus on good grooming, cleanliness, safety, and proper dress. This code is an important part of the student's educational process. Compliance with the dress code is a responsibility of every student and parent. The code is to be enforced by every staff member.

1. No mini-skirts, or any dresses more than 6 inches above the knee.
2. No split skirts, culottes, etc. more than 6 inches above the knee.
3. No shorts less than a 6-inch inseam. Shorts must be appropriate. Spandex, short shorts, and cutoffs are not allowed. The Principal will determine what is appropriate if any questions arise. If students abuse this right, the Stringtown Board of Education will rescind the student's *privilege* to wear shorts.
4. Bare midriff garments, including halter tops, strapless tops and tank tops are not allowed. A rule of thumb is that the shoulder must be covered. Shirts cannot be tied at the waist to shorten the shirt worn.
5. No see through garments of any kind.
6. No tank shirts, 'under armor' type shirts, and undershirts.
7. No T-shirts or other apparel promoting obscene, sexual, drug, tobacco, or alcohol related messages or those with signs or advertisements not in good taste.
8. No hats, caps, or head coverings in the building. Students will not be allowed to wear doo-rags, skull caps, or athletic head bands.
9. No bare feet. No house-shoes or slippers.
10. Non-prescription dark glasses will not be worn in the building.
11. Shirts with rips or holes will not be allowed.
12. Pants with holes can only be worn at the knee. Anything from the knee up must be covered by a patch or shorts.
13. Any clothing recognized by law enforcement agencies as gang or cult related including sagging pants is not allowed.
14. Earrings are to be worn in the ear. Nose piercings are allowed at school but only in the stud form. Nose piercings may not be allowed during school activities or in extracurricular activities. Hoops are not allowed at school or during school activities.
15. Clothing meant to be pajamas are not allowed.
16. No blankets are allowed
17. Students will be expected to wear clothing that is not revealing. Students who wear clothing that causes a distraction to the students of our school will be asked to change.
18. When wearing leggings, the shirt worn must long enough to sufficiently cover the backside.
19. Hair-Extreme hair color variations whether temporary or permanent that can be distracting and cause a disruption in the educational process will not allowed during school, at school sponsored activities, or in extracurricular organizations

Any student with a first time violation of the dress code who cannot reach a parent to bring them appropriate clothing will have one of the following consequences: 1) to be provided alternate clothing. 2) Student will be assigned to the alternative classroom. Student will not be allowed to leave campus to change clothes for violating the dress code. Second and subsequent violations of the dress code may result in detention or more severe consequences.

\*\* The Principal's discretion will judge all questionable attire.

Participation in school-sponsored extracurricular activities at the school district is a privilege, not a right. Students who participate in OSSAA extracurricular activities must meet their guidelines for dress code and grooming to be eligible to participate. Students who participate in Stringtown activities and organizations must meet their guidelines as well in order to participate.

### **Bus Rider Rules**

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

#### Previous to loading students should:

1. Be on time at the designated school bus stops – keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

#### While on the bus students should:

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

#### After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check, traffic, wait for bus driver's signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

#### Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. School officials will appoint sponsors.

### **Items Prohibited in School**

Book Bags or Back Packs must be left in lockers that have been provided to all students and may not be carried to class. They should only be large enough only to carry necessary personal items.

Student athletes may use the large cubbies in the hallways to store their bags. The bag must say in the storage area until the student athlete needs to take the bag to practice. Problems arise each year because of students bringing articles to school which are hazardous to the safety of others or interfere in some way with normal school procedure. Such items are prohibited: Pocket knives, sharp objects, and weapons or

explosives of any kind (including fireworks) No attire or dress will be accepted that shows disrespect to the American Flag. No skateboards, skates, or roller blades are allowed on campus at any time.

### **Alcohol, Controlled or Dangerous Substances (Drugs), and Tobacco Products**

It shall be the policy of the Stringtown Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of /or a said student has in his or her possession:

1. Nonintoxicating beverages, 2. Alcoholic beverages or a controlled dangerous substance, as the above are now defined by state law, shall immediately notify the Principal or his or her designee of such suspicions. The Principal shall immediately notify the Superintendent of Schools and a parent or legal guardian of said student of the matter, Reference: O.S. Title 70, Section 133.

Any suspension and /or search of said student shall be subject to any applicable school policy, state law or student handbook regulations.

Every teacher employed by the Stringtown Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession nonintoxicating beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. Reference: O.S. Title 70, Section 24-132.

Tobacco and tobacco related products are not permitted at school. This includes Vapes and any other cigarette alternative and chewing tobacco. Products will be confiscated and not returned. Vapes will be tested for illegal substances. If a student refuses to turn over the product to a teacher when requested to do so, they will be sent to the Principal's office and be suspended for one day. Refusal to hand over the product to the Principal will automatically extend the period of suspension. Repeated offenses will receive longer suspensions at the discretion of the Administration.

