



**Okmulgee Middle School
2015-2016**

Student-Parent Handbook

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Okmulgee, OK 74447

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Brad Ferguson

Middle School Asst. Principal
Kelly Anderson

Middle School Counselor
Gail Jackson

Okmulgee Public Schools Board of Education

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**Assistant Principal
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**Counselor
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Notice of Non-Discrimination

Okmulgee Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Chief Human Resources Officer should be contacted for all non-student and/or employment related issues at 918-259-5700 or at 701 South Main Street, Okmulgee, OK 74012. The Assistant Superintendent of Instructional Services should be contacted for all student issues except those related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-5700 or at 701 South Main Street, Okmulgee, OK 74012. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-758-2000 or at 701 South Main Street, Okmulgee, OK 74012. Inquiries concerning non-discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Right

TABLE OF CONTENTS

Principal’s Welcome.....	4
Okmulgee Public Schools Mission.....	5
Civil Right Compliance.....	6
Behavioral Standards.....	6
FERPA.....	7
Access to Student Record (Open Records Act).....	7
Child Find.....	8
Withdrawal from School.....	9
Middle School Bell Schedule.....	9
Grading Policy.....	10
OHLAP.....	11
Statement of Okmulgee School Discipline Philosophy.....	11
Schedule Changes.....	12-13
Medication Policy.....	13-15
Student Code of Conduct.....	17-18
OMS Bullying Policy.....	18-20
OMS Discipline Policy/Point System.....	21-28
OMS Cell Phone/ Wireless Communication Policy.....	29
OMS Dress Code / School Uniform Policy.....	30-32
OMS Attendance Policy.....	32-35
Eligibility.....	36
OMS Retention Policy.....	36-37
Bus Transportation.....	38
School Internet Policy.....	39
Hotlines/Contacts.....	40
School Day Procedures/Guidelines.....	41-42
<u>LEGAL NOTICES</u>	
Oklahoma Department of Career & Technology Education.....	45-47
Asbestos Statement.....	47
Notice of Rights under the Protection of Pupil Rights.....	47-49
Procedure for NSF (insufficient funds) Checks.....	50
Title 1 Parent-School Compact.....	51
Internet Denial Form.....	52



8-6-2015

Dear Student and Parents,

Welcome to Okmulgee Middle School. It is our mission to provide all members of the school community a safe environment that assures intellectual, social, physical, and character development appropriate for citizenship in an ever-changing world. The faculty and staff of this school are firmly committed to doing all that we can to assist students and their parents to achieve their goals in terms of educational opportunities, participation in school activities, and the development of a mutual sense of trust and respect between the family and the school.

The purpose of this student-parent handbook is to inform you of the basic operating procedures of our school regarding our academic program, our activity programs, and our rules and regulations governing student behavior. If, at any time, questions arise regarding items in this handbook, please feel free to call or come by the school and we will happily assist you.

Middle school is an exciting time in a student's preparation for the future. Please take the time to become familiar with the opportunities available to students as well as the changing standards that will be required for middle school students.

We want all members of our community to feel welcome at our school. We invite you to become part of the tradition of academic excellence that is the trademark of Okmulgee Public Schools.

Sincerely,

Brad Ferguson
Principal, Okmulgee
Middle School

Mission of Okmulgee Public School

To prepare our students to be life-long learners and contributing citizens
in an ever changing society.

School Essentials

School Colors

Red and Black

School Mascot

Bullpup

School Yearbook

“The Bullpup”

School Motto

“While I cannot do everything, I can do something.
What I can do, I will try to do as well as I can.”

School Song

“OMS WE LOVE YOU”

To Our Alma Mater O.M.S.

We lift our voice to you.

With loyalty and honor,

We take pride in our school.

With red and black,

We will strive in everything we do

To you, to you dear O.M.S.

We will always be true. - By Mr. Robert Jones

American's Creed

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union one and inseparable; established upon the principals of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

William Tyler Page-Congressional Record: April 13, 1918

Civic Values

The Board of Education recognizes that there exists a set of common civic values that bind citizens and the nation in all of its diversity into a unified community. Additionally, these common civic values must be transmitted to the young people of America in order for our free democratic republic to continue to serve its people. The Okmulgee Public School system acknowledges its role in this task of transmitting civic values to our community youth. But, this task cannot be accomplished without the involvement of every student, the assistance of every parent, community agency, religious organization and citizen. Therefore, please join us by reflecting on what these civic values mean and have discussions about our common civic values in every appropriate setting.

Civic Values Identified

<ul style="list-style-type: none"> ✓ Respect for self and others ✓ Caring for family and friends Acceptance of others ✓ The value of hard work 	<ul style="list-style-type: none"> ✓ Strive for improvement in all of life's endeavors ✓ Courage of conviction and actions ✓ Working for the common good
<ul style="list-style-type: none"> ✓ Citizenship ✓ Responsibility ✓ Self-Discipline ✓ Trust ✓ Patriotism ✓ Compassion 	<ul style="list-style-type: none"> ✓ Promptness ✓ Democracy in a Republic ✓ Justice ✓ Self-Esteem ✓ Leadership ✓ Resourcefulness ✓ Courtesy

Behavioral Standards

The Board of Education recognizes that students maintain rights of citizenship while in the Okmulgee Schools. Those who enjoy the rights and privileges of a free public education must also accept the responsibilities that inclusion in a school community demands. The presence of a safe and orderly school environment is closely linked in school research to the accomplishment of high academic achievement in students. The establishment of a safe and orderly school environment requires that a clear standard of behavior be established. This standard then permits adults to teach clear and unequivocal lessons to students regarding responsibility and self-control. It also gives students a clear expectation of their limits in the school and community setting. The behavioral standards listed below are the basis for the Okmulgee Public Schools disciplinary code. The Board of Education encourages all adults and students to become familiar with the behavioral standards and to discuss the importance of such standards in school and community life.

District Information

Access to Student Records

The Board of Education assures the following rights of parents and students as stipulated in the Family Educational Rights and Privacy Act (FERPA):

1. The right to inspect and review the student's educational record.
2. The right to request the amendment of educational records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
3. The right of consent to disclose educational records, except where consent is not required.
4. The right to file complaints with the U.S. Department of Education. The district will provide the name, address, and phone number where alleged violations of FERPA can be directed.
5. The right to obtain a copy of the student records policy of the school district.

The **Oklahoma Open Records Act** provides for release of directory information about students to all parties requesting the information. The school district will release the following as directory information upon request if such information is kept on record: Name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees, and awards received height and weight of athletic team members, most recent previous educational institution attended.

Parents or guardians have the right to exclude directory information from being released. To do so, parents may call the principal of the school. A notation will be placed on the record preventing release. This will remain in effect until the parent or eligible student rescinds the request in writing.

Questions regarding the district policy, FERPA, and the Open Records Act may be directed to the Principals or the Superintendent at the Board of Education office, 316 East 8th, Okmulgee, Ok 74447, 918-758-2000.

Teacher Qualifications

As a parent of a student at Okmulgee Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their

qualifications. In addition to the information above, parents may request:

- Information on the level of achievement of the parent's child in each of the state academic assessments; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

If you would like to receive any of this information, please contact Okmulgee Public Schools at 316 East 8th, Okmulgee, Ok 74447, or call 918-758-2000. All individually collected records utilized for educational placement including special education records are maintained in a confidential folder separate from student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

Child Find

Child Find involves the identification of students in need of special education due to an established or suspected disability defined by IDEA/Public Law. Child Find efforts include all individuals age 3-21 not enrolled in school, as well as those who attend public and private schools, Head Start, State institutions, and other child care or treatment facilities. Children not of school age must reside in the boundaries of Okmulgee Public Schools to be included in the child find efforts conducted by the school district.

Okmulgee Public Schools maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Evaluation to determine eligibility for special education is available at no cost to the parent/guardian.

As mandated by the Oklahoma State Department of Education, Okmulgee Public Schools is required to fully inform parents that personally identifiable information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but is not limited to: Parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational and information gained through observations in the classroom or other environments.

It is the responsibility of the Okmulgee Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA). A copy of Parent Rights is provided at the time parent consent is obtained for evaluation.

Change of Address or Phone Number

When a student's residential address changes, it is the parent/legal guardian's responsibility to submit a completed Change of Address Form and a proof of residence (current utility bill, current lease agreement, and signed settlement statement) to the middle school attendance clerk.

School Year and Early Release at a Semester's End

A student's scholastic grades, as awarded by the teacher, shall be recorded at the end of each semester in the permanent records. Semester grades shall be recorded only if the student has completed the full semester. Students shall not be permitted to take semester examinations earlier than scheduled for all students.

