

PREFACE

The primary purpose of this handbook is to serve as a guide for students of Fort Cobb-Broxton Middle School, and to present the opportunities the school offers. It is important that all students and parents know what the handbook contains. However, it is difficult to make hard and fast rules in our ever-changing society. If changes are necessary during the school year, it will be in the best interest of students and faculty. Every effort will be made to use proper channels and notify those involved.

Fort Cobb-Broxton district does not discriminate on the basis of race, color, national origin, sex or handicap in the education programs or activities, which it operates. Anti-discrimination laws, which relate to employment or Title IX, should be directed to the superintendent's office.

OBJECTIVES OF THE FORT COBB-BROXTON MIDDLE SCHOOL

1. To encourage the student within the limits of his/her capacities, and to acquire knowledge, skills and attitudes necessary to function effectively as a worthwhile citizen in a democratic society.
2. To recognize and respect individual differences of each student and to provide the educational opportunities necessary to meet individual needs.
3. To teach each child to develop a knowledge of and an appreciation for American citizenship and the rights and responsibilities of the citizens.
4. To teach character by preparing a student to accept responsibility in all endeavors, to know right from wrong, and to have high moral and spiritual values.
5. To provide opportunities in the academic as well as the vocational field by establishing programs to meet the needs of both the academically and vocationally inclined.

PHILOSOPHY OF FORT COBB-BROXTON PUBLIC SCHOOL

The philosophy of the Fort Cobb-Broxton School is to provide through the use of allocated resources, all students the opportunity for a comprehensive education with emphasis on basic subjects of: Language Arts, Math, Social Studies, and Science. We believe that every student should be provided with an atmosphere appropriate for their level, in which academic success is insured acceptable social behavior is learned and special interests are enhanced. Our mission is to make excellence and success a reality in the total educational process for all of our students. We recognize that each level; Elementary, Middle, and High School have unique characteristics and requirements, which must be met to foster excellence and success.

The mission of the Fort Cobb-Broxton Middle School is to allow students to build upon the knowledge gained in the elementary grades and at the same time help shape students to be prepared to enter high school. Middle School years can be a very unsure time period for students, because of this it is our goal to present guidance and direction not only in the academic areas but also in personal self esteem and social skills. We believe these skills will allow students to attain the confidence and self-respect necessary for continued success in school.

ABSENTEES AND ATTENDANCE

Regular attendance is a must. No single factor will do more to aid you in your progress in school than regular attendance. The taxpayers of this community have provided educational facilities for your education. It is your responsibility to make the most of the opportunities they have provided for you. This can be accomplished only by regular attendance.

All work, which is missed as a result of absence, regardless of reason, should be made up. The teacher will allow one day per day missed from school to make up all work and one additional day added to the total.

It is the student's responsibility to secure an admit from the Principal's Office to re-enter class after being absent, if he/she is not on the excused absence list. The admit should be obtained before school or during the noon hour. Parents should call the school (643-3110 or 643-2820) **when a student must be absent. Notes will be accepted on the day that a student returns to school, but the school reserves the right to check the validity of notes received from parents excusing an absence. If the student fails to bring a note explaining the absence parents/guardian will be given five (5) school days to contact the school explaining the absence or the student will be considered truant and placed on the truancy plan.**

Absences for school activities are not recorded against attendance records. Students should get their assignments from their teachers before the activity. Students will receive 1 day for each day absent plus 1 additional day to make up work which was missed during their absence. Tests that are scheduled before the absence should be taken on the regular test day, if the student has missed only the day before the test. All students must comply with the school's 10-day rule.

A student will not be allowed to pass on to the next grade if he/she is not in attendance 90% (no more than 9 days absent) of the time in 5 or more classes during the semester in which he/she is currently enrolled. Students will not receive a grade on their report card for any class that is not attended 90% (no more than 9 days absent) of the semester. Summer School may be used at the discretion of the Principal for days missed over the maximum allowed.

Any student who exceeds the maximum number of days absent and feels he or she has "just cause", may appeal to the Board of Education for reinstatement of grades. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Students must be in attendance at least one-half day on the day of an activity in which they are to participate.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986

The asbestos emergency response act of 1986 requires that all buildings in our school are inspected for asbestos and a management plan is written to document this. A copy of this plan is available at your child's school and at the superintendent's office if you wish to see it.

ALTERNATIVE PUNISHMENTS

In administering discipline, consideration should be given to alternative methods of punishment to insure that the, most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful to the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove to be more effective in particular instances.

Alternative methods of punishment include the following: Warn student (written), advise parents, removal from class or group (temporary or permanent), parental conference, CORPORAL PUNISHMENT, noon detention, after school detention, in school detention, Saturday school, review committee-composed of teachers who know the student and who will review the record and render a written recommendation, financial restitution, involvement of law enforcement agency, referral to a social agency, probationary period, suspension, expulsion, any other disciplinary action deemed appropriate under the circumstances.

ARRIVAL AT SCHOOL

Students who arrive at school before the 8:00 bell may put their books in their locker and then either go to the cafeteria for breakfast, or outside to the playground if a teacher is on duty, until the bell rings. Students are not to remain the halls after putting their books in their lockers.

Students needing to see a teacher before school starts will be allowed to do so, but will need to remain in that teacher's classroom until the bell rings to go to class.

ASSERTIVE DISCIPLINE PLAN

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

The Fort Cobb-Broxtton School, in order to provide quality education for all of its' students, will not tolerate disruptive acts that would interfere with the tranquillity of the school, the safety of its students, or the damaging of property.

Students, while enrolled at Fort Cobb-Broxtton school, shall be under the supervision of, and accountable to, school personnel. The supervision shall include going to and from school and while attending any school-sponsored activity or going to and from such activity.

GENERAL RULES AND CRITERIA

1. The assertive discipline plan is for use by regular teacher referrals from the classroom at school, or school activities, or by the administration for disciplinary actions which are not covered in another section of the handbook.
2. Any action for which punishment is explicitly stated in the student handbook will be enforced under the provisions of that section. These actions include, but are not limited to, the following infractions:
 - A. Possession, use, or under the influence of any narcotic stimulant, depressant or alcohol.
 - B. Students driving during the school day.
 - C. Use of, or possession of tobacco by students in any school buildings, on campus, school bus, or any school activity.
 - D. Violations of minor school policies.
 - E. Possession of electronic devices at school
 - F. Headgear which is worn inside of the school.
 - G. Leaving school without permission.
3. Twenty (20) school days without referral to the principal allows the student to move one step back on the discipline plan.
4. A student may move back to the previous step only once.
5. In extreme action caused by the student in the opinion of the principal or the teacher, the student may be placed at any of the following VI steps and suspended for the remainder of the current semester and the next semester.
6. Any student may be suspended or disciplined for violation of any statute, city ordinance, or any other act, whether or not such action by the student occurred during school hours, or on school grounds, or at a school activity, which is determined to be adverse to the normal operation of the school or which represents a clear and present danger to the school, its employees, students, or Board of Education, or is an attack upon or threat of attack upon any employee, student, or Board of Education Member of this school system.