### **Vaping**

Vaping is the act of inhaling and exhaling the aerosol, often referred to as a vapor, which is produced by an e-cigarette, vape pen, or similar device. Oklahoma law prevents vaping on school campuses. This includes vaping in vehicles on school property and vaping at school sponsored events. Students caught vaping or in possession of a vape or vape paraphernalia will receive disciplinary consequences and may be subject to a fine by law enforcement. Vapes will be confiscated and tested for illegal substances.

### **Drug Free Schools**

It is the policy of the Board of Education that all students and employees of this school district be made aware of the Board's intention to maintain a drug-free environment.

Students and employees who possess, use, or distribute illicit drugs – including anabolic steroids – or alcohol shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable laws.

Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A.) and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 343, provides federal sanctions and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section 2-101, and others, plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most often find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. For additional health hazards associated with drug or alcohol use, please refer to the school

district's drug education curriculum and to district policy FFB, Teaching about Drugs, Alcohol, and Tobacco.

Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the school district's education curriculum, Principal, or Superintendent.

### **USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG FREE WORKPLACE)**

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include employment termination. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the Superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent no later than five days after conviction. The Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten days after the Superintendent receives such notification.

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to all present and future employees.

### **Pupil Searches Title 70 O.S. Section 24-102**

The Superintendent, 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, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act, intoxicating beverages, nonintoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property is said property be reasonable 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 reasonable 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 other-wear, shall be removed prior to or during the conduct of any warranties search.

The Superintendent, the principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages, electronic paging devices or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages, electronic paging devices or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages, electronic paging devices or missing or stolen property may be suspended by the Superintendent or Principal for period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section.

### **Out of District Credit**

Out of district credit given for high school coursework before ninth grade

1 Credit Given Example: Algebra I taken as an eighth grader who passed the course and passed the EOI. Course not required as ninth grade.

2. Credit Not Given Example: Algebra I taken as an eighth grader passed the course, but failed EOI. Course must be taken again as ninth grader.

### **Grade Meaning/ Grading Scale**

Teachers will explain the system of grading to be used in each class, so that students can relate number grades to the letter grades received on report cards. An "I" is the same as an "F" until the student's make-up work is complete with a two-week time limit. At that time the "I" will be changed to the appropriate grade.

**Make-up work** for excused absences will coincide with the number of days missed. A maximum of five days will be allowed unless special circumstances exist. This will be under the discretion of the individual teacher. Students must take the initiative in making up work missed. Students who will miss classes to attend extra-curricular activities should turn in their work prior to being absent if possible.

The following grading scale will be used in grades PK-12:

90-100	A = 4.00
80-89	B = 3.00
70-79	C = 2.00
60-69	D = 1.00
0-59	F

### Graduation Requirements

In order to receive a high school diploma from Stringtown High School, the student must complete the following seventeen (17) minimum requirements, plus (7 1/2) electives to total 24 1/2 units.

English	4 units
Science	3 units (Must include Biology I)
Math	3 units (Must include Algebra I)
Oklahoma History	1/2 unit
World Geography	1/2 unit
World History	1 unit
American History	1 unit
U.S. Government	1/2 unit
Fine Arts (Humanities)	1 unit
Personal Finance Literacy	1/2 unit
Foreign Language	2 units (must be 2 years of the same foreign language)
OR	
Computer Technology	2 units (must include computer apps 1)

The following table represents the recommended order for required classes:

Freshman	Sophomore	Junior	Senior
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	*CPR
OK History / World Geography	World History	US History	US Government/ Personal Finance
Physical Science	Biology	Chemistry	Lab Science
Comp Apps 1 / Foreign Language	Comp Apps 2 / Foreign Language		*CPR

**Grade Classification Requirements:**

6 units minimum to be classified as a Sophomore

11 units minimum to be classified as a Junior

18 units minimum to be classified as a Senior

### GRADUATION REQUIREMENTS FOR 2020-2021 SCHOOL YEAR

In order to receive a standard diploma from Stringtown High School for the 2020-2021 school year only, a student must meet one of the following requirements

*Satisfactorily complete the Achieving Classroom Excellence (ACE) graduation requirements*

**OR**

*Satisfactorily complete the requirements of HB 3218 that requires each student to be Assessed in Math, English, Language Art, Science and History during high school*

**OR**

*Satisfactorily complete a review of their academic records by a committee consisting of the high school principal, high school counselor and one teacher from each content area*

### **Concurrent Enrollment**

The Oklahoma State Regents for Higher Education, in cooperation with the State Board of Education, shall actively encourage the concurrent enrollment in college or university courses by high school students of exceptional ability.

No institution of the Oklahoma State System of Higher Education shall deny enrollment in any course to any otherwise qualified high school student who meets the requirements of concurrent enrollment, nor shall any independent school district prohibit any student who meets the requirements of concurrent enrollment from participating. Starting this year Stringtown School will pay for books, tuition and fees up to 6 hours per semester paid by the school, for any juniors and seniors that meet the requirements. (See high school guidance counselor for requirements.)

If a student is taking a concurrent course and that course replaces a core class here at school, the students final grade must count and be placed on their transcript.

If a student is taking a concurrent course and it is being counted towards the credits needed for graduation, then the students final grade must count and be placed on their transcript.