Withdrawal from School

If a student moves from the Okmulgee School District or needs to withdraw from for any reason, the parent must come into the Counseling Office to sign a withdrawal form. The student is required to pick up the withdrawal form before school begins on the morning of their last full day of attendance. The student is responsible for getting the form completed, turning in his/her books to each teacher, turning in the school lock from his/her cleaned out locker, and return the completed form to the Counseling Office at the end of the school day. All fines, fees, and debts to the school must be paid before withdrawal can be completed. The parent's signature will be required on the withdrawal form before the withdrawal is approved by the Principal.

Personal Financial Literacy

The Personal Financial Literacy course meets the state requirements for Personal Financial Literacy Passport required for all students for graduation beginning with the class of 2014.

Okmulgee Middle School –Bell Schedule 2014-2015

First Lunch

8:15-9:05- 1st Hour
9:10-10:10- 2nd Hour
10:15-11:05- 3rd Hour

11:05-11:25-LUNCH

11:30-12:25- 4th Hour
12:30-1:20-5th Hour
1:25-2:15- 6th Hour
2:20-3:15-7th Hours

Second Lunch

8:15-9:05-1st Hour
9:10-10:10-2nd Hour
10:15-11:05-3rd Hour
11:10-12:05-4th Hour

12:05-12:25 LUNCH

12:30-1:20-5th Hour
1:25-2:15-6th Hour
2:20-3:15-7th Hour

Grading Policy

The letter grades A, B, C, D, and F shall be used to indicate the achievement of middle school students in all instructional areas. The letter grades used shall indicate the following degree of achievement.

100-90%	A	Superior Quality of Work
89-80%	B	Good Quality of Work
79-70%	C	Satisfactory Quality of Work or Satisfactory Progress in Terms of Ability
69-60%	D	Below Quality of Work Expected
Below 60%	F	Unsatisfactory Work (Failing)

All grades are final at the close of a semester unless approval for an extension of time is granted by the principal. If a student is granted time for makeup work and/or exams, the student's current grade at the close of the semester without the makeup work and/or exams shall be entered into the record. If and when the student completes the makeup work and/or exams within the specified and approved time period, and grade change, if needed, shall be approved by the principal. All grades are final ten (10) school/business days after the end of the semester unless an exception is approved by the Principal.

Grade Reporting

Student grades are available on Wen-gage Grade book and will be distributed at the end of each academic quarter. Parental passwords are available through the school counselor.

Semester Tests

The semester test will be a comprehensive test. The test schedule will be announced by the principal. No tests will be given early. If absent on a test day the student must make up the test(s) on the day he/she returns to school. All students will be required to take semester tests unless they meet the EXEMPTION policy. Exceptions to this policy will be at the discretion of the building principal.

Semester Exam Exemption Policy

If a student has NO MAJOR DISCIPLINE referrals and the student has missed 4 days or less, not including school activities, AND has a 70% or better in any given class, they will be EXEMPT from the final exam IN THAT CLASS.

The student may choose to take the final exam in order to improve their overall class average if they choose. If the student chooses this option, the final exam WILL NOT have a negative effect on the final grade for that class.

Make-Up Tests

Any examination or test, announced during the student's presence in class or which is regularly scheduled (e.g. semester), which is missed by the student due to any type of absence other than truancy, will be made up on the day the student returns to class. Should the student be absent at the time the test is announced and if it is not a regularly scheduled test, either of which would prevent the student from being aware of the scheduled test, the test shall be administered to the student one day following the student's return to class.

Honor Rolls

Building honor rolls will be calculated using all grades for each student based on a 4.0 grade point average. The “Superintendent’s Honor Roll” requires all semester grades to be A’s. No grade may be below “A.” “Principal’s Honor Roll” designation shall be used for those who have an “A or B” in all classes.

Oklahoma Higher Learning Access Program (OHLAP) Requirements and Qualifications

The Oklahoma Higher Learning Access Program (OHLAP) has been available since 1992, and it was reauthorized with some modifications by HB 2728. This program provides resident tuition for courses needed to complete a degree or program within five years from the beginning of the award. The OHLAP program is administered by the Oklahoma State Regents for Higher Education at (405) 524-9100. Eligibility requirements are listed below.

1. Must be an Oklahoma resident.
2. Must make a commitment to the OHLAP program as an 8th, 9th, or 10th grader.
3. Must complete courses required for admission to any Oklahoma college or university plus 1 unit. This course of study must include 2 units of Foreign Language or Technology, and one unit of Fine Arts.
4. Must graduate from high school with a 2.5 grade point average and begin the OHLAP program within 3 years of graduation from high school.
5. Must have a family income of \$50,000 or less.
6. Must be admitted and enrolled in an institution of higher education or post-secondary career-tech program.

Programs and Services Statement of School Discipline Philosophy

The Okmulgee Public School system believes that cooperation among school staff, students, and parents is necessary for successful school discipline. In all cases the school believes that the hallmark of all disciplinary practices is consistency, fairness, and firmness, and discipline shall be consistent with the nature and severity of the offense. School discipline is designed to help the student refrain from repeating misbehavior. In this regard, it is the responsibility of the district to instill a code of conduct in its schools in the effort to provide for a healthy and effective learning environment. Students who choose to violate school rules and/or conduct themselves in an inappropriate manner are subject to disciplinary action. Oklahoma school law stipulates the role of the teacher in maintaining school discipline in the following manner:

Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher (Section 155, School Laws of Oklahoma).

Teachers will take steps, which are within school policy to administer and maintain an orderly classroom. It is the intent of the information, which follows to provide students and parents with written regulations concerning behavior, which cannot and will not be tolerated.

It is recognized that most students come to school with a well-developed ethic of behavior. In fact, the behavior of most of our students is exemplary, and we could not ask for a better-prepared or well-behaved clientele. There are some students, however, who choose to behave in inappropriate ways. It is hoped that the following will provide a guide for students in determining behavior, which the school deems inappropriate. Occurrences of chronic and/or habitual violations of school rules will not be tolerated and will be considered in determining the disciplinary action taken.

Okmulgee Middle School is a Closed Campus

Once a student arrives at school they may not leave the school grounds unless granted permission to do so by the principal or his designee or is checked out through the attendance office by parents.

Extracurricular Activities

The Okmulgee Schools provide an extensive program of educational opportunities for all students. This includes a strong academic program, which is enhanced by an activity program designed to give every student an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. Students may only miss 10 school days per school calendar year for extracurricular activities.

Media Center

The Media Center serves as a support resource for classroom instruction, and is arranged to facilitate large and small groups of students.

Students may use the Media Center before school and after school. During class time students are required to have a pass from a teacher to use the Media Center.

Book checkout period is two weeks. Books may be rechecked if not on reserve. A limit of two books may be checked out at one time. Reference books may be checked out with permission by the Media Specialist only.

Fines: Fines will be assessed on over-due materials. Audio-visual materials may be viewed in the Media Center. Magazines may not be removed from the Media Center.

Report cards and transcripts of students with over-due library books, fines, or other debts will be held until the debts have been paid and/or the materials returned.

Guidance and Counseling Services

Guidance and counseling services are available to students and parents to assist in decisions concerning academics, careers, and personal problems. The counseling office is open from 7:40 a.m. until 3:00 p.m. Students needing to see a counselor should go by the counseling office to make an appointment. Your counselor will call you in as soon as possible. Parents wishing to talk with their child's counselor should call for an appointment. Requests for conferences with individual teachers should also be made through your child's counselor. Students or parents may request to work with any of our counselors; however, these requests should be made through the principal's office.

Schedule Changes

Once courses are selected, adjustments can be made with permission from the Principal until Wednesday August 12, 2015. Schedules may be adjusted if any of the following qualifications are met and space is available:

1. Incomplete schedules or errors
2. Student who does not meet prerequisites, improper sequencing of classes or does not have teacher approval

3. Acceptance to special program
4. Taking a more challenging course -no reversal at a later date

Schedules **WILL NOT** be adjusted for the following conditions:

1. Preference for a different teacher
2. Preference for a different period, lunch period, or semester
3. Preference to be with friends in class
4. Change of mind about taking the course
5. Failure or fear of failure, or poor grades

Health Services

Students are directed to report to the office with a pass from the teacher, should they become ill during the school day. All medications are to be taken to the nurse to be dispensed. **All medication must be checked in at the main office.** No medication of any kind is to be kept in a student's possession, including in the student's locker, except that, in accordance with District policy, students may carry and self-administer emergency medications when the parent or guardian has submitted appropriate documentation and the student's physician has confirmed the student's need.