CLASSROOM DISCIPLINE

1. With the first violation of the discipline policy the student will be given a written warning and placed in noon detention. The teacher will help the student develop a plan to avoid referral to the principal.
2. The second violation will result in the student being referred to the principal for appropriate placement on the Assertive Discipline Plan.

ASSERTIVE DISCIPLINE PLAN STEPS

STEP 1

- A. The principal will notify the parents/guardian by mail and enclose a copy of the assertive discipline plan and situation causing the student to be sent to the office.
- B. The student will be placed in one to three days after school detention depending upon the severity of the offense which caused the student to be sent to the office.
- C. The principal will help the student develop a plan to avoid referral to the office.
- D. When deemed appropriate by the principal the student will be referred to the school counselor.
- E. Appropriate punishment set by the principal.

STEP 2

- A. The second referral to the office will result in one of the following forms of punishment:
 1. Three to five days in after school detention, Saturday school, or school service.
 2. Appropriate punishment set by the principal.
- B. The student's parents/guardian will be notified by mail that their child has reached step 2.

STEP 3

- A. The student will be placed either in ISD**, out of school suspension, Saturday school, or **receive corporal punishment.*****
- B. ISD (In School Suspension) will be for 3 days.
- C. Out of school suspension will be from 1 to 3 days.
- D. The student in out of school suspension will be placed on a educational plan. Students on suspension will be allowed to make up all work during suspension but will be required to follow the guidelines of the educational plan.**
- E. Appropriate punishment set by the principal will also be an option at this step.
- F. The parents/guardian will be notified that their child is now at step 3.

STEP 4

- A. The student will be suspended from school for 5 days, placed into ISD for 5 days, or administered corporal punishment.
- B. The student in out of school suspension will be placed on a educational plan. Students on suspension will be allowed to make up all work during suspension but will be required to follow the guidelines of the educational plan.**
- C. The parent will be notified by certified mail that their child has been suspended, and is now at step 4.

STEP 5

- A. The student will be placed in ISD for 10 days, or suspended from school for 10 days.
- B. The student in out of school suspension will be placed on a educational plan. Students on suspension will be allowed to make up all work during suspension but will be required to follow the guidelines of the educational plan.**
- C. If suspended the parents/guardian will be notified by certified mail that their child has been suspended and is now at step 5.

STEP 6

- A. The student will be suspended from school for the remainder of the current semester and possibly the remainder of the school year.
- B. The student in out of school suspension will be placed on a educational plan. Students on suspension will be allowed to make up all work during suspension but will be required to follow the guidelines of the educational plan.**
- C. The parents will be notified by certified mail that their child has been suspended.

***REGULATIONS FOR AFTER SCHOOL DETENTION or SATURDAY SCHOOL:**

- A. After school detention will last from 3:00 until 3:30. Saturday school TBD.
- B. The student's parents/guardian will be notified at least one day before the student will be kept in after school detention in order to give the parent time to provide transportation home for the student.
- C. The student will bring class work or be assigned school service to complete during the time spent in after school detention.
- D. If the student fails to attend, or is tardy to after school detention, disciplinary action will be taken as follows: The first absence or tardy will result in one additional day of after school detention being added: the second and additional absence or tardy will result in the student being placed in ISD, in addition to the original after school detentions.
- E. If the student fails to attend Saturday school they will face suspension.

****REGULATIONS FOR IN SCHOOL DETENTION**

- A. Students placed in In School Suspension will be required to follow all rules set by Fort Cobb-Broxtton schools and any rules set by the director of the In School Suspension program.
- B. Students placed in ISD should report directly to the office up on arriving at school. Students not in the office by 8:05 will be considered tardy and receive an additional day in ISD.
- C. While in ISD students are not allowed to return to their lockers. Students must keep all book and materials with them.
- D. Students in ISD are not allowed on school grounds after school hours or allowed to attend any school activities.
- E. While in ISD students are ineligible to participate in any school activities.
- F. Students in ISD are required to complete all work assigned by the classroom teacher as well as any additional assignment given by the ISD director.
- G. It is the responsibility of the student to notify the principal if they need assistance on assignments from a teacher

Students in ISD will follow the above written rules, the rules set by the ISD director, and any other rules deemed necessary by the administration of the ISD director.

***** REGULATIONS FOR CORPORAL PUNISHMENT:**

- A. Corporal punishment will only be administered after parental permission has been obtained.
- B. Corporal punishment will be witnessed by another teacher or an administrator.
- C. Corporal punishment will be administered to a child in lieu of alternative punishments.
- D. A maximum of 3 swats shall be given.
- E. Corporal punishment will be administered by the principal.

AUTHORITY OF TEACHERS

Teachers and the principals in the school system are vested with public responsibility and authority. Refusal on the part of any student to respect this authority is an offense, which may result in suspension. Any teacher, whether elementary or secondary, has the authority to correct any student whose behavior or action calls for them to be corrected.

BAD WEATHER PROCEDURE

Bad weather occasionally requires the school to make decisions regarding closing or delay of starting time. We intend to act in the best interest of our students. We will authorize ONLY the following media to announce closing or delay: KTVY Channel 4, KWTW Channel 9, Oklahoma City, and KRPT Radio in Anadarko, and School Reach Parent Notification system. Any other media source should be ignored.

BICYCLES AND OTHER MOTOR VEHICLES

The school assumes no responsibility for bicycles. When traveling to and from school, students must obey all traffic regulations. Provisions have been made for students in grades 6-8 to park their bicycles at the north east side of the Middle School Building. Bicycles are not to be ridden off of school grounds during the day without prior approval of the principal. Middle School students (6-8) are not to drive a motorized vehicle to school at any time.

CAFETERIA

- ❖ The cafeteria is our school dining room. Courteous manners, quiet conversation, and appropriate behavior are expected. The following guidelines are to be followed:
- ❖ All eating is to be done in the cafeteria area.
- ❖ No food or drink is to be taken from the cafeteria area unless authorized by sponsor or administration.
- ❖ Cutting in line and saving places are prohibited.
- ❖ Students will walk in an orderly manner, and keep lines orderly.
- ❖ After eating, leave the tables as clean as possible.
- ❖ Take trays, eating utensils, and empty cartons to the proper place.