If a student makes less than a "C" in a concurrent course that Stringtown Schools have paid for, then the student will be responsible for paying for the next semester's concurrent classes if they choose to take.

### **OHLAP Program**

Students in the 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade who wish to participate in the OHLAP program are encouraged to do so. This program is intended as a regard for students from families with limited incomes who demonstrate a commitment to academic success. Please check with the counselor for more information. Students are encouraged to visit the counselor to obtain ACT Test packets, financial aid packets and other scholarship information.

### **Promotion or Retention**

Promotion or retention for each student shall rest primarily with the teacher or teachers who is/are responsible for the student's education. When teacher(s) become aware that the possibility exists that retention of the student would be in his/her best interest, the parent and building principal should be notified immediately with reasons given for the retention. These may be verbal or written. Retention of a student should be made as early in a student's school life as possible. Some factors that should be taken into consideration are:

- \* Mental maturity
- \* Emotional maturity
- \* Attitude/physical size
- \* Social progress
- \* School environment
- \* Home environment

No student shall be advanced to a higher grade level after a recommendation of a teacher that the child should be retained in the child's present grade level unless a written request for such advancement is signed by a parent or guardian.

Beginning with school year 2013-13 State Bill 346 stipulates that **all** students will be reading on a third grade level as evidenced by achieving Limited Knowledge, Proficient or Advanced on the reading portion of the OCCT. An unsatisfactory score will be initiating the retention process. All parents of third grade students will receive written notification detailing the state law further.

### **Honors Awards/Honor Roll**

Before a student can qualify for Valedictorian or Salutatorian honors, they must be enrolled at Stringtown Public Schools and receive first semester grades during the seventh grade for junior high honors and

eleventh grade for senior high honors. Also to receive this honor a student must be a full time student at the Stringtown School Campus excluding concurrent enrollment.

High school honor graduates will be distinguished at graduation with honor cords. Students receiving this honor will be those students who have achieved a cumulative grade point average of 3.5 and above.

In grades PK-12, students who maintain an all “A” average in each class for each quarter and each semester will be named to the Superintendent’s Honor Roll for the quarter and/ or semester. Students who maintain at least an all “B” average in each class for each quarter and semester will be named to the Principal’s Honor Roll for the quarter and / or semester. Students with any grade in any course of “C” or below will not be named to any honor roll.

In order to be Valedictorian or Salutatorian of the Senior or 8<sup>th</sup> grade class, a student must be a traditional student here at Stringtown Public Schools. An all virtual student will not be considered for these.

If Stringtown Schools were to close down for the rest of the current school year, the Valedictorian and Salutatorian for the Senior and 8<sup>th</sup> grade class will be decided based on GPA at the time of the school closure.

#### **National Honor Society**

To be eligible for membership consideration, a student must have a cumulative grade point average of 3.5 (B) from freshman year through the second grading period of his/her sophomore year. Additionally, potential members must meet high standards of leadership, service, and character. Leadership is based on a student’s participation in two or more community or school activities or election to office. To meet the service requirement, the student must actively participate in three or more service projects in the school or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. The faculty will evaluate members of the sophomore class for membership. Students in higher grades may also receive membership if they qualify.

#### **Withdrawal Procedure**

Students enroll in classes for the entire school year. After the initial enrollment, changes of classes will be allowed only with the approval of the Principal and both teachers involved. No schedule changes will be made after the second week of the semester except by faculty request.

#### **Reading Proficiency**

Senate Bill 81, entitled the LITERACY IMPROVEMENT ACT OF 1997, contains a number of requirements that affect our students. Beginning Jan. 1, 1998, a person under 18 years of age must meet one of the following requirements to be eligible to apply for a driver’s license, a restricted license, or an instruction permit to operate a motor vehicle.

1. Score at the satisfactory level of the Oklahoma 8<sup>th</sup> Grade Reading Core Curriculum Test (CRT)
2. Score satisfactorily on an alternative reading proficiency test approved by the state Board of Education.
3. Be certified as a Special Education student with an Individual Education Plan (IEP) to be reading at potential.

The State Board of Education has approved a number of alternative reading proficiency tests to be administered to students who do not have a satisfactory reading score on the Oklahoma 8<sup>th</sup> Grade CRT. An alternative test will be administered once during each 9-week grading period, of the school year by the counselor. The student will be required to sign up in the counselor’s office and pay the required fee before the test will be administered.

Students needing to obtain a driver's license will need to come by the high school office to obtain a completed proof of enrollment/reading proficiency form. If it is found that the student does not meet the reading proficiency requirements, a reading test will be administered by the counselor.

### **Extracurricular Activities**

To be eligible to participate in contests involving other schools or hold a student office, a student must be passing in all regular classes, and must be attending classes at 90% of the time. This applies to all students participating in school-sponsored activities. To hold office or honorary title, a student must have a "C" or 2.0 average in his solid subjects.