School personnel are not authorized to practice medicine by prescribing medication or treatments, or by making diagnosis. The school district does not provide medication of any kind (including aspirin and cough medicine).

Medication Taken At School Policy

Administration of medications at school is discouraged. Students and parents are encouraged to use a dosing schedule that requires medication to be taken at home if possible. However, if medications must be taken at school, the following policies and procedures will be followed. Medications will be administered only if in compliance with medication policies.

Administration and Documentation of Medication

Only a Certified School Nurse and those employees authorized by the principal will be allowed to administer medication. Designated employees must be oriented by the Certified School Nurse annually. A Certified School Nurse will be responsible to inform the designated employees of any known special needs or circumstances associated with administration of a medication to a student.

A Certified School Nurse will contact a parent or guardian if there is a major concern or question regarding administration of a medication. A Certified School Nurse's judgment will be used to determine if administration of a particular medication at school is in keeping with the school policies, health and well-being of the student, and sound medical practice.

Prescription Medication

Prescription medication may be administered only upon WRITTEN authorization from a parent or legal guardian. Prescription medication must be in a pharmacy container and properly labeled by a pharmacist or licensed physician. The label must contain the following:

- Name of student
- Time(s) to be administered
- Current date
- Physician's name
- Name of medication
- Pharmacy name and phone number

- Dosage

Requests to administer medication in a manner other than what appears on the label will not be honored without written instructions from the prescribing physician.

Non-Prescription Medication

Non-prescription medication may be administered only upon written authorization from a parent or legal guardian. The medication must be in the original container with the proper company label containing the medication name and directions for administration. Requests to administer non-prescription medications in a manner other than that specified on the label or requests to administer such items as vitamins, herbs, and nutritional supplements will require written instructions from a licensed physician.

Administration of Medication over an Extended Period

Any medication to be given to a student for more than ten days or to be kept at school to be used on an as needed basis will require a completed 'Request for Administration of Medication during the School Day' form to be on file in the Health Room. A new form is required each school year. In the event of a change in dosage amount or time of administration, a new form must be completed.

Transportation and Storage of Medication

Medications should be transported by a parent or guardian if possible. All medication must be taken directly to the Office. The request for administration of medication at school can then be discussed and any questions or concerns addressed. Prescription medication should be accompanied by a count slip which has been dated and signed by a parent or guardian. The school nurse or designee will count the medication when it arrives at school. Any discrepancies will be reported to the parent and the principal. Medications brought to school must be kept in the Office. Prescription medication must be kept in a locked storage compartment.

Controlled medications will not be sent home with students. A parent/guardian must pick these up. Medications not picked up on the last day of school will be disposed of in a non-recoverable manner.

Student Carried Medication

Oklahoma law and Okmulgee Public Schools policies allow certain school employees to administer medications as long as specific guidelines are followed.

Carrying medication or self-administration of medication without specific prior permission is strictly prohibited. Only those medications that are considered to be life-sustaining such as inhalers or epi-pens may be carried by students in grades Pre-K to 8. Controlled medications may not be student carried and self-administered under any circumstance. These controlled substances must be administered by designated school personnel.

Student carried medications must meet the labeling requirements previously described in this policy. A completed 'Permission for Student to Carry and Self Administer Medication' or an 'Inhaled Medications Administration' form must be on file in the Office for any medication carried by a student in grades Pre-K to 8 or for any medication carried more than ten days by a student in grades 9-12. A new form is required each school year. In the event of a change in dosage amount or time of administration, a new form must be completed.

It is the responsibility of the prescribing physician and/or the parent or guardian to educate the student regarding all aspects of self-administration and custody of medications.

Any student who carries an approved medication is responsible for safe guarding that medication.

Employees of Okmulgee Public Schools will not be responsible for monitoring administration, effects, custody, disposal, or any other aspect of student carried medications. These responsibilities rest with the student and parent or guardian.

The school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by any student.

Permission to carry medication may be withdrawn for failure to comply with any aspect of this policy.

Communicable Diseases

Oklahoma Law states that any student who has a contagious disease or head lice may be prohibited from attending school.

Head Lice: Students who have head lice or nits (eggs) must be picked up from school for the remainder of the day. In order to return to school, students must be free of live bugs and nits and be checked in through the health office. Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of nits.

Rash: Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

Diarrhea: Students who have diarrhea at school must be picked up for the remainder of the day. Students must be symptom free without medication for 24 hours prior to returning to school.

Fever: Students who have a temperature of 100 degrees or more must be picked up from school for the remainder of the day. For most childhood illness, temperatures are lowest in the morning. Students must be fever free without medication for 24 hours prior to returning to school.

Vomiting: Students who vomit at school must be picked up for the remainder of the day. Students must be symptom free without medication for 24 hours prior to returning to school.

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom free, or have a physician's statement verifying that they are not contagious.

Ringworm: Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

Meningitis Information

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines as Provided by the Oklahoma State Department of Education and Oklahoma State Department of Health. This information sheet was prepared with information obtained from the Oklahoma State Department of Education and Oklahoma State Department of Health and is provided to parents of OMS students in grades 6-8 in conjunction and compliance with SB 1467.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, and lip balm—anything an infected person touches with his or her mouth. Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: Have no health insurance, Are Medicaid eligible, Are Native American, Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites:

- National Meningitis Association at www.nmaus.org
- Immunization Action Coalition at www.vaccineinformation.org/menin/index.asp
- Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at www.vaccinesafety.edu/cc-mening.htm
- National Network for Immunization Information at www.immunizationinfo.org/

- **COMPLETE OMS MENINGITIS POLICY LOCATED ON MIDDLE SCHOOL WEBPAGE**

Student Code of Conduct

The Board of Education of the Okmulgee School District adopts the following policy regarding student behavior and code of conduct.

General Expectations

The Board of Education recognizes that students maintain rights of citizenship while in attendance at Okmulgee Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school policies, rules and regulations. This code of conduct is adopted in keeping with the district mission, 'To prepare our students to be life-long learners and contributing citizens in an ever changing society. The expectations herein are specified to insist that a safe learning climate is maintained for the student body and that each student is assisted in developing responsibility and self-control.

I. Student Code of Conduct

Each Okmulgee Public Schools student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Being respectful to other students, school staff, and visitors.
- Doing one's best in lessons and extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

II. Access to Student Conduct Policy and School's Student/Parent Handbook

Access to this policy is available via the school's student/parent handbook and the internet at the District's website. Students and/or parents who would like a hard copy of the student/parent handbook may request one through the main office of their child's school. Each school's administration and/or staff reviews the contents of the school's student/parent handbook with the students at the beginning of each school year.

III. Expectations of Parents

Parents are expected to support the code of conduct by reading the school's student/parent handbook and discussing the expressed expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.

IV. Annual Review

The school will devote time each year to discussing the Code of Conduct, student/parent handbooks, and disciplinary procedures with students.

V. Scope of Policy

This policy applies to students while at school, at a school-sponsored activity, in transit to a school-sponsored activity, or on a school vehicle. For the purposes of this policy, “school” includes all school district property; the entire school campus, parking lots, athletic fields, district vehicles, vacant district property, and district buildings. “School” also includes off-district property when the student is on the property for the purpose of participating in a school or district-sponsored event or is participating in an event in which the student is representing the district. “School” covers all transportation, lodging and meal locations, event sites, and all other locations where a student is present while participating in or attending a district or school sponsored event. ‘School Activity’ includes attendance at or participation in any district or school sponsored activity, function, or event, or any other event in which a school or district sponsored team or district students are participating as representatives of the district, regardless of whether the event is on district property or off district property.

VI. Conduct Outside the School Day or Off School Property

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process, or effectiveness of the school may result in disciplinary action as provided in this policy. For example, discipline will be enforced for inappropriate conduct occurring off school property that is a continuation of plans or threats made on school property.

OKMULGEE MIDDLE SCHOOL BULLYING POLICY

Bullying, Harassment, Intimidation and Threatening Behavior Defined

Bullying, harassment, intimidation and threatening behavior includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

VII. Violent Offense Directed Toward a Classroom Teacher

Students suspended for a violent offense directed toward a classroom teacher shall not return to the teacher's classroom without the teacher's prior approval. Whether or not an offense is considered a violent offense under this stipulation shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Suspension of a Student Attempting or Causing Bodily Injury to a School Employee or School Volunteer

Pursuant to changes in state law, be aware that any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall

be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee (which may include the Suspension Review Committee) may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the Board of Education pursuant to a timely appeal.

Harassment, Intimidation, Bullying and Threatening Behavior

The District's student conduct code prohibits harassment, intimidation, bullying and threatening behavior.