All students that do not qualify for free or reduced price meals will be required pay in advance for meals. Pre-payment will be \$50.00 per student. When a student's account balance reaches \$15.00 remaining an additional payment will be required. Prices for eating in the cafeteria during the upcoming year are:

	Breakfast:	\$.30/reduced	\$1.30/student	\$2.00/adult
❖	Lunch:	\$.40/reduced	\$2.35/student	\$3.25/adult

CHANGING /DROPPING A CLASS

Students may change or drop a class only during the first three (3) days of the semester. Changes are done in the principal's office. Exception to this deadline for changing classes may be made by the principal and counselor, if their are extenuating circumstances for the change not being made during the first three (3) days of the semester.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent shall be notified that a second offense will bring disciplinary action by the school.

CLASSROOMS

Each student is expected to show proper respect to teachers, staff, classmates and administrators.

Each teacher will have specific guidelines within their own classroom that all students must obey. After the teacher has given full explanation of such guidelines, it is the student's responsibility to ask about specific situations if there is a question as to the expectations or limitations.

The classroom teacher is the primary disciplinarian in the school and has the full right to administer punishment. It is the position of the administration that any time a student is sent to the office as a result to a discipline problem, a serious problem has arisen.

A visit to the office is a signal to the administration that the teacher feels that the student has not responded to correction.

Students who choose NOT to maintain proper behavior in the classroom or at school activities, forfeit their rights and choose to place themselves in the hands of the administration.

Students are reminded to observe the following:

Be respectful of all school furnishings, equipment, and materials. Defacing, marking, or placing gum on school property is considered a violation.

Be respectful of the privacy of materials in or on the teacher's desk and furniture.

Do not violate the privacy of information, materials, and equipment that is the teacher's.

CLOSED CAMPUS POLICY

It is the policy of the Fort Cobb-Broxtton Middle school that no student will be allowed to leave the campus once arriving in the morning until the final bell of the day.

If a student finds it necessary to leave school during the day, he/she must physically check out at the principal's office prior to leaving campus. No student will be permitted to leave class/campus unless he/she has permission from the office (permission may be obtained through a note/phone call from the parent). In case of illness, the school will contact the parent. Students leaving without proper authorization from the office will be considered truant.

However, in an effort to promote positive reinforcement for good behavior and attendance any student who has not been referred to the office for discipline reasons, has had no unexcused absences, has not been tardy or absent more than once, and is not ineligible will be allowed one day each month to leave campus at noon (that day to be set by the administration). The criteria for this activity will begin anew each month. If problems occur with this activity it may be discontinued at the principals discretion.

COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail. The records of a student will be held if the student has a debt to the school for lost or damaged library materials, lost or damaged textbooks or workbooks, lost or damaged athletic equipment, club or organization materials, fund raising merchandise or money not turned in, damages to school property or buildings, or any other debt deemed to be legitimate by the administration.

DANGEROUS WEAPON ENFORCEMENT SEARCH AND SEIZURE POLICY

It is the intention of the Fort Cobb-Broxtton board of Education to provide a safe, orderly education climate for the students. Students shall not have any reasonable expectation of privacy towards school administrators, or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly

supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search. Any pupil found to be in possession of a dangerous weapon would be suspended by the superintendent or principal for a period of one calendar year for the violation of the weapons-free school policy. Any such suspension may be appealed to the board of education. Fort Cobb-Broxtton will refer to **Section 1031. Weapons Prohibited - School Property and Vehicles. (21 O.S. § 1280.1)**

DISRUPTIVE OR INTERFERING BEHAVIOR

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting or participating in activities, which interfere with the due process of the educational program of the school. The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, are examples of behaviors that will constitute disruptive behavior/activities: Demonstrations; Sit-ins; Walk-outs; Blockages; Group violence; Any type of gang activity; Disrespect or disobedience to school personnel; Harassment and/or intimidation, verbal or physical, of students or school personnel; The use of obscene, lewd or profane language (visual or auditory); Fighting, Disruptive publications; Theft or inappropriate use of personal or school property. Administrative response to student misconduct is a matter directly influencing the moral of the entire student body. As such, all punishment should be based on a careful assessment of the circumstances surrounding each infraction (i.e., other students).

DEALING WITH PROBLEMS

Since Public Schools are a concern of practically every citizen, they are also a prime target for a great deal of criticism.

Most criticism stems from a lack of knowledge and understanding of the program of instruction in schools. It is the responsibility of parents who have children in school to understand the programs and policies so that they may help to eliminate misunderstandings.

If you have a concern that your child is not being dealt with in a fair manner, please observe the following procedures that are standard in any school district.

1. Check with the teacher to find out what is going on and try to resolve the conflict.
2. If you do not receive satisfaction from the teacher, contact the principal.
3. If you get no help from the principal then contact the superintendent.
4. If your problem is not resolved at this point, it is appropriate to take your concern to the next regularly scheduled meeting of the school board. Contact the superintendent's office and ask to be put on the agenda.

If you have questions about any phase of school operations, please check with the school. We will be pleased to discuss any concern or question with you.

DRESS CODE

Student attire and grooming should not distract, disrupt, or take away from the learning process. Casual dress without extremes is appropriate for school. Students are expected to wear clothes suitable for the classroom when entering or leaving the building. A detailed student dress code will be left to the discretion of the administration.

Students with tattoos and/or body piercings, which are visible, will be required to cover the tattoo or body piercing(excluding ears). The dress code policy applies at all school functions, on and off campus, where a student represents Fort Cobb-Broxtton School.

Some examples of dress which is not considered acceptable at school are: **sagging pants**; tops not covering the mid-section or having spaghetti straps; shirts, belt buckles, pins, or other clothing which advertise such things as alcoholic beverages, drugs, tobacco products or have provocative or suggestive wording; pants or shorts which have slits or holes cut in them; midriff and fish net tops; muscle shirts; and any type of see-through apparel. **Any items such as pocket chains or wallet chains that could be used as weapons or are disruptive to class.**

Students may wear shorts to school as long as they are not shorter than the bottom of the hand when the student is standing. Types of shorts which are not permitted include cutoffs which are not seamed or rolled up, spandex, biking shorts, leggings, fleece wear. Spandex may be worn under a pair of shorts, which meet the previously stated guidelines. Students who violate the short dress code will forfeit their privilege to wear shorts to school for the remainder of the year.

Shoes must be worn at all times. **Shoes with wheels are not allowed at school.**

Hats or any other form of headgear are not to be worn inside the school building, in the gymnasium, or in the cafeteria from the time the student arrives at school until he/she has left in the afternoon.

The first time the student is caught wearing a hat or other headgear in the building, gymnasium, or cafeteria he/she will receive a warning and will have the hat or other headgear taken from them for the remainder of the day. The second time will result in the hat being kept in the principal's office for the remainder of the school year. If the offense continues the hats will be kept and appropriate disciplinary actions will be taken.