After three weeks in a quarter, each teacher will submit a list of students failing their classes by Monday morning 10:00 am. Students who are on the list will fall under one week of probation. If by the end of the week the student is still on the list, he/she will become ineligible to participate in any extracurricular activity for that week. Teachers will use a semester average during the 2<sup>nd</sup> and 4<sup>th</sup> quarters to determine students on the probation/ineligibility list. Any student who fails a semester will be ineligible for the first six weeks of the following semester.

Students attending the Alternative School resulting from disciplinary action will not be eligible to attend any extra-curricular events in which the Stringtown School is participating. This includes but may not be limited to: ball games, trips, stock shows, graduation, and assemblies.

Any student that participates in any extracurricular activity for Stringtown Public School in grades 6-12 will be required to submit to a urinalysis drug screening at the beginning of the school year. They will also be eligible to be in a random pool for monthly drug testing of 10 percent of the students that are participating in extracurricular activities. Each student that participates in extracurricular activities will have on file a consent/permission form signed by themselves, their parents, and the sponsor of the activity.

### **Drug Policy Extra Curricular Activities**

Stringtown Board of Education and Administration strongly encourage students to say no to drugs. Starting with the 2010-2011 school year, the board policy is a one and done drug policy for the year. If a student test positive for drugs or alcohol they will not be allowed to participate in any type of extra-curricular activities for the year. It is the intent of the Board of Education and Administration to provide an educational setting and environment that is conducive to learning.

### **Office Aids/Library Aids/Teacher Aids**

Students desiring to be an aid must meet the following criteria:

1) Senior classification, 2) Minimum of 3.0 grade point average, 3) Good standing with faculty  
Exceptions may be made on a case by case basis by the principal.

### **Student Regulations—General**

1. Students shall not leave the room during class period except, in case of emergency. (This will be determined by the teacher)
2. No students shall be dismissed from class to do work for another teacher except by request by that teacher and permission from current teacher.
3. Stringtown has a closed campus. No student shall leave the school grounds without permission from an administrator. 6<sup>th</sup>-12<sup>th</sup> grades may go to the store at noon.
4. Students shall not visit other classrooms unless sent by a teacher.

5. Students shall go to their regular classes before assemblies and shall go to the auditorium only when dismissed by their sponsor.
6. Courting is not prohibited; however, students shall be expected to conduct themselves in a proper manner, at school and at school activities.
7. Students shall keep their hands to themselves, there will be no scuffling, wrestling, boxing, or running in the school buildings.
8. Students enrolled in athletics shall attend PE as they would any other class. They should not leave the gym until dismissed by the teacher.
9. Students are expected to conduct themselves in a socially acceptable manner at school and all school activities.
10. Any student missing class for any reason whether excused for school business or for any reason must make up all regular work.
11. For information regarding the dress code, see page 7.
12. For information regarding the personal listening devices and cell phones, see page 7.
13. Eating and drinking should not be allowed in class except on special occasions such as scheduled class parties that have been agreed upon in advance by the Principal. Also, no eating or drinking will be allowed in the middle school auditorium or halls of the HS or ES.
14. Gum chewing will be a classroom teacher's policy.
15. Students will not be called to the telephone from class except in emergencies. Messages will be taken, however. A student who wishes to use the office phone will first obtain permission to do so. We are reminded that this is a business telephone and should be used for business purposes.

#### **Student Regulations—High School and Middle School (5<sup>th</sup>-12<sup>th</sup>)**

1. HS students are only allowed to play on the north end of the basketball court at noon and before school.
2. Students are not allowed in the area behind the HS building. This area is reserved for parking only.
3. The period from 8:00 to 8:30 AM, and lunch periods shall be treated as study hall period. Students who come into the building shall get books; go to the designated room, and study. There will be no loafing in the hall.
4. Riders of bicycles and motorcycles, as well as drivers of cars, shall park their vehicle and leave them parked unless they have special permission from the administration to do otherwise. There will be no sitting in cars at any time. Leave cars parked until buses leave.
5. Lockers are the property of Stringtown Schools. They are furnished as a convenience for the student and are expected to be kept neat at all times. There are to be no food, drinks, or unnecessary materials in the lockers. We retain the right to inspect these lockers at any given time. These inspections will be unannounced. Once a student is assigned a locker, the student is not to change or occupy a locker not assigned to him/her.

#### **Student Regulations—Elementary School (PK-3<sup>rd</sup>)**

1. Students will abide by the district dress code.
2. There will be no fighting, cursing, calling names, or otherwise infringing on the rights of others.
3. Students must respect and obey all teachers at all times.
4. Running in the buildings is not permitted.
5. Students will not be allowed to use the telephones except in an emergency.
6. Students are not allowed in classrooms other than their own except when sent by a teacher.
7. Students are not allowed in the high school building except from 11:30 to 11:45
8. Students are not allowed in or behind the shop building and bus barn.

9. These rules are to be complied with and are in addition to any other rules set forth by Stringtown School and are subject to change at any time.

### **Cheating/Plagiarism**

A grade of zero (0) will be given for all work resulting from cheating/plagiarism by a student or any student who assists that student to cheat. A student who has found to have cheated on academic work (test, homework, quiz, etc.) or plagiarized shall not be eligible for academic honors (Honor Roll, NHS, Valedictorian, etc.)