Definition of Terms:

A. Harassment, Intimidation and Bullying:

The *School Bullying Protection Act* defines the terms "harassment, intimidation and bullying," as including, but not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

B. Electronic Communication:

"Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer. The District prohibits harassment, intimidation, bullying and threatening behavior by electronic communication, whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

C. Threatening Behavior:

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

D. The "Reasonable Person" Standard:

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

E. General Display of Bullying Acts:

Bullying, for purposes of this section of the policy, includes harassment, intimidation and threatening behavior and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on

the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

Student Reporting:

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, bullying or threatening behavior.

Staff Reporting:

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, bullying or threatening behavior. All employees shall encourage students who tell them about such acts to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student. Staff members who witness such events shall complete reports and submit them to the Office. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, bullying or threatening behavior, will report all relevant information to the building principal or designee.

If you suspect anyone is carrying a weapon onto school property or is a danger to other individuals in any way:

- Talk to your school principal, counselor or other trusted adult immediately.

CLASSIFICATION OF DISCIPLINARY INFRACTIONS

<u>LEVEL</u>	<u>PTS.</u>	<u>INFRACTIONS</u>
1	2	Sleeping, eating/drinking, lack of class materials, refusal to do assigned work, chewing gum, dress code violations, non-profane or non-threatening verbal abuse, or any other offense not disruptive to the educational process.
2	5	Tardy, dress code violations, disruption of school, class, halls or assemblies, inappropriate behavior or gestures, spitting, loitering, away from assigned areas, playing or possessing electronic games, radios, CD or tape players, or any other music or media device (confiscation will also take place), public display of affection.
3	10	Refusal to follow reasonable request of any school official, disorderly conduct, inappropriate cafeteria behavior, inappropriate library behavior, inappropriate material, profanity (auto 1 day ISS), vulgarity, jeopardizing the safety of others, horseplay (non-physical), misuse or waste of school materials, equipment or property, four tardies, failure to attend detention, leaving classroom without permission.
4	15	Graffiti, gambling, false calls, forgery, falsifying records, lying, truancy from a single class, showing disrespect toward any school official (minor), minor vandalism (with restitution), minor theft (with restitution). Minor is defined as anything less than \$50.00
5	20	Possession or use of tobacco or tobacco products (ABLE commission will be notified by the school), matches or lighters, use of lasers, indecent material (minor), trespassing, disrespect toward another student, disruption in ISS
6	25	Harrassment, incitement, instigating, intimidation, or threatening behavior By any form of communication toward another student, harassment which is sexual, cultural or makes reference to a disability; gross behavior; cell phone violation (first offense along with confiscation of device which can be picked up by the student at the end of the school day); disrespect or insubordination toward a faculty member (major), intimate acts (open or persistent)

<u>LEVEL</u>	<u>PTS.</u>	<u>INFRACTIONS</u>
7	30	Physical horseplay (deemed not to be a fight), unwanted physical contact with another student, throwing or kicking objects at others, cell phone violation (2 nd offense along with confiscation of device and it must be picked up by parent in office), failure to attend ISS, truancy from more than one class – Possible involvement of local law officials, cheating, destruction of private or school property
8	35	Defiance of authority, indecent exposure, battery of another student, failure to correctly identify oneself to a school employee, possession or use of fireworks, cell phone violation (3 rd offense along with confiscation of device and it must be picked up by parent/guardian in the office AND student will not be allowed to bring the device back to school), major vandalism (with restitution), major theft (with restitution) – Probable involvement of local law officials – Major is defined as anything greater than or equal to \$50.00, leaving school property, cultural insensitivity, improper use of school computers (improper, indecent, etc. websites)
9	45	Fighting (automatic 10 day OSS), hitting, kicking or any other physical act used with the intention of inflicting pain or to cause bodily harm whether initiated or in retaliation, false fire alarms, possession of indecent or inappropriate materials (major), possession of caustic substances, false emergency calls, extortion – Probable involvement of local law officials - communication, in any form, that is vulgar, profane, indecent, immoral, etc., internet misuse, any item or statement professing hatred for another specific individual or specific group of people.
10	90	Weapons, alcohol, drugs, substances portrayed to be drugs, drug paraphernalia, threatening behavior toward a school official, including faculty, staff, or any person temporarily hired by Okmulgee Public Schools to act in accordance with any school employee (written, verbal or physical), threats to another by any form of communication, guns, arson, bomb threat, battery against a school employee or anyone temporarily hired by Okmulgee Public Schools to act in accordance with any school employee, sexual assault – Definite involvement of local law officials.

CLASSIFICATION OF DISCIPLINARY CONSEQUENCES

Level	Point Totals	Consequences
1	1-9	Detention – Written assignment over proper behavior
2	10-19	2 Detentions
3	20-29	1 Day of In-School Suspension; bus infraction = 1 day bus suspension
4	30-39	2 Days of In-School Suspension; bus infraction = 2 day bus suspension
5	40-49	3 Days of In-School Suspension; bus infraction = 3 day bus suspension
6	50-54	1 Day Out-of-School Suspension; bus infraction=5 days bus suspension or remainder of semester
7	55-59	2 Days Out-of-School Suspension
8	60-69	3 Days Out- of-School Suspension
9	70-89	3 Days Out- of-School Suspension or Possible Long Term Out-of-School Suspension (5-10 Days)
10	90+	Probable Long Term Suspension

NOTE: On any ISS or Out-of-School suspension, the student will receive his/her assignments. Work must be completed and turned in on return from suspension. If the work is not completed and turned in, the student will receive additional suspension until work is completed and turned in. Upon successful completion of the suspension (work completed and turned in and no problems arising during the suspension or occurring in the ISS facility, etc.), half the point total from that particular infraction will be deducted from the student’s record, NOT from the total semester points the student has accumulated.

Points will accumulate each semester and will start over (return to zero) at the beginning of the next semester. Consequences that overlap from one semester to the next will remain in effect until completion.

*** Students who are suspended out of school will be **INELIGIBLE** to participate in or attend any extra-curricular activity from the time and day the suspension is imposed until the time and day they are allowed to resume normal school day activities ***

ALL DECISIONS REGARDING DISCIPLINE PROCEDURES WILL BE MADE BY THE SCHOOL ADMINISTRATION

SUSPENSION OF STUDENTS, REGULATIONS

***APPEALS MAY BE HEARD FOR SUSPENSIONS OF 5 DAYS OR MORE**

1. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the President of the Board of Education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend class pending the outcome of the appeal.
2. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative, may examine witnesses on his/her behalf, cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
3. The suspension committee (short term) or the Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s)/guardian(s) shall be notified within 5 school days of the decision.
4. Decisions of the suspension committee may (or may not) be appealed to the Board of Education.

Appeal for reinstatement

Any student, who has been suspended for 5 days or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may recommend the reinstatement of the student or denial of reinstatement and submit a written report of the informal hearing to the Board of Education. The Board shall take whatever action deems appropriate.

Suspension Appeals Committee

A suspension appeals committee is hereby established which shall consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

NOTE: 70 O.S.€24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act showing deliberate or reckless disregard for the health and safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time suspension has expired.

Disciplinary Guidelines

In order to provide the best opportunity for every student to be successful disciplinary guidelines must be set. Students will be expected to follow the guidelines and will be held accountable for any violation of the guidelines. The discipline system will be based on a point system. Infractions in the discipline policy are correlated with a specific point value and point values are correlated with certain consequences. The consequences used with this policy are detention, ISS (In-School-Suspension), short term out-of-school suspension (5 days or less), long term out-of-school suspension (greater than 5 days) and expulsion.

Detention:

Detention will be offered before school from 7:45 – 8:10 and after school from 3:20 – 3:45 Monday through Friday. Students must report to detention on time as the doors will be closed at the designated start time. NO exceptions

will be made. The student must bring material to work on or read while in detention. The student will be expected to follow all school and classroom rules while serving detention. Any violation of the above standards will result in additional consequences.

ISS (In-School-Suspension):

In school suspension is the second level of discipline offered by this policy.

Many school behavioral problems can be eliminated by effectively intervening before suspension becomes necessary. Okmulgee Middle School provides the option of ISS. Parents will be notified of this placement. It is the intent of this program to provide a short-term alternative classroom placement in this temporary environment. The aim is to deter inappropriate behavior while keeping the student in the school environment and after a designated period of time they will be allowed to return to their regular classroom schedule. ISS school times are 8:15 – 3:15. Appeals are not permitted.

Out of School Suspension:

Suspension is the third level of discipline offered by this policy. The length of time a student is suspended will take into account numerous factors and the discipline history of the student.