DRUG-FREE SCHOOLS

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. There for, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Any student possessing or being under the influence of a non-intoxicating beverage, an alcoholic beverage, or a controlled dangerous substance on school premises, at or on the way to a school function, or while in transit under the authority of the school, may be suspended from school for the remainder of the semester and/or the following semester, which could include time into the next school year, or enter into a plan of rehabilitation with the school and juvenile services with rights of appeal according to state law.

ELECTRONIC DEVICES

Electronic devices such as **cell phones**, cassette players, head phones, radios, or other electronic devices are to be used at the discretion of the classroom teacher or Admin./teacher on duty. Cell phones are not to be used for personal calls and text during class at any time. Devices used without permission can be subject to be taken until the end of the day.

FUND RAISING

All fund raising activities must be approved by the Board of Education. Money collections of any type for any purpose may not be made in the school without the approval of the sponsor and principal.

GANG ACTIVITY

Any type of gang activity will be taken very seriously. Students who become involved in such activities will be given one warning that any type of gang activity (writing, use of hand signals, gang clothing, ect.) will not be tolerated at Fort Cobb-Broxtton schools. The second occurrence will result in the student being suspended for 10 days. A third occurrence will result in the student being suspended for the remainder of the semester or remainder of the school year.

The administration has the right to take any action felt necessary depending on the individual situation.

GRADES AND GRADING SCALE

The following grading scale shall be used for reporting grades

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Students who have incomplete grades will be given an I until the work has been completed. Teachers will determine the length of time that the student has to make up the work according to school policy, but not to exceed two weeks after the grading period. Students are allowed 1 day to make up work for each day missed, plus 1 day.

HALLS

Students are not allowed in the halls during class periods. The only exception to this will be students leaving school for the day, or students with their student planner signed by their teacher.

HEAD LICE

If it is felt that lice are present in the school, school officials will make a screening. If it is determined that a student has/have an active infestation, the student's parents or guardian will be asked to come to school and take the student home.

House bill #1550, passed by the Oklahoma Legislature May 7, 1984, provides that, any child prohibited from attending school due to head lice, shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional or an authorized representative of the State Health Department that said child is no longer afflicted with head lice. The Health Department will require the parents to present to them the empty bottle of shampoo used. The Health Department will also require the parents to bring the child back one week later after shampooing the second time.

HOMEWORK

Homework is the assignment and preparation of work to be completed outside of the classroom. It will be assigned in such a way as to insure student growth and development and to reinforce, supplement, and complement the learning taking place in the classroom. Homework may also be the completion of assignments started in school, drill or practice work, or individual projects for self growth. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

ILLNESS AT SCHOOL

A student who is injured or becomes ill during the school day is to report to the office. Office personnel will provide assistance or contact the parent/guardian of the student if the student is too ill to stay in school.

If a student needs special care due to acute or chronic medical conditions, the necessary information needs to be given to the office to assure proper care and attention will be given to the condition.

INTERNET USE

Before students are allowed to access the internet the school must have on file a signed agreement by the student and the student's parent/guardian. Students should understand that use of the internet is a privilege and that privilege may be removed for any violation of the internet access terms and conditions agreement.

LEAVING SCHOOL

Students must be checked out through the principal's office by a parent/guardian before leaving the school for any reason other than a supervised classroom activity. If a student has medical appointments during the school day, administration should be notified by note or phone call by a parent before the scheduled absence. The administration reserves the right to verify the notification.

If a student leaves school without properly checking out it will be sufficient cause for: warning, noon detention, after school detention, or Saturday detention, depending on the number of violations of this policy.

LIBRARY POLICIES

All books in the library are classified and arranged on the shelves according to the Dewey Decimal System to help you and all other readers find the books that you and they want. The card catalog serves as an index to the books on catalog, ask the librarian and she will be glad to show you how it will help you locate the book you need.

1. Persons cannot check out more than two books at a time.
2. If a book is overdue more than four weeks, the student who checked the book out will be placed in noon detention every day until the book is returned or paid for.
3. Encyclopedias and magazines can be checked out for one day.
4. Books can be checked out for two weeks.
5. If the library is closed when you wish to return a book, place the book in the designated box in the counselor's office.
6. If you have an overdue book, you will not be allowed to check out anything else until the book is returned. Report cards will be held until books are returned or paid for.
7. If you lose or damage a book, you will be responsible for the cost of replacing it with a new book.
8. No more than 3 students at a time should come to the library without prior arrangement with the librarian.
9. If teachers wish to use the library for a class, TV, computers, etc., it is necessary to sign up. First come, first serve.
10. Overdue notices will be posted on bulletin boards and in the library.
11. Vertical file material must be checked out through a teacher and must remain in the classroom.
12. Teachers, when checking out a video, please be sure to fill out the check out card and leave it in the appropriate box.

LOCKERS

Lockers will be assigned during enrollment. Locker numbers will be written down in the office. Good care should be taken of the lockers. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the school.

LOST AND FOUND

A lost and found department is maintained in the principal's office. Articles, which are found, should be brought to the office. If you have lost an article, you may redeem it by identifying the same.

MAJOR DISCIPLINE PROBLEMS

Students who violate major school policies will be placed on the Assertive Discipline Plan. The major violations include, but are not limited to: **Bullying, Sexual Harassment**, Class disruptions, acts of violence, refusal to obey school employees, distribution or possession of obscene material, use of obscene language or gestures, lunch room misconduct, bus misconduct, driving during school hours, truancy, leaving school or classroom without permission, theft, physical or verbal assault, fighting, destruction of school property, refusal to obey school employees, and open or persistent defiance of authority.

The above mentioned list of major school offenses is not meant to cover all situations for which a student may be placed on the Assertive Discipline Plan. The teachers and administration have the authority to enforce other disciplinary actions, which they find warranted by situations not covered previously.

Teachers and the administration have the right to place a student at any step on the Assertive Discipline Plan depending on the circumstance of the individual situation.

MINOR DISCIPLINE PROBLEMS

Students who violate minor school policies will not immediately be placed on the Assertive Discipline Plan. However, if the problems persist after the fourth violation the student will be placed on, or advanced on, the Assertive Discipline Plan. These minor violations included: 1. Coming to class unprepared; 2. Possessing gum, candy, drinks, or other consumable items within the school buildings or grounds, gymnasium, or cafeteria; and 3. Use of inappropriate language or obscene gestures. The above mentioned violations will be dealt with using the disciplinary measures stated below.

The first violation of a policy will result in the student being given a warning, placed in noon detention, notification of which policy was violated, and what may be done by the student to avoid any further violation of the policy.