### **Discipline**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. In recognition of the fact, the Oklahoma Legislature has amended O.S. 6-114 to read as follows: "Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of the student."

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and the other students to the policies and regulations of the district.

Every student enrolled in Stringtown Public Schools is expected to abide by the rules and regulations set for the by the administration, teachers, and the Board of Education, while in attendance at school-sponsored activities, or being transported to or from school or from school-sponsored activities in district owned transportation equipment. Any student that is found in violation of the rules or that is disrespectful to any teacher, his/her substitute and/or school property will be subject to disciplinary action. The disciplinary action taken will be determined by the severity of violation(s) and the number of times the student has broken regulations.

When discipline is administered, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. Alternative methods of punishment may include, but are not limited to, the following. This list does not necessarily reflect an order or sequence of events to follow in disciplinary actions.

1. Conference with the student
2. Conference with the parent(s)/guardian(s)
3. Requirement that the student make financial restitution for damaged property
4. Requirement that the student clean items or facilities
5. Restriction of privileges
6. Noon detention
7. In-school placement, reassignment to another classroom
8. Homebound suspension (student allowed to make up work for grade)
9. Involvement of civil authorities
10. Corporal punishment
11. Out of School Suspension (OSS)
12. Expulsion
13. Other disciplinary action as required and/or indicated by circumstance.

### **Examples of Unacceptable Behavior**

The following are some specific examples of unacceptable behavior which are subject to disciplinary action, including detention, suspension or placement in alternative school.

1. Open or persistent defiance of authority
2. Assault upon student or school personnel
3. Creating or attempting to create a disturbance
4. Unauthorized absence from classes
5. Excessive tardies
6. Willful disobedience, profanity or vulgarity
7. Showing disrespect for school property or causing damage to school property
8. Possession, or use of, any dangerous or annoying instrument including, but not limited to, firearms, explosives, fireworks, knives, or other weapons used for assault
9. The distribution, possession or use of illegal drugs, alcohol or any intoxicating substance
10. Stealing or extortion
11. Inappropriate or distracting dress
12. Any violation of state or local law or ordinance occurring on school property
13. Intentional blocking of corridors or hallways
14. Individual or group violence
15. Distribution of material or literature on school property which has not been approved by the school superintendent
16. Food and drink in the classroom without the approval of an administrator/teacher
17. Bullying
18. Hazing/student initiation

### **Noon Detention Policy**

Teachers may assign noon detention to a student for discipline infractions. If a student skips noon detention an additional two days will be added to their total. Detention begins at 12:00 and dismisses at 12:25 pm. Students will eat lunch in the cafeteria and will report for detention on time. Leaving campus for lunch reporting late for detention will not be excused and will result in additional days being added to the detention.

### **Academic Detention Policy**

Students whose average is below 65% in a subject or class and/or have overdue homework must report to lunch detention and/or after school detention. Students at lunch detention will be served a lunch of peanut butter and jelly sandwich with milk.

### **In School Detention**

In school detention – Students may be assigned In-School Detention due to repeated or flagrant school policy violations. Students shall report to the office immediately upon arriving on school grounds. Students will be given restroom and water breaks. Meals will be delivered to the detention room. Students will be given the same schoolwork that their classes are working on that day and it is the students' responsibility to turn that work in to their teachers the following school day.

## Behavior Consequences

The following behavior consequences will act as a guideline for the principal. The principal will have the latitude to vary from the guidelines if in his/her opinion the behavior was extreme in nature.

### Reasons for referral to principal

- \*Any multiple violations of classroom rules
  - \*Any violation of general student regulations
  - \* Poor attitude/effort
  - \* Interrupting the learning process of others
1. Tardies- 3 tardies for each class = 1 absence & detention
  2. Fighting
    - 1<sup>st</sup> offense— 3-5 day suspension
    - 2<sup>nd</sup> offense—5-7 day suspension
    - 3<sup>rd</sup> offense—principals' decision or alternative school
  3. Assault on another student
    - 1<sup>st</sup> offense— 3-5 day suspension
    - 2<sup>nd</sup> offense---5 day suspension
    - 3<sup>rd</sup> offense— principal's decision or alternative school
  4. Assault on a teacher or staff member
    - Principal's decision
  5. Verbal Abuse of Teacher involving obscenities
    - 1<sup>st</sup> offense— 3 day suspension
    - 2<sup>nd</sup> offense—5 day suspension
    - 3<sup>rd</sup> offense— principal's decision or alternative school
  6. Referral to Principal by Teacher
    - 1<sup>st</sup> offense—conference with student and/or parent
    - 2<sup>nd</sup> offense—1 day in school detention
    - 3<sup>rd</sup> offense—Administrative discretion
  7. Hazing/Bullying and/or sexual harassment
    - 1<sup>st</sup> offense—conference with student and/or parents; principal's decision on consequences
    - 2<sup>nd</sup> offense— 3 day suspension
    - 3<sup>rd</sup> offense— 5 day suspension
    - 4<sup>th</sup> offense—alternative school
  8. Cheating/Plagiarism
    - 1<sup>st</sup> offense- detention/ grade of zero on work
    - 2<sup>nd</sup> offense- in school detention
    - 3<sup>rd</sup> offense- out of school suspension
  9. Disrespect for school property, property of others, and buildings
    - 1<sup>st</sup> offense—restitution for damages
    - 2<sup>nd</sup> offense—restitution, 1-3 day suspension
    - 3<sup>rd</sup> offense—restitution, 3-5 day suspension
  10. Failure to serve detention
    - 1<sup>st</sup> offense—double detention
    - 2<sup>nd</sup> offense—Administrative discretion
    - 3<sup>rd</sup> offense—1-3 day suspension
  11. Possession or use of tobacco products/ vaping devices containing tobacco
    - 1<sup>st</sup> offense- confiscation, 5 day suspension
    - 2<sup>nd</sup> offense- confiscation, 7 day suspension
    - 3<sup>rd</sup> offense- confiscation, alternative school