When a student is believed to have committed an offense or accumulated the necessary points to warrant suspension the principal(s) shall conduct an informal conference with the student. The principal shall inform the student of the policy, rule or regulation the student is charged with or suspected of having violated, the evidence supporting the charges and the conduct reported to be in violation of the policy, rule or regulation. The principal will give the student the opportunity to respond and to provide his/her own information and admit or deny the charges or accusations. If the principal concludes the student committed the offense and suspension is appropriate, the principal shall inform the student of the length of the suspension. The principal shall inform the parent/guardian of the suspension. Students may not be dismissed on suspension before the end of the school day without advance notice to the parent. However, students may be removed from school on suspension without notice to the parent in cases where the student poses an immediate threat to the safety and/or welfare of the student, other students, staff and/or property. In such cases, local law enforcement and/or child protective services could be contacted for assistance with the student. The principal will record each pre-suspension conference, including the date of the conference and the names of persons present. The principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the plan.

A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of an immediate danger to the health or safety of the students, employees, or district property, or a continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent/guardian will be scheduled as soon as possible after the student has been removed from school. Local law enforcement will most likely be contacted.

Suspensions of 5 days or less shall include the following Suspension Education Plan:

- A. A student shall be eligible to receive grades for full credit on all work, assignments and tests during the period of the out-of-school suspension for five school days or less.
- B. The student is solely responsible for obtaining and making up the missed work, assignments and/or tests missed while on suspension. After twenty four hours from the start of the suspension the student's assignments will be available in the office for parent pick-up. If the assignments are picked up during the suspension, the assignments will be due the day the student returns to the classroom.
- C. If the parents are unable to pick up missing work during the suspension, the student will have one day for each day of the suspension to make up the work, assignment and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of "0%" or "F" and no credit for work, assignments and/or tests not made up according to the time requirements.

Suspensions in excess of five (5) school days shall include the following Suspension Education Plan:

This plan describes a home-based school work assignment setting or other appropriate work assignment setting. The plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eighth grade and for high school graduation in grades nine through twelve.

The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

Special Education Suspension/Discipline

Student discipline, suspension, and the due process for students with disabilities, as defined by the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with ‘The Policies and Procedures Manual for Special Education in Oklahoma’ published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence over Okmulgee Public Schools Board Policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where federal and Oklahoma law or regulations permit, are silent, or do not directly address issues dealing with students with disabilities, Okmulgee Public Schools Board Policy and regulations will be followed.

Right of Appeal: Short-Term Out-of-School Suspension of ten (10) or fewer school days

A student suspended for a period of ten (10) school days or fewer, following an informal pre-suspension conference with the principal, may appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal’s out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

Right of Appeal: Long-Term Out-of-School Suspension of more than ten (10) school days

A parent or the student may appeal the suspension for out-of-school suspensions in excess of ten (10) school days first to the Superintendent and the Board of Education or a Hearing Officer appointed by the Board of Education.

Suspensions and Extracurricular Activities

Participation in all extracurricular activities is a privilege NOT a right. Accordingly, when a student is suspended the student immediately forfeits the privilege of participating in all extracurricular activities.

Extracurricular Activities include, but are not limited to, all school-sponsored games/events, band, athletics and all other school sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/graduation IS an extracurricular activity.

Violating Federal, State or Local Laws

A student who is convicted of or pleads ‘nolo contendere’ (no contest) to the commission of a criminal act may be subject to suspension from school for the remainder of the current semester and the succeeding semester.

Gang, Secret Fraternity and/or Sorority Policy

In an effort to provide a safe, pleasant and conducive learning environment, Okmulgee Schools will **NOT** tolerate any gestures, signs, paraphernalia, clothing, wearing of clothes, graffiti or any form of action that may be construed, interpreted or considered related to any type of gang membership, secret fraternity or sorority.

Gang, secret fraternity or sorority mean any ongoing organization, association or group or persons that specifically either promotes, sponsors or assists in, or participates in and requires as a condition of membership or continued membership, the commission of one or more of the following acts: assault, battery, aggravated assault and battery, robbery by force or fear, sale possession, transportation, sale of a controlled dangerous substance, trafficking in illegal drugs, arson, influence or intimidating witnesses, theft, rape, transporting a loaded firearm, transporting a weapon or discharging a weapon, possession of a concealed weapon, shooting or discharging a firearm, rioting and/or inciting a riot.

The use of hand signals, graffiti, manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any attribute, indicates or implies membership or affiliation with such group, is **PROHIBITED**.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause threat of bodily danger, physical harm, personal degradation, fear or disgrace resulting in physical or mental harm to students, school officials or employees, are **PROHIBITED**.

The following are specifically prohibited:

1. Sagging of pants – pants must be worn above the hips at ALL times – NO TOLERANCE
2. Gestures – Any form of gesture with the hand(s) or any part of the body, that may be considered a secret related gesture
3. Signs – Any form of sign either written, verbal or with any part of the body
4. Graffiti – Written on or in any school equipment and/or property. This includes personal notebooks, clothing, pads, spiral notebooks, folders, pocket folders, or any other personal belonging that may be deemed to belong to secret organizations
5. Wearing of hats – Hats or caps must be worn with the bib in the front, shadowing the face. They must NOT be worn backwards, sideways or any other way except as noted above.

Possession of Weapons, Alcohol, and Controlled Substances/Illegal Drugs

In order to provide a safe environment for the students and staff of the Okmulgee School District, the Board of Education prohibits the possession of weapons, alcohol and/or controlled substances/illegal drugs and replicas or facsimiles of dangerous weapons or drugs. Weapons, alcohol and/or controlled substances/illegal drugs and replicas or facsimiles of dangerous weapons or drugs including but not limited to firearms, are a threat to the safety of the students and staff of the Okmulgee School District. In addition, possession of weapons, alcohol, and or controlled substances/illegal drugs or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.

Any student in possession of weapons, alcohol, and/or controlled substances/illegal drugs or replicas or facsimiles of a dangerous weapon, in violation of this policy may be placed upon emergency and immediate suspension from school, pending an investigation of the incident by the appropriate school and legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.

A weapon includes:

Any item commonly used or designed to inflict bodily harm and/or threaten or intimidate others.

Students in violation of this policy may be suspended for the maximum period authorized by law. The School Laws of Oklahoma, specifically Section 488.2 (2002), stipulate that a student found in possession of a firearm may be

suspended out of school for up to one calendar year. Furthermore, educational services may be withheld for a student suspended for possession of a firearm. For purposes of this policy, a firearm shall include all weapons as defined by 18 U.S.C., Section 921. The Superintendent of Schools may modify the suspension requirement on a case-by-case basis. However, for students with disabilities, the procedures required by state and federal law and regulations must still be followed regarding the suspension of any such student. In addition, per The School Laws of Oklahoma, specifically Section 488.2, no educational services or individual plan for out-of-school suspension shall be provided to a student suspended out-of-school for possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood altering substances as defined in the Uniform Control Dangerous Substances Act.

Tobacco on School District Property

The use of tobacco and tobacco products (including smokeless tobacco) and the use of electronic cigarettes are prohibited in all of the district's facilities and on its property 24 hours per day, 7 days per week. This prohibition includes but is not limited to the inside and outside of school buildings, district support facilities, classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, stadiums, parking lots, athletic fields, performing arts facilities, and all vehicles owned, leased or operated by the district.

Search of Students for Possession of Illegal Substances, Weapon, Related Items

Authority is given to school administrators to conduct a search of any pupil or property, including vehicles, in the possession of the student on any school premises, or while in transit under the authority of the school, or while attending any function sponsored by the school, when "reasonable suspicion" exists to suspect the possession of any of the following:

1. Dangerous weapons
2. Controlled dangerous substances, as defined by the Uniform Controlled Dangerous Substances Act
3. Intoxicating beverages
4. Low-point beer, as defined by Section 163.2 of Title 37 of Oklahoma Statutes
5. Unauthorized wireless telecommunication devices
6. Missing or stolen property if said property is reasonably suspected to have been taken from a student, a school employee or the school during school activities
7. Other contraband and materials prohibited by school rules

Personal search of a student shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other school employee, said person also to be of the same sex as the person being searched. A search conducted under this policy shall reasonably be related to the objective of the search and shall not be excessively intrusive in light of age and sex of the student, and the nature of the alleged infraction. The superintendent of schools, principal, or designated school employee searching or authorizing the search has the authority to detain a student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices or missing or stolen property that might be in the student's possession.

Authority is given to school administrators to detain or restrain such student or to preserve any of the specified items for which the search is conducted. The personal search of a student shall be conducted with extreme caution and should be considered only when there is valid evidence or very specific testimony, which causes the school administrator to feel that one of the specified items is being concealed on the body.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices or missing or stolen property may be suspended out-of-school, in accordance with appropriate school regulations.