- ❖ A second violation of the policy will result in the student being placed in two days of noon detention and a parent or guardian being notified.
The third violation will result in the student being placed in one day of after school detention.
- ❖ The fourth violation will result in the student being placed in 3 days after school.
- ❖ A fifth violation, will result in the student being placed advanced on or placed on step one of the

Assertive Discipline Plan.

Teachers and the administration have the right to place a student at any step on the minor discipline plan depending on the circumstance of the individual situation.

NONDISCRIMINATION POLICY

It is the policy of the Fort Cobb-Broxtan Public School to provide equal opportunities without regard to race, color, national origin, sex, age, qualifying handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries of this policy may be referred to Fort Cobb-Broxtan Public School, Box 130, Fort Cobb OK 73038.

The school does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

PARENT TEACHER CONFERENCES

Teachers have preparation periods every day where they would be free to visit with parents. If you need to confer with your child's teacher, please check the schedules in this handbook and set up a time through the principal's office to meet with this teacher. Other times to confer would be before or after school. Please call ahead of time to confirm a visit with a teacher.

PHYSICAL DISPLAY OF AFFECTION

All students shall refrain from a "physical display of affection" during school hours on school property. The term "Physical Display of Affection" shall be defined at the discretion of the administration. Disciplinary action and notification of parents will be used to stop this, if necessary.

PROMOTION AND RETENTION

It is the goal of the Fort Cobb-Broxtan Middle School that all students succeed. However, sometimes it may become necessary for a student to repeat a grade. Promotions and retention's are based on an evaluation of Academic, Physical, Social, and Emotional growth. The following are primary reasons for considering retention:

1. Physical or Social Immaturity.
2. Indifference or lack of effort on the part of a capable student.
3. Frequent or long absences.
4. Student is achieving significantly below ability and grade level.

Retention is usually considered as more effective during the elementary years, however in rare occasions, if it is felt that a Middle School Student would benefit educationally by repeating a grade it may be recommended that a student be retained.

The following will be the procedure for deciding retention or promotion.

- ❖ The student's parents or teacher may request that the student be retained.
- ❖ A committee consisting of the student's teachers, principal, and parents will review the student's progress and consider the request.
- ❖ The approval committee will be guided by the following factors:
 - Chronological ages.
 - Social maturity
 - Emotional maturity.
 - Physical development.
 - Work and study habits.
 - Attendance record.
- ❖ Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the parent. If a parent does not agree with the retention, the parent must then sign a letter stating this. The letter will further state that the parents and not the school takes responsibility for the child's further school success or lack thereof.

PROFICIENCY BASED PROMOTION

Upon request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies, Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area.

The opportunity for proficiency assessment will be provided on the Wednesday preceding enrollment and the Friday following the last day of school. Students who wish to take the exam must be legally enrolled in the local school district.

Students demonstrating proficiency in a set of competencies at the 90% level shall receive credit in that subject.

Elementary, middle level, or high school students may demonstrate proficiency in the Learner Outcomes: State Competencies for 9-12 High School curriculum areas. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

REPORT CARDS

Report cards should go out on the Wednesday following each nine-week grading period.

RESTRICTION ON NEW ENROLLEES

Students will be denied enrollment in Fort Cobb-Broxtton Schools while under suspension, expulsion, or other related action from another school district.

REVIEW OF CURRICULUM

Parents will have the option of viewing all sex education and Aids education curriculum before it is used in the Middle School. Parents will be notified prior to the beginning of classes and may choose to exempt their children from such programs by signing them out of these classes. The sex education program at our school will promote abstinence.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

Possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of any school activity is unlawful and prohibited. No illicit drugs or alcohol of any kind may be brought on to the school campus, school bus, or at any school activity, no matter where that activity is located. Furthermore, it is unlawful for any students to attend school or any school activity that is under the effect of any illicit drug or alcohol.

It shall be the policy of the Fort Cobb-Broxtton Board of Education that a teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his or her possession: 1 non-intoxicating beverages; 2. alcoholic beverages; or 3. a controlled dangerous substance, as the above are now defined by state law, shall immediately notify the principal of the suspicions, and he will notify the superintendent and a parent or guardian of the student about the matter. Any teacher making such a report shall be immune from all civil liability.

Any student possessing or being under the influence of a non-intoxicating beverage, alcoholic beverage, or a controlled dangerous substance on school premises, at or on the way to a school function, or while, in transit under the authority of the school, may be suspended from school for the remainder of the semester and/or the following semester or enter into a plan of rehabilitation with the school and juvenile services with rights of appeal according to state law.

Attendance and Exemption Policy

There will be comprehensive semester final tests in all courses at Fort Cobb-Broxtton public school. The rationale behind this is that comprehensive examinations are widespread in business, industry, and colleges. Our students need to gain experience in preparation for comprehensive final examinations.

Students will be able to earn exemption from a course's 2nd semester comprehensive semester final based on attendance and grades as follows: Superintendent's honor roll both semesters with 6 or less absences; Superintendent's honor roll one semester and Principal's honor roll one semester and 5 absences or less; or Principal's honor roll both semesters and 4 absences or less. This exemption schedule encourages both excellent academics and constitutes regular attendance. All students will take semester tests the first semester. School activity absences will not count against the above-mentioned absences.

High School Credit Classes

Students taking Physical Science, Art/Music Appreciation, and Algebra I during their eighth grade year will receive high school credit for those courses. It will be listed on their high school transcript and be figured into their high school grade point average.

By allowing students this opportunity it enables them to take the higher-level math and or science courses during their high school career. It also allows more flexibility for students that have plans to attend the Caddo-Kiowa Technology Center during their junior and senior year.

SCHOLASTIC ELIGIBILITY

Oklahoma Secondary School Activities Association scholastic eligibility standards are required of all students participating in extracurricular activity programs.

Semester Grades-- A student must have a passing grade (above 60%) in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended 15 or more days.(This requirement would be five school credits for the seventh and eighth grade students).

If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first nine weeks of the next semester they attend.

A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the nine weeks period.

Student Eligibility During a Semester-- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one week period. If a student is still failing one or more subjects at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

Students who are ineligible will not be allowed to participate in any school activity during the period of the ineligibility.

SCHOLASTIC HONORS

Superintendent's Honor Roll--At the end of each nine-weeks grading period and each semester, all students receiving all "A's" will be placed on the Superintendent's Honor Roll.

Principal's Honor Roll--At the end of each nine-weeks grading period and each semester, all students receiving no grade lower than a "B" will be placed on the Principal's Honor Roll.

SCHOOLS CLUBS AND ORGANIZATIONS

Fort Cobb-Broxton Schools sponsor and promote a number of clubs and organizations, which provide extracurricular activities for students. Fund raising endeavors during the school year for each organization and club is to be assigned and approved by the school board.