12. Possession of alcohol or illegal drugs / vaping devices containing illegal drugs  
1<sup>st</sup> offense- confiscation, finish year in alternative school (Minimum 1 semester)  
See section on Alcohol and Controlled or Dangerous Substances
13. Weapons  
See section on Weapons/Weapons Free Schools
14. Dress code violations  
See section on district Dress Code
15. PLDs/Cell phone violations  
See section on PLDs and Cell Phones
16. Violation of general student regulations  
1<sup>st</sup> offense—Administrative Discretion
17. Willful defiance of a teacher or staff member  
Administrative Discretion

### **Out-of-School Suspension (OSS)**

1. The principal may suspend a student from school or school activities for misconduct. Misconduct may include but will not be limited to the following; fighting, destruction of school property, stealing, use of vulgar language, disrespect toward teachers, administrators, or other school employees.
2. A student may be suspended from school activities for violating city, county, state, or federal laws or any other conduct that is unbecoming or may reflect discredit upon the school
3. If a student is suspended from school, it will require that one or both parents or guardians bring the student to the principal's office for a conference before the student is reinstated. Serious offenses may result in the student being suspended from school for the remainder of the present semester and the succeeding semester.
4. In the case of out-of-school suspension, a student is excluded from participating in and/or attending all school activities.
5. Students will be given a fair opportunity to make up work missed while suspended.
6. In the case of suspensions for over 5 days, an educational plan will be provided to the student and parent/guardian. This plan will address academic credit for work satisfactorily completed while suspended. The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.
7. Minor offenses by a student may not require a suspension but may require a conference with the parent/guardian. The student will not be sent home, but in some cases, will be asked to remain in the administrative office for pending conference with the parent/guardian. No student will be sent home without notification of parents/guardians, unless the student's presence presents a threat to the school atmosphere. Extended suspensions shall be imposed only in aggravated situations.
8. Suspension Exceeding Three Days: within 24 hours, written notice shall be given to the parent/guardian of the student's removal from school and the proposed suspensions. Parents/guardian shall have the opportunity to appeal this decision before the Board of Education.

### **Appeals for Reinstatement**

Pupils under long-term suspension seeking reentry to school prior to expirations of suspension may petition the superintendent in writing to be placed on the next school board meeting agenda. The appeal procedure to the board of education, which is the final authority in such matters, will be made known to the pupil. Such an appeal to the board of education will be heard as soon as possible.

### **Displays of Affection**

Displays of affection such as arms around each other, holding hands and kissing will not be permitted at school. School is no a proper place for this. It is expected that all students will have sufficient pride and observe standards of ethical behavior in school. The school hall and school grounds are public places, and so it is expected that our students will use discretion in all relationships. Displays of affection are considered in poor taste and will not be tolerated.

### **Threats**

Death, bomb, or physical threats, written or verbal, will not be tolerated. Students may be suspended or expelled and the police will be contacted.

### **Weapons-Free Schools**

Weapons are not allowed on campus, either on the person or in any automobile. If they are found, they will be impounded and then turned over to the proper authorities.

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

1. Any student in this district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school sponsored transportation may be removed from school for not less than one full calendar year. Any student who violates this policy will be subjected to discipline, which may include suspension up to one full calendar year (for firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject to this policy and will be discipline in accordance with the Individual with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. Firearms are defined in Title 18 of the United States Code, Section 921, as:
2. Oklahoma Statutes, Title 21 Section 1280.1 prohibits any person, except a peace officer or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers, any weapon defined below: "Any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring type knife, sword cane, knife having a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded can, billy club, hand chain, metal knuckles, or any other offensive weapon." The superintendent or designee may modify the provisions of this policy on a case by case basis. An exception to this policy may be made for students participating in an authorized extra-curricular activity or team involving the use of firearms or archery equipment. However, any substantial modification must be reported to the board of education at its next meeting.

### **Sexual Harassment and Hazing Regarding Students**

The policy of this school district forbids discrimination against any student on the basis of sex. No student in this school will be subjected to harassment, hazing or any other form of persecution by any other student, group of students, or employee.