A student has no reasonable expectation of privacy rights towards school officials in school lockers, desks or

other school property. Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel have access to school lockers, desks and other school property in order to properly supervise the welfare of the student population. Authorization is given for school lockers, desks and other areas of school facilities to be opened and examined by appropriate school officials at any time. No reason shall be necessary for such search.

In accordance with provisions of Title 70, Section 6-114, Oklahoma Statutes, the professional educator “**shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.**” Building administrators shall advise professional staff of provisions of this policy and insure that professional staff members are familiar with legal steps to be observed in the conduct of a personal search of a student.

Use of Wireless Communication Devices by Students

The use of any wireless communication device is expressly prohibited while on school premises or while in transit under the authority of the school, or while attending any function sponsored by or authorized by the school except as provided below. At NO time is any device to be seen. This includes, but is not limited to, the following devices:

- Wireless/cell phones
- Pagers (one way and two way)
- Blackberry® and similar mobile messaging devices
- Any device using infrared, Bluetooth®, or other technologies enabling communication

between two or more devices that includes any type of headphone or ear (plugs or buds).

Drinks and Food in the Building

No food or drinks are to be stored in lockers. No glass bottles are to be brought to school.

Lockers

Each student will be issued a locker that locks. Lockers are to be kept clean. Periodic locker checks will be made throughout the year. The locker belongs to the school and is considered school property and may be inspected by the school administration at any time without notice to the student. All items found in the locker are considered to be the property of the individual to whom the locker is assigned. Students are NOT to share lockers.

Cafeteria Rules and Regulations

1. Students must walk to the cafeteria. This includes the main building, in the hallways, and stairways.
2. Students will not cut in line or save a place in line for other students.
3. Students will not move tables or chairs from their original location in the cafeteria.
4. Students will not share lunches. Neither food, drinks, nor eating utensils may be taken from the cafeteria.
5. When finished eating, students are to clean their eating area and place all trash in the trash containers.
6. Students may NOT go to their locker during the lunch period.

7. Students are to remain in designated areas during lunch.
8. Students are not to bring food or drinks into the cafeteria except those who bring their own lunch.

Student Dress Code

Good grooming promotes pride and good behavior and is a very important part of the American educational experience. Student grooming is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The following dress code for all students is established:

School Uniform Dress Code

The following school uniform dress code will be required during regular school hours, on school days. During extra-curricular activities in the evening or weekends, the standard school dress code applies (School uniform not required). All college concurrent and Career-Tech students must comply with the uniform policy before returning to the Okmulgee Public School campus.

Lower garments-

1. Khaki or black colored slacks, shorts, skirts, or Capri pants;
 2. Dress belt in black, brown, tan, or cordovan.
- "Khaki" in this case means TAN or BEIGE in color
 - Lower garments must be worn at the waist line (no sagging)
PANTS MUST BE SNUG-- no more than two fingers width may be between waistline and body.
 - Pant length must be no higher than 1" above the ankle or longer than the top of shoe (Proper formal dress length) and may not be tucked into socks.
 - Shorts and skirts cannot be more than 6" above knee or a dollar bill length above knee
Capri pants must be of a formal dress style (no pajama, spandex, leggings, Jeggings, or casual style capris)
 - No slits or holes allowed
 - All lower garments must have belt loops (no draw-string garments or elastic garments)
 - Jeans are NOT allowed, even if they are black or khaki colored

Upper Garments-

1. Polo style shirt with a collar;
2. Solid colors only in red, black, white OR gray
3. No commercial logo allowed;
4. Shirts must be tucked;
5. Long or short sleeve is acceptable.

Undergarments

1. Underpants MUST NOT be visible (Shirt tucked in with belt worn)
2. Undershirts may only be of solid color in red, black, white or gray
3. Girls hosiery (meaning panty hose, not socks) must either be black, white, or tan in solid colors only

Outerwear

Outerwear described below is not part of the school uniform BUT may supplement the uniform in WINTER months or for those students of cold nature.

- No accessories or flair are allowed with school uniform (bowties, ties, scarves, suspenders, etc.)
- **Zippered or buttoned Tops** such as hoodies, sweatshirts, or other outer tops may be worn in class ONLY IF:

OUTERWEAR TOPS ARE TO BE UNZIPPED OR UNBUTTONED IN THE CLASSROOM
NO HOODS ALLOWED ON HEADS INDOORS

- Pull-Over Tops (whether hoodies, sweatshirts or sweaters) may NOT be worn during the school day.
- Polo shirts must be worn under the outerwear
- Red, black, white or gray colors
- NO commercial logos
- Other Winter garments (parkas, jackets, coats, pull-over tops, etc.) are to be removed and stored in lockers or other designated area before entering the classroom.\

Accessories: Examples of accessories which ARE NOT acceptable include the following:

- a. Headbands, arm bands, leg bands.
- b. Hats, hoods and caps when worn in the building.
- c. Gang symbols. As part of an effort to curb the presence and influence of gangs in schools, the wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang or other secret society is prohibited.
- d. Body/Face piercing other than the ears.
- e. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
- f. Safety pins or other sharp or distracting objects may not be worn on a student's clothing.

Activity Group Uniforms: Members of selected performing activity groups may wear appropriate uniforms on a school day when an official school activity is scheduled in which the performing group is participating. Activity group uniforms that meet the requirements of the dress code may be worn during the school day when specific authorization is given by the building principal.

Game and Spirit Days

- Only players and cheerleaders may be out of uniform
- Only players may wear jerseys on game and cheer day with regular lower garments. Jerseys tucked in.
- Cheerleader uniforms are permissible on game and cheer days for all Okmulgee Public Schools, OJF and community cheer squads
- Principals may implement an occasional spirit day in which uniform shirt may be substituted with an Okmulgee Bulldog tee shirt. Regular lower garments still apply.

NON-COMPLIANCE

Any student not in compliance with the Okmulgee Public Schools dress code will be sent home. Student may change clothes and return to school, or a parent may bring the required uniform to the school. Communication with the parents will occur from the school office in these situations. ANY WORK MISSED DUE TO NON-COMPLIANCE WITH THE DRESS CODE WILL BE THE STUDENTS RESPONSIBILITY.

Middle School Attendance Policy

Oklahoma Public schools are in session for a minimum of 175 days per school year. Regular attendance is a significant factor in determining success for students. Parent(s) / guardian(s) are accountable for their child’s regular and consistent attendance at school. The purpose of this policy is to provide for uniformity of student attendance recording and the penalty assessment for absenteeism at Okmulgee Middle School.

A student must be in attendance a minimum of ninety percent (90%) of the time during any semester in order to have the possibility of obtaining a passing grade in a given class. A student may miss a total of ten (10) days per semester without any repercussion from Oklahoma attendance laws. However, on the eleventh (11th) day a student misses school, the student may no longer earn a passing grade for that particular class or classes. ALL ABSENCES WILL COUNT against the ten-day total for the semester requirement, except the following:

1. School activities, MAXIMUM OF 10 DAYS PER SCHOOL YEAR
2. Suspension covered by an Alternative Education Program,
3. Any illness with a written doctor’s note statement requiring the student to be confined for a period in excess of two consecutive days,
4. Observing religious holy days, including travel, with advance notice given to the building principal.

All work missed during the period of absence may be made up with the exception of absence due to truancy and/or suspension of less than six consecutive days. For each day of absence, a student shall have one day to make up the work missed unless granted additional time by a teacher.

Any regularly scheduled examination or test (e.g. nine weeks or semester test) announced during the student’s presence in class which is missed by the student due to any type of absence shall be made up the day the student returns to class. The only exceptions to this policy concerning test administration will be exceptions made by the building principal.

In the event of a chronic or recurring illness, documentation by the student’s doctor indicating the nature of the chronic or recurring condition will suffice for the doctor’s statement and will be required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

Any student, who has failed to comply with the attendance policy during a semester and has not made up the work missed, will earn a 0% for each assignment not made up. If the work missed has been made up, the teacher may award an “E”, which in a conditional grade. An “E” is awarded on the condition that the student meets all other attendance and academic requirements for the semester for that class. If the student fails to satisfy the attendance

requirement for that semester, the “E” will be changed to an “F” for that semester. If the student satisfies the attendance requirement for that semester, the “E” will be changed to the letter grade earned by the student.