SCHOOL SPONSORED ACTIVITIES AND TRIPS

Students participating in or attending school sponsored activities have the privilege of being a representative of Fort Cobb-Broxton Middle School. It is each student's responsibility to exercise that privilege with pride and spirit. Our school is known in other towns by the standards our student's practice while participating in or attending the various events. We expect our students to display proper attitudes, sportsmanship, honesty, and integrity.

All students are under the full obligation of all school policies and procedures.

If a student misses a class/classes for a school sponsored activity, it is the student's responsibility to get the assignment and complete the work missed. It is strongly suggested the work be handed in before the absence.

1 day for each day absent is allowed for making up work, plus 1 additional day.

Students must go and return in transportation provided by the school.

Transportation exceptions must be pre-arranged with the sponsor. Students must ride with their parent and the parent must pick up the student in person.

All students participating in or attending a school sponsored activity at home or away, are under the authority of the sponsoring school official.

All school policies of conduct are fully applicable to school sponsored activities at home or in any other locations.

All school-sponsored activities must have an approved adult driver in each vehicle transporting students.

If a student chooses non-compliance with above, it will be sufficient cause for:

1. Placement/movement on the ADP.
2. Any reasonable discipline the administration may decide to impose.

SPECIAL PROGRAM-ASSEMBLIES

School assemblies are provided for various purposes. If all classes are dismissed, all students are **REQUIRED** to attend. Students are asked not to bring books or other material, they may distract from receiving full benefit of the program/assembly. Seating assignments will be made for all program/assemblies. Sponsors will sit with their assigned grade.

If all classes are not dismissed, the students permitted to attend are to make advance arrangements with the teachers whose class they miss.

All students are expected to conduct themselves in a courteous, orderly manner.

If the program/assembly is over before the class period is over, the students will be instructed when to return to class.

SPONSORS

All school activities must be sponsored by a member of the faculty. Students of the 7th and 8th grade classes shall elect sponsors with 6th grade being sponsored by the two 6th grade teachers. The 7th and 8th grades will elect two sponsors who will serve with them for that year only.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act in this Policy:

1. The right to inspect and review the student's education records.
2. The right to exercise a limited control over other people access to the student's education records.
3. The right to seek to correct the student's education records; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about FERPA rights.
6. Copies of the FERPA plan are located in the office of the superintendent, and the office of each principal. You may contact one of these people if you desire a copy.

All rights and protection given parents under the FERPA and this policy and to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

STUDENT DIRECTORY INFORMATION

This school district will maintain and release "directory information" without the parent's prior written consent, unless the parent or student if over 18 informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information:"

- ❖ student's name, address, telephone listing, and date and place of birth.
- ❖ parent or lawful custodian's name, address, and telephone listing.
- ❖ Major field of student and grade level classification (example: elementary, 7th grade, sophomore).
- ❖ student's participation in officially recognized activities and sports.
- ❖ weight and height of members of athletic teams.
- ❖ dates of attendance, dates of enrollment, withdrawal, re-entry.
- ❖ diplomas, certificates, awards, and honors received.
- ❖ most recent previous educational agency of institution attended by the student.

Each year this school district will give public notice of the categories of information, which it considers directory information regarding students in the district. The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year. Reference:51 O.S. 24A.16

SUBSTITUTE TEACHERS

Substitute teachers are to be given the same respect, courtesy and cooperation as the regular classroom teacher. You are expected to abide by all policies and procedures in practice.

If a student chooses non-compliance of the above guidelines, it is cause for the following:

1. placement/movement on ADP
2. any reasonable discipline the administration may decide to impose.

TARDY FOR CLASS

Students who are not in their seats when the bell rings to begin class, are considered tardy. A four-minute interval is allowed between class periods for class changes. This is an adequate period of time for students to move from class to class in an orderly fashion.

Students will be in their seats with paper, pencil, and textbook, etc. when the tardy bell rings to begin class.

Tardies to class are cumulative. Tardy count will begin again at the start of the next 6 weeks.

Three tardies to class during a nine-week grading period will be equal to one unexcused absence.

Students arriving in class more than 15 minutes late will be counted absent.

A student tardy to a class the first time during the 6 weeks will receive a written warning and noon detention. The second tardy will result in student being placed in three days of noon detention, and notification of parents. The third tardy will result in 1 day after school and notification of parents. Fourth tardy will be 3 days after school and notification of parents. Fifth and additional tardies will result in 3 days ISD.

TARDY FOR SCHOOL

Students arriving at school after 8:05 a.m. should come directly to the office before going to class. Late arrivals count as tardies. In addition, any class missed will be counted as an absence in that class.

Tardies are cumulative during each nine weeks-grading period. The office will keep track of tardies to school. Tardies to school will begin anew each nine weeks.

Three tardies to school during a nine-week grading period will be counted as one absence to first hour.

Students tardy to school the first time in a nine weeks period will receive a written warning. The second tardy will result in one day in noon detention and notification of parents. The third tardy will result in two days noon detention and notification of parents. The fourth tardy will result in one day after-school detention. The fourth tardy to school will result in 3 days after school detention. Each additional tardy during the nine-week grading period will result in the student being placed in 3 days ISD.

TARDY OR ABSENT TO NOON DETENTION

If the student fails to attend, or is tardy to detention, disciplinary action will be taken as follows: the first absence or tardy--one additional day of detention will be added; the second absence or tardy will result in after school detention; a third absence or tardy will result in 3 days after school; fourth and additional tardies 3 days ISD.

TELEPHONE

Students will not be called out of class to receive phone calls (emergencies are exceptions). The telephone is a business telephone and should be used only when necessary to conduct school business. Long distance calls are to be the expense of the student placing the call.

Students using the telephone are allowed to do so by permission of the office staff, faculty, or administration.

Students are to use the telephone only before school, noon, or after school.

If a student chooses non-compliance of the above it is sufficient cause for:

1. Termination of phone privileges.
2. Any reasonable discipline the administration may decide to impose.

TESTING

When computing the nine weeks grade for the student, the nine weeks test shall be assessed at no greater value than 2 regular units or other major test administered during the grading period. When computing the final semester grade, the semester test shall not be assessed more than 20% of the final grade.

TOBACCO

24/7 Tobacco-Free School

The use of a tobacco product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Students who choose to violate this policy may be placed in up to 3 days of ISD or other corrective actions plans deemed appropriate by administration. Corrective actions may include mandatory participation in tobacco cessation programs.

TRANSPORTATION ON SCHOOL BUSES

All students riding buses will adhere to the set of rules established by the drivers and the State Department of Education.

BUS RIDER RULES

RIDING A SCHOOL BUS IS A PRIVILEGE AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RIDERS RULES. Prior to loading , students should:

1. Be on time at the designated school bus stops.
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.

WHILE ON THE BUS, STUDENT SHOULD

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. The use of any form of tobacco, alcohol or drug is prohibited on the bus.
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.
6. Treat bus equipment as you would furniture in your home. Damage to seats, ect., 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 out for the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay or fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and substitute drivers.
14. Remain quiet while approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except while it may be hazardous to your safety.