#### **Sexual Harassment:**

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of the sexual nature constitute sexual harassment. Conduct of a sexual nature may include, but is not limited to verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of the sexual nature, and sexually-oriented "kidding or teasing," double meanings, jokes, etc.

#### **Hazing:**

For the purpose of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks. This

deliberate harassment also encompasses any physical, mental, or verbal discrimination on the basis of sex, religion, race, or ethnic background.

**Bullying:**

Stringtown Public School is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. The school is committed to creating and maintaining a learning environment that is free from bullying and harassment. Stringtown Public School prohibits any form of bullying or harassment, including religious, racial, disability or sexual harassment and/or violence.

**Definitions**

Bullying is defined as aggressive, intimidating behavior. Bullying can be physical, verbal, emotional or sexual. Bullying is carried out repeatedly over time. Bullying can be an early warning sign for further anti-social, aggressive and increasingly violent behaviors.

Harassment consists of verbal or physical conduct/discrimination relating to an individual's religion, race, disability or general physical appearance.

For purposes of this policy bullying and/or harassment consists of verbal or physical conduct of an aggressive or threatening nature when:

- The conduct is sufficiently severe, persistent or pervasive that it affects a student's ability of participate or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
- The conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- The conduct otherwise adversely affects an individual's learning opportunities

**Bullying and harassment will not be tolerated under any circumstances.** This includes behavior on school premises and/or non-school property if the affected student is at any school-sponsored, school-approved or school related activity, event or function (i.e., field trips or athletic events) where students are under the supervision of staff.

**Examples of Prohibited Behavior**

Bullying:

Name calling, slurs, pushing, crowding, hitting, pinching, teasing, telling mean jokes about someone, threatening to harm someone, coercion, taking things without permission or hazing.

Harassment:

Making fun of someone's appearance, continuing to tell discriminating jokes around someone after he/she has asked the person to stop, spreading rumors about someone, making fun of someone's philosophical beliefs, or stalking.

**Reporting Procedures**

Reporting bullying and harassment to school staff is encouraged. Anyone may report bullying and harassment to any staff member. The staff is required to act immediately on all reports and to communicate the incident to the school building administrator. All staff will strive to maintain confidentiality of any student, victim or witness who reports bullying or harassment.

The school staff will also respect the confidentiality of the accused student. Any disclosure of reported information, including the identify of any students involved, will be made only to individuals involved in the school's response to the incident.

The Stringtown Public School district will not tolerate retaliation for reporting bullying or harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies or assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment, whether physical or verbal.

### **Investigation**

The school administrator will act to promptly investigate all complaints, either formal or informal, verbal or written, and to promptly take appropriate action to protect individuals from further bullying/harassment. All reports of bullying will be documented.

In determining whether alleged conduct constitutes a violation of this policy, the administrator will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidence occurred. Whether a particular action or incidence constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

When necessary background information has been obtained, parents/guardians of both victims and perpetrators will be notified.

### **Corrective Action**

School administrators will take corrective action to immediately stop the bullying/harassment and prevent recurrence. Students who are found to have violated this policy will be subject to disciplinary action

### **Special Education Services**

Public Law 94-142 guarantees the right of all handicapped children from birth to twenty-one years of age to a free appropriate education. The Stringtown Public Schools provides these services. Special services as well as Physical Therapy & Occupational Therapy will be served through the Stringtown Public Schools.

If you know of a handicapped child residing in this district that is not already being served, please contact one of the following:

Cory Lowry	School Principal	580-346-7741
Tony W Potts	Superintendent	580-346-7423

### **Internet Policy**

Internet access is available to students and teachers in the Stringtown Public Schools. In order to prevent misuse and abuse of the access, certain terms and conditions must be complied with for the protection of the school system and users as well.

1. Conduct and behavior while “online” is the same as expected in the classroom.
2. Access is a privilege, not a right. Inappropriate use could terminate user privileges.
3. Access for the purposes of commercial, political, or advertising gain is not permitted.
4. Any exchange of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal information is not permitted.
5. Any physical or electronic tampering with the system, or any of its related software, is prohibited.
6. All copyright laws must be respected and obeyed.
7. The use of another person’s password or the misrepresentation of one’s self, while using any information system is not permitted.
8. Accessing e-mail (except for supervised instructional purposes), participating in chat rooms, interfering or bypassing security systems will not be permitted by students.
9. Any security problem on any computer at Stringtown Public Schools must notify the proper personnel to correct the problem. Demonstration of this problem to other students could result in the loss of computer privileges.
10. The school system assumes no liability, nor makes any warranty concerning the information the user may or may not be able to receive.

Signing the Parent-Student verification page acknowledges the student’s understanding and agreement to comply with this policy.

### **Student Lockers**

Stringtown Schools will assign a locker to all students in grades 4th-12th. It is unwise to leave any valuables or money in lockers. Any problems with lockers should be reported to the office. Each student will be held responsible for the condition of the locker assigned to him/her. Once a locker has been assigned, a new locker may be assigned only through permission of the office.