Definition of Truant (Truancy): A student is classified as truant when he/she is absent from any class and the parent(s), guardian(s) or school personnel do not know of his/her whereabouts. Some examples include the following:

1. Leaving campus, after arriving, without the permission of the parent and school officials in advance of leaving,
2. Leaving the classroom without permission,
3. Erroneous phone calls to have a student dismissed from class,
4. Walk-Out or “Skip Day”,
5. Leaving campus during lunch without being properly checked out by parent(s) / guardians(s)

A student who is absent due to truancy shall NOT have the opportunity to make up any of the worked missed. A grade of “0%” indicating “NO CREDIT” shall be recorded in the grade book for that day or days. If the truancy occurs on a class day when no score is taken, a “0” grade indicating “No Credit for Instructional Time” can be recorded.

Definition of Tardy: A student is tardy if not in his/her class and seat when the tardy bell ceases to ring. A student who is more than 20 minutes late for class will be marked absent for that class that day.

Tardies accumulate for each semester in class and the consequences will be on a step by step basis to correct behavior as follows:

1. Three tardies in a given class constitutes one (1) absence. (When a student is late for the first class period, the student must stop by the attendance office to get an admittance slip. If the office decides the student is late due to circumstances beyond his/her control, the student will be given a late slip indicating the student is late and not tardy).
2. No teacher shall admit a “LATE” student into his/her class without an admittance slip signed by the principal’s office.
3. First Tardy – Teacher reprimand/discipline and clarification of rules
4. Second Tardy - Teacher reprimand/discipline and clarification of rules – parent notified by teacher
5. Third Tardy – Equivalent to one (1) absence - Teacher reprimand/discipline and clarification of rules – parent notified by teacher
6. Fourth Tardy and any thereafter – Office referral and disciplinary action will be taken by administration after conference with the teacher – parent notified by administration

Absence Reporting

It is the responsibility of the parent(s)/guardian(s) to notify the school in the case of their student missing any or all of the school day. The attendance office hours are from 7:30 a.m. – 3:30 p.m. and parents are encouraged to call as early in the day as is possible to avoid any issues regarding truancy.

When possible, the school will attempt to notify by phone the parent/guardian when a student is absent. If contact cannot be made, the parent will be responsible for communicating the reason of the absence before the student will be allowed to check back in and attend class. The parent can send a note with the student explaining and verifying the absence. Students must have an admit slip from the office in order to be admitted to class following an absence.

Students with excessive absences during a period of time will be referred to the Okmulgee County Truancy Officer/Okmulgee County District Attorney's office, along with a copy of the student's attendance record. The Okmulgee County Truancy Officer/Okmulgee County District Attorney's office may also be notified after five (5) unexcused absences or ten (10) unexcused tardies per semester.

Sign-In Procedure

Students arriving at school after 8:15 a.m. must sign in at the attendance office. NO student will be admitted to class without an admit and NO admit will be given without verification as to the tardy or previous days absence.

Sign-Out Procedure

Students leaving school before the regular dismissal time must clear and sign out through the attendance office before leaving campus. Permission for a student to be leaving campus must be given by the parent/guardian with a parent signature in the attendance office. Exceptions to this policy can only be made by the attendance office or building principals. Failure to do so will result in that student being truant.

Early Dismissal

To grant a student an early dismissal from class, the attendance office must receive permission from the parent/guardian with a parent signature in the attendance office. An early dismissal slip will be sent to the student in class. The student must bring this slip to the attendance office at the time of the early dismissal and properly sign out. Exceptions to this policy can only be made by the attendance office or building principals.

When the student returns to school, he/she must sign in at the attendance office with verification of the absence.

THE BUILDING PRINCIPAL WILL HAVE FINAL DECISION ON ANY ATTENDANCE ISSUE

Attendance and Absence Review

The building principal will base his/her decision on a student's excessive tardies and/or absences based on this policy. If a student has exceeded the limit for a class during the semester, his/her parent/guardian has the right to appear before the review committee. The review committee will consist of the building principal, counselor, and three other certified personnel approved by the building principal. The building principal will not have a vote on the committee, except upon a tie vote by the other committee members. The review committee will meet formally with the parent/ guardian and/or the student (if the student is 18 years of age or older) to determine if the student's absences were justified.

The review committee will consider written verification from a physician that the student was confined to the home for medical reasons on the days in question. The committee will also consider death of immediate family members

or other extenuating circumstances in deciding its course of action. If the committee finds sufficient justification for the absences or tardies based upon the information presented by the parent/guardian, the committee may take any of the following actions:

1. Remove the failing grade and replace it with the grade the student earned on the condition that NO further absences from the class that semester will be accepted for any reason,
2. Remove the failing grade and replace it with the student's earned grade on the condition that the parent/guardian promptly provide written verification of illness by a physician for each subsequent absence and that each such absence will be review informally by the committee,
3. Remove the failing grade and replace it with the student's earned grade with certain conditions set by the committee and with the committee to informally review the justification for each subsequent absence.

If the committee finds that the absences lack sufficient justification, the committee will not grant an exception to this policy. Absences without sufficient justification as determined by the review committee include but are not limited to the following:

1. Any absence not for religious observance or for medical reason, funeral, or a death in the immediate family,
2. Vacations,
3. Shopping,
4. Driver's License Examination,
5. Missing the bus,
6. Personal Business,
7. Car Trouble,
8. Overslept,
9. Working,
10. Truancy,
11. Personal Appointments

Appeal of Review Committee's Findings

The Superintendent or his/her designee will consider appeals of the review committee's finding(s) ONLY in cases in which the parent/guardian assert that the building principal and committee failed to comply with the policy.

Miscellaneous

Telephone

Students will be allowed to use the office phone in case of Emergency Only. You must have permission from one of the office staff to use the attendance office phone. Messages to a student should be of an emergency or urgent nature only and will only be delivered if submitted by a parent or guardian. An emergency telephone message will have to be cleared by an administrator. The office telephones are business phones, and are not to be used by students except in cases of emergency, and *with staff permission*. The “emergency” nature of the call will be determined by an administrator, counselor, or school nurse. Students who have been approved to make a call should go to the Attendance Office to do so.

Eligibility Semester Grades

A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends. A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six weeks period.

Student Eligibility during a Semester

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects that he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week eligibility period. The ineligibility period 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 ‘Passing grade’ means work of such character that credit would be entered on the record if the semester closed at that time. Grades will be the cumulative grade for the semester at the time of the grade check.

Retention Policy

High standards of academics will be required at all times. While we do not consider any student to **be** a failure, we recognize that some students do not achieve required academic goals at times. Failure to achieve the required grade standards may result in the student being retained in the same grade for another school year.

Retention of a student is based on the following criteria:

1. Notification to parent of student who is not progressing satisfactorily:

- A. Progress report on 5th week of first nine weeks
- B. Parent conference/report cards first nine weeks
- C. Progress report on 5th week of second nine weeks
- D. Report cards 1st semester
- E. Progress report 5th week of third nine weeks
- F. Parent conference/report cards third nine weeks
- G. Final progress report on 5th week of fourth nine weeks
- H. End of year report cards second semester

2. Criteria for Retention – Middle School Level:

Students must pass four of six courses (4 of 6) during a six period day or five of seven courses (5 of 7) during a seven period day to be promoted to the next grade level.

*****Students that fail Math and/or Reading during either semester must Satisfactorily complete four weeks of summer school to be promoted to the next grade level.**

3. Parent Appeal Process

- A. Parent must notify building administrator in writing, of their desire to appeal the site education committee's recommendation for retention within ten (10) business days of the education site committee's decision.

Academic Dishonesty

Academic dishonesty is defined as giving or receiving aid or information from or to another student during any test, quiz, or assignment, also to include plagiarism. If a student is caught cheating on tests or other classroom work, 'zero's' will be given to the student(s) involved. No provisions are made to make up or otherwise receive credit for the work or test in question. The teacher will notify the parent of the incident. The student may be subject to disciplinary consequences.

Visitors

All visitors, including parents and volunteers must register with school officials and state their purpose for the visit. The principal will have the option to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. Relatives who would like to visit to eat lunch in the cafeteria with a student are welcome as long as they first obtain a pass from the principal. The visitor regulations pertain to all instructional rooms in the school, including the media center.

Trespassing or Loitering

Trespassers and/or loiterers will not be tolerated. Visitors must report to the front office for clearance. The principal or designee has the authority to grant any clearance. If clearance is not granted, the person(s) must leave the school building and grounds immediately. Violations may result in local law enforcement being contacted and filing of criminal trespassing charges. Students in violation may be subject to disciplinary action up to and including long-term suspension from school and/or criminal charges.

Daily Announcements (Bulletins)

Daily announcements regarding school events and general information will be made available to students. Students are responsible for compliance with the information given. A daily bulletin will be published with this information and provided to each teacher, who will post the bulletin in his/her classroom.