AFTER LEAVING THE BUS, STUDENT SHOULD:

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

TRUANCY

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. Two points will be deducted from the student's nine-week grade for each instance of truancy. The student will also be subject to 3 days after school detention for the first offense of truancy and 3 days ISD for each additional day truant.

Students will also be subject to Juvenile Justice Truancy Plan.

VANDALISM THEFT

Students are expected to make every attempt to keep school property in good repair and working condition. Students are expected to respect the property of the school and others. A student shall not intentionally or with gross carelessness cause or attempt to damage, deface, or steal school property.

If a student chooses to commit vandalism or theft it will be sufficient cause for:

1. placement/movement on ADP
2. any reasonable discipline the administration or teacher may decide to impose.
3. monetary reimbursement--corresponds with State Law 658. Parents are responsible for their students behavior and any damages caused by their child. Fort Cobb-Broxtton School will recover cost to repair and replace damaged items or property.

VISITATION

Every parent is encouraged to get acquainted with his/her child's teacher and become familiar with the school environment. Also, feel free to come to school and eat lunch with your child on occasion.

No pre-schoolers are allowed to visit school with their brothers or sisters. Students from other schools will not be permitted to visit the Fort Cobb-Broxtton Middle School.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from school, for any reason, the student must report to the principal or counselors' office on the last full day of attendance or as soon as knowledge of withdrawal is made. The student will be given a withdrawal sheet.

1. The withdrawal sheet must be signed by each of the student's teachers and an estimated grade be assigned for the class.
2. All test and school property must be returned.
3. All financial obligations must be met.
4. When all of the items on the withdrawal sheets are completed, the form is to be returned to the administration.
5. A parent/guardian of the student must also sign the withdrawal form in order to have the student taken out of school.

The administration reserves the right to contact the parent before the office withdrawal process is completed.

A copy of the withdrawal sheet can be taken to the new school for enrollment purpose.

ANNUAL NOTIFICATION OF THE RIGHTS OF STUDENTS AND PARENTS UNDER PUBLIC LAW 93-380

The Fort Cobb-Broxtton Public Schools guarantee confidentiality of testing information and records of it in compliance with the guidelines of the Family Education Rights and Privacy Act of 1974 (P.L. 93-380). In compliance with the April 6, 1977 memorandum regarding the Public Notice and Confidentiality of Records, each building principal is responsible for the records of handicapped children.

The building principal is the official custodian of cumulative records, responsible for the sorting, filing, distribution and maintenance of such records.

The school district has a policy of "controlled access" to student records. Those educators who have a legitimate need and parents and students eighteen years of age and over shall have access to their child's records.

The official custodian of a student's record is authorized to release such record to either parent whether custodial or non-custodial. If there is a legal decree prohibiting the release of a student's record to a non-custodial parent, proof of such a decree must be filed by the custodial parent with the official custodian of the student's records.

The following educational students records are maintained by the Fort Cobb-Broxton Public School.

RECORD	LOCATION	CUSTODIAN
Cumulative Folder(K-5) and Permanent record cards	School Offices	Principal
Cumulative Folders(6-12) and Permanent Record Cards	School Offices	Counselor
Achievement Test Scores (K-5)	School Offices	Principal
Achievement Test Scores (6-12)	School Offices	Counselor
Standardized Reading Test Scores (K-5)	School Offices	Principal
Standardized Reading Test Scores (6-12)	School Offices	Counselor
Enrollment Cards (K-12)	School Offices	Principal
Attendance Cards	School Offices	Principal
Class Schedule Card	School Offices	Principal

Cumulative folders will be stored for a five-year period, then destroyed. Cumulative records for students who have attended Fort Cobb-Broxton Schools but have not graduated from Fort Cobb-Broxton High School, will be kept on file in the building they attended until the student would have graduated and then destroyed.

Permanent Record Cards will be stored in the School Offices.

The procedure for parents or eligible students to review student records as provided under P.L. 93-380, Subpart C, Sections 99.20-99.22:

- ❖ STEP 1: Parent of eligible student makes a written request to review or examine student records to person in charge of records as published.
- ❖ STEP 2: Person in charge of student records notifies parent or eligible student within 10 days of receipt of request of time and date for the review of student records.

The procedure for parent of eligible student to challenge the content of student records as provided under P.L. 93-380, Subpart C, Section 99.20-99.22:

- ❖ STEP 1: Parent of eligible student makes a written request to the superintendent requesting an informal hearing.
- ❖ STEP 2.: Superintendent must notify parent of eligible student of the time and place of hearing within 10 days of receipt of written request.
- ❖ STEP 3: If the matter is not resolved to the parent or eligible student's satisfaction, they may file a complaint with the HEW under 93-380, Subpart E, Section 99.63.

It is the policy of the Fort Cobb-Broxton Public School that the charges for reproduction of educational records not exceed the actual cost of copying, if it is determined that a cost should be charged. Fort

Cobb-Broxtton School does not designate any student record information as public directory.

Official records, files, and data of handicapped children will be maintained as confidential and shall be reviewed in the presence of the teacher, school counselor, or principal. The rationale for this policy is that misinterpreting of school records, test results, or school personnel comments can be as damaging to the pupil as incorrect or misleading information.

The Fort Cobb-Broxtton Board of Education has appointed each building principal as a record custodian who will be responsible for seeing that all personally identifiable information is secure and that no unauthorized individual or agency will be given such information without written parental permission.

Records of handicapped children will be kept in the learning development classroom of the child's attendance and will be secured in a locked area. All confidential records will be kept in a separate folder and not in the child's regular school cumulative folder.

All confidential records, except the information needed on transcripts, will be destroyed when their usefulness is over. This would be at the end of the student's public school education (12 years of school or 21 years of age), death of child or other legitimate reason. Parents will be notified 60 days before destruction and will be offered the opportunity to obtain a copy of the documents.

Additional copies of the foregoing policies regarding educational records will be available to the parent of an eligible student at any public school site.

Fort Cobb-Broxtton district has a FERPA policy in effect for the 1996-97 school year. Copies of such compliance are on file in the superintendent's office.

Sudden Cardiac Arrest Prevention Act

Senate Bill 239 becomes effective July 1, 2015. This bill creates the Chase Morris Sudden Cardiac Arrest Prevention Act.