No stickers will be allowed on the student lockers. These stickers leave a residue that is difficult to remove. Lockers are cleaned periodically throughout the day and stickers make it difficult to do so.

Students will not be allowed to attach anything to the lockers.

Students will not be allowed to write on or in the lockers.

Each locker will be inspected at intervals throughout the year for any damages. If there any damages are discovered, the student will be expected to pay for any or all damages.

It is an expectation here at Stringtown Schools for students to keep their locker clean and organized and in good shape. Students will be asked and expected to clean out their lockers if needed.

### **No Child Left Behind Act of 2001 Parents Right to Know**

**(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 (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at the minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject area in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications 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 field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessional and, if so, their qualifications.

**(B)-ADDITIONAL INFORMATION:** In addition to the information that parents may request under subparagraph (A), a school that receives funds under the part shall provide to each individual parent:

1. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

**(C)-FORMAT:** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**(D)-PRIVACY:** Information collected under this section shall be collected and disseminated in a manner that protects the privacy of individuals.

**(E)-TECHNICAL ASSISTANCE:** The Secretary shall provide a State Educational agency, at the State educational agency's request, technical assistance in meeting the requirements of this section, including the provision of advice by experts in the development of high-quality academic assessments, the setting of State standards, the development of measures of adequate yearly progress that are valid reliable, and other relevant areas.

**(F)-VOLUNTARY PARTNERSHIPS:** A state may enter into a voluntary partnership with another State to develop and implement the academic assessments and standards required under this section.

**(G)-CONSTRUCTION:** Nothing in this part shall be construed to prescribe the use of the academic assessments described in this part for student promotion or graduation purposes.

**(H)-SPECIAL RULE WITH RESPECT TO BUREAU-FUNDED SCHOOLS:** In determining the assessments to be used by each operated or funded by BIA school receiving funds under this part, the following shall apply

1. Each such school that is accredited by the state in which it is operating shall use the assessments the State has developed and implemented to meet the requirements of this section, or such other appropriate assessment as approved by the Secretary of the Interior.
2. Each such school that is accredited by a regional accrediting organization shall adopt an appropriate assessment, in consultation with and with the approval of, the Secretary of the Interior and consistent with assessments adopted by other schools in the same State or region, that meets the requirements of this section.
3. Each such school that is accredited by a tribal accrediting agency or tribal division of education shall use an assessment developed by such agency or division, except that the Secretary of the Interior shall ensure that such assessment meets the requirements of this section.

**Statement of Equal Educational and Employment Opportunity**

Stringtown School District, I007, does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, religion, socio-economic status or veteran status in its administration to educational programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Stringtown School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the superintendent of schools and/or coordinator of Title IX and Section 504 responsibilities, Stringtown Public Schools, PO Box 130, Stringtown, Oklahoma 74569-0130; 580-346-7423. The Superintendent has been designated by the board to coordinate the school district's efforts to comply with this assurance.

**AHERA Notification**

From: Stringtown Board of Education

This is to inform you that Stringtown Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving pre-kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner that will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all that use this facility.

If you have questions, please contact the Office of the Superintendent to schedule an appointment to view a copy of the management plan. A copy of the management plan is located in this office.

### **Notice of Rights under FERPA**

For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. The parent or eligible student should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records. The parents or eligible student may ask the School to amend a record they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify same of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure 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 educational 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 school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task such as an auditor, attorney, medical consultant or therapist; or a parent or student on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has the legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(Note: FERPA requires the school district to make reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administer

FERPA are: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

### **Asbestos Policy**

In response to the Asbestos Hazard Emergency Response Act, P.L. 99-519, and EPA regulations, we have completed a three re-inspection of our buildings. As a result of our re-inspection concerning asbestos, we are pleased to announce that according to the asbestos management plan and architect statement Stringtown Public School is asbestos free. The management plan (results of the re-inspection) will be available for your viewing during office hours Monday through Friday in the office of the Superintendent. Please call for an appointment.

### **Head Injury and Concussion Prevention and Management**

Pursuant to 70 O.S. Section 24-155, and in an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, schools will work in conjunction with the OSSAA to educate coaches, students and parents/guardians about head injuries and concussions, the risk therefore, and about continuing to play after a head injury or concussion, as follows:

- 1 Each year prior to participation in any athletic practice or competition, students and parent/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the district. The school district will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website: [www.ossaa.com](http://www.ossaa.com).
- 2 Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the district. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
- 3 Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.
- 4 An athlete who has been removed from participation in a practice or game upon suspicion or head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
  - a The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and
  - b Said health care provider issues a written clearance for the student to return to participation; and
  - c The written clearance is on file with the District.
- 5 In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussion who might participate in multiple sports within the district, the district athletic director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:
  - A The athlete's name;
  - b The date the suspected head injury or concussion occurred;
  - c The sport in which the athlete was participating at the time of injury; and
  - d Any other sports in which the student participates or may be participating within the District in the given school year; and
  - e Date of return to athletic participation, along with confirmation that all three conditions listed in 4, *above*, were met.