Distribution & Posting of Materials

Posting or distributing written or photographic materials on campus is prohibited without prior approval from the building principal. Violation of this policy may result in disciplinary action for the student(s) involved. Material posted on campus without approval will be removed immediately and those responsible for its posting or distribution are subject to disciplinary action.

Bus Transportation

Legally-enrolled students who reside one and one-half miles or more by the most commonly traveled road from the school to which they are assigned by attendance zone residence are eligible for school transportation services. Students are assigned to bus loading stops located within one-half mile from their residence. Students are to board buses and depart from buses only at home, at their designated bus stop, or the school where in attendance. Information regarding bus schedules, bus routes, changes in bus assignment, and/or temporary alterations in normal bus assignments are to be directed to the Office of Transportation Services at 918-758-2000 ext. 2117. All OMS Disciplinary rules apply on all buses or means of transportation.

All students, except bus riders, must be off campus by 3:30 p.m. unless they are involved in a supervised activity.

School Internet/Computer Use Policy

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. Inappropriate or unauthorized usage of school computers and/or the internet will result in disciplinary consequences. We are pleased to offer students access to the district computer network for the internet. However, BAPS respects the right of a parent/guardian to deny the use of the internet for his/her child. Therefore, a parent/guardian may deny his/her child's access to the internet at school by notifying the school in writing. A form to deny your child's access to the internet is provided below. Notification in writing to deny your child access to the internet must be made annually for each new school year. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. To help students achieve a positive and safe internet experience, schools will instruct students in appropriate online behavior. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Okmulgee Public Schools support and respect each family's right to decide whether or not to apply for access. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility. Each user of the district computer networks is responsible for his/her behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the district's policies, rules, and regulations.

Regarding school internet and computer usage, the following are not permitted. This list of prohibitions is not meant to be exhaustive.

- ❖ Displaying or sharing offensive messages, pictures, or site addresses
 - ❖ Damaging computers, computer systems, computer networks or computer services
 - ❖ Violating copyright laws
 - ❖ Downloading, uploading, or distributing software
 - ❖ Using obscene language
 - ❖ Harassing, attacking, or insulting others
 - ❖ Cyberbullying
-

Helpful Resources for Teens

Hotlines/Contacts

Youth Services (24 hours).....	918.582.0061
Oklahoma Statewide Suicide Hotline (24 hours).....	1.800.784.2433
211 Helpline (8am to 6pm).....	211
Boys and Girls Town Crisis Line (24 hours).....	1-800.448.3000
Reach-Out Hotline (Drug & Alcohol/Emergency Mental Health/Suicide / 24 hours)...	1.800.522.9054
National Runaway Switchboard (24 hours).....	1.800.786.2929
National Youth Crisis Hotline (24 hours).....	1.800.442.HOPE (4673)
Oklahoma HIV/AIDS Hotline (24 hours).....	1.800.232.4636
Tulsa Police Dept.....	918.596.9222
Sheriff (Okmulgee County).....	918-756-4311
Okmulgee Police Dept. (non-emergency).....	918-756-3511

Suicide Warning Signs

- Withdrawal from friends and social activities
- Loss of relationships
- Suicide threats/notes
- Feelings of hopelessness, sadness, or despair
- Previous suicide attempts
- Giving away possessions
- Heavy use of alcohol or drugs
- Sudden changes in personality or attitude

If any of these warning signs fit someone you know, listen with Understanding & Talk to Your Counselor or Other Trusted Adult....It May Be The Most Important Discussion of Your Life!

Student Success Guide

The following “Success Guide” is included to help each student have a school year that is as enjoyable and trouble-free as possible. This section contains additional information intended to help each student have the best possible idea of what to expect at Okmulgee Middle School, and tells the student some of the things that will be expected of him or her.

Guidelines for the School Day

1. BEFORE SCHOOL:

Students come under school rules and consequences once they enter school property, including school buses. Once having arrived at school, students are not to leave campus without permission. Upon arrival, students are to go **directly** to the cafeteria. Students are **not to linger** outside the building, either upon arrival or while walking between the cafeteria and their waiting area.

Designated waiting areas: All students are to report to the cafeteria upon arrival at school. They are not to leave the cafeteria until dismissed unless they have permission from the teacher on duty. **8th grade** students will be directed to the courtyard or gym after 7:50 depending on weather. All students in both inside and outside waiting areas are to be **seated** in their assigned area until dismissed to classroom areas.

Students who are in the gym lobby or courtyard before school are not to leave these areas except when they are dismissed to go to class. Students who need to leave the gym lobby or courtyard before school other than when dismissed to go to class must have a pass or permission from the teacher on duty. (On days when 8th graders report to the courtyard, 8th graders who wish to use the vending machines need to do so before going to the courtyard.)

Students should not be in the classroom hallways before school unless they are with a Teacher or have a pass. **[Exceptions:** Students **do** have permission to use the south (6th grade) hallway (but not the 8th grade hallway) to go between the cafeteria and the Gym lobby on bad-weather days. Also, students attempting to get admittance slip before 8:10 **do** have permission to go to the Attendance Office, but not to other areas.

2. LUNCH PERIOD:

Okmulgee Middle School has a **closed campus**. This means that students are not allowed off campus at noon, unless checked out by a parent. Students may either purchase a lunch in the cafeteria or bring a lunch from home. Students who are on their lunch period are expected to report to the cafeteria before the tardy bell, where they are to remain until dismissed. While in the cafeteria, students are expected to follow the applicable cafeteria rules for the lunch period .

3. AFTER SCHOOL:

Following dismissal at the end of the school day, students remain under school rules and consequences while on school property. Students should not linger in or around the building after dismissal.

NOTE: NO STUDENTS ARE TO CUT THROUGH THE LINE OF BUSES. This is very unsafe and can result in serious accidents, since drivers in the bus lane cannot see pedestrians coming between buses until they step out from between the buses into the traffic area.

Each student should carry out the appropriate following instruction within 5 minutes after being dismissed.

Students who walk home are to exit the grounds directly to the south or to the west without going through the parking areas, the bus-line areas, or the ride-meeting areas.

Students who need to cross the street in front of the school are to go around the front end of the bus line before crossing.

Students who meet rides should exit through the Gym Lobby doors and go directly to the parking area east of the Gym where they should meet their rides. They should remain in this area until their ride arrives.

Students who ride buses are to go to the cafeteria and wait for their bus to arrive. Students need to remain seated in the cafeteria until dismissed to get on their bus.

Any students who are staying after school for any reason should go directly to the area where their after-school activity is taking place, and report to their teacher or sponsor. **Note:** Students who stay late should inform parents in advance concerning when they are to be picked up from school, so their ride will be available when needed.

General Helpful Information

Assemblies: Assemblies provide students an opportunity to demonstrate courtesy and to develop listening and other skills. They are an integral part of the student's educational experiences. Applause should be given at the proper time and in the proper way. Whistling, yelling, etc. will be considered inappropriate. Any student whose conduct is not satisfactory will be removed and will be subject to disciplinary action.

Athletics: Okmulgee Middle School offers a variety of interscholastic athletics. A full-year athletic schedule is offered for all OMS students. Sports offered at the Middle School include football and cross country in the fall, basketball and wrestling in the winter, and track, tennis, and golf in the spring. In order to participate in any competition, a student must be in attendance at school on the day of the event, and must be scholastically eligible.

Audience Guidelines for Gymnasium and Stadium Events: We wish for all students attending school events to enjoy these activities, but we ask them to do so in a way that allows all guests attending these events to enjoy them also. All students attending basketball games or other events in the OMS gymnasium or at the football stadium must remain in the seating area while the event is taking place, unless they are eating or drinking in the concession area, or are visiting the restroom. Students attending events at the gymnasium or stadium may go to the concession stand or to the restroom as needed, but they are to return to the seating area as soon as they have taken care of what they needed to do. The area around the restrooms and concession stand is not a gathering area for visiting during the game. No students are to be sitting on any area of the stadium wall, or running around in the stands or other areas of the stadium or gymnasium. Students who persist in violating these guidelines or other school rules while in attendance at school activities will be asked to leave the premises, and will also be subject to disciplinary action upon their return to school.

Bad Weather / School-Closing Information: The school board has ruled that the Superintendent of Schools must make the decision if school will not be held on any scheduled day due to bad weather. In case of severe weather, the official announcement for closing may be heard over the local radio station KOKL 1240 AM and 93.4 FM. Listen to the radio for information, and please do not call the school.

Cafeteria: The cafeteria is a non-profit service designed to provide students with a nourishing and appetizing breakfast and lunch. Students may pay for their breakfast and/or lunch on a daily, weekly