- Section 1: Directs the State Department of Health (SDH) and the State Department of Education (SDE) to jointly publish on their websites information for students, parents and coaches about the warning signs of sudden cardiac arrest.
- Annually, prior to participation in an athletic activity, a student's parent/guardian must sign and return an acknowledgement of receipt/review of signs of sudden cardiac arrest. "Athletic activity" is defined as any sport sanctioned and offered by a local school district in grades seven through twelve.
- A school may hold an informational meeting regarding the signs of sudden cardiac arrest.
- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity must be removed from participation. Any student who is removed may not return until the student is cleared in writing by a "health care provider," defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business.

- Each year coaches are required to complete a sudden cardiac arrest training course offered by a provider approved by the SDH, and may not coach until completed.

SYNOPSIS OF CORE CURRICULUM OFFERINGS

SIXTH GRADE

Math

Sixth grade math covers a wide variety of mathematical skills. Process skills, which will be covered, will include: Mathematics as problem-solving, mathematics as communication, mathematics as reasoning, and mathematics as connections. Content skills will include number sense and number theory, computation and estimation, patterns and functions, algebraic concepts, statistics and probability, geometry, and measurement.

Language Arts-Reading

Fort Cobb-Broxtton Middle School feels that students should receive adequate exposure to reading to insure their success in education. To create this positive reading situation students will be encouraged to develop positive reading habits and view reading as important.

Language Arts:

The Language Arts skills developed at the sixth grade level include the student being able to use thinking skills to acquire and process written and auditory information for a variety of purposes, effectively express ideas in oral and written modes for a variety of purposes and audiences, and to recognize major literary and cultural traditions and use them as a foundation of effective communication.

Science

In the sixth grade students will be exposed to the scientific areas of Earth/Space, Life, and Physical Science. Through this curriculum students will be learning methods of observing and measuring, classifying, experimenting, interpreting, communicating, and proper safety practices used in the class.

Social Studies

At the sixth grade level the student will be exposed to World History. The subject matter will deal with topics involving the impact of geography on civilizations of the world, analyzing the major conflicts, events and contributions of individuals, identifying and describing the world's major economic and political systems and the impact of major technological revolutions, identifying and describing events, trends and movements which have shaped the social and cultural development of the major nations of the world, and tracing the development and influence of various religious, moral and philosophical ideologies.

SEVENTH GRADE

Math

Seventh grade math classes will begin with a review and reinforcement of math skills including addition, subtraction, multiplication, division, money, place value, rounding, mixed numbers, and statistics. New concepts to be introduced will be multiplication of 4-digit number by a 2 and 3 digit number, division of a 3 or 4 digit number by a 3-digit number with remainders, exponential notation, mixed numbers (multiply and divide), fractions (division), statistics, and positive and negative integers.

English

The English Department's overall objective is for the students to use language (as speakers, listeners,

readers, and writers) and to be critical and creative as they construct ideas for the purpose of relating their thoughts. To achieve this we allow independent reading, as well as required reading of various informational sources and functional print. Mechanics and grammar are stressed throughout the course as students read and write.

Geography

The range of topics studied in seventh grade geography vary from approximately nine basic themes. The actual physical earth and its landforms, climates and their affect on the world vegetation and the earth's natural resources are studied. Specific locations on the earth from a political standpoint are also reviewed throughout the course.

Cultural geography, how the earth and it's people relate, create other themes. History , populations, and specific cultures are discussed. The economy of each region and the earth is also viewed.

Through the course all themes are studied as a whole as each specific region is broken down into individual units.

Science

Life science is designed to introduce students to the study of living things. The students will study scientific method, metric system and basic chemistry along with the study of the cell, the five kingdoms and the human body. It includes basic laboratory investigations.

Civics

The teaching of civics should give the student the ability to evaluate the impact that individuals have upon their surroundings and analyze the influences on economic principles on the system of government of the United States.

The course also offers the student knowledge in identifying and explaining the basic rights and responsibilities of citizenship, the characteristics of local, state and national governments and how they compare to other governments, how the political process works, the study of ethnic and cultural diversity of the population of the United States, and the critical thinking necessary for analysis of governmental concepts.

EIGHTH GRADE

General Math

Eighth grade math class mainly consists of review and reinforcement of the following math skills: Addition, subtraction, multiplication, division, money, place value, rounding, estimation, geometry, measurement, metrics, fractions, decimals, mixed numbers, exponential notation, positive and negative integers, and statistics. Certain individual skills are expanded to include higher levels of efficiency.

Pre-Algebra

Pre-Algebra class will consist of review and reinforcement of the following math skills: Addition, subtraction, multiplication, division, money, place value, rounding, estimation, geometry, measurement, metrics, fractions, decimals, mixed numbers, exponential notation, positive and negative integers, and statistics. New concepts to be introduced will be proportions, equations using inequalities, graphing, area and volume formulas, right triangles used in Algebra, and polynomials.

English

The English Department's overall objective is for students to use language (as speakers, listeners,

readers and writers) and to be critical and creative as they construct ideas for the purpose of relating their thoughts. Since literature plays a major role in eighth grade English, the students are taught comprehension skills of literal thinking and inferences of printed text through applications of mechanics and grammar.

Science

Eighth grade science is designed to take students through a study of the metric system, map skills, Astronomy, Geology, changes of the Earth, Meteorology and Oceanography. It includes basic laboratory investigations.

American History

Eighth grade history is designed to help students in identifying the political growth, major events, and personalities affecting the development of the United States. It also increases the student's ability to analyze the creation and judicial interpretations of the historical documents on which our government is founded; identify and describe events, trends and movements which shaped social and cultural development in the U.S., study events and identify personalities that influenced the development of U.S. foreign policy, and identify and describe the characteristics and major factors contributing to the growth of the American economy.

FACULTY

Faculty Member	Position	Phone
James Biddy	Principal	643-3132
Karen Rogers	Secretary	247-2959
Mark Helm	Sixth Grade and Title 1	365-4488
Natalie Lierle	Science and Special Education	643-5451
Kelly Pierce	Math	643-9929
Harold Davis	6 th P.E. and Jr. High Baseball	643-2843
Becky Hines	Family and Consumer Science	643-5223
Jamie Buchanan	Agriculture	
Nancy Griffin	Computers, Careers	643-5051
Scott Hines	Jr. High Basketball, American History, Civics	643-5223
Kendra West	Language Arts	580-695-1739
Karen Bellamy	Music	580-588-9413
Dona Opitz	Math	643-2912
Megan Biddy	Special Education	405-668-0670
Dale Bellamy	JH Athletics	580-682-1604

MIDDLE SCHOOL BELL SCHEDULE

1st HOUR 8:05-8:56

2nd HOUR 9:00-9:51

3rd HOUR 9:55-10:46

4th HOUR 10:50-11:40

LUNCH *11:40-12:10*

5th HOUR 12:10-1:05

6th HOUR 1:08-2:02

7th HOUR 2:06-3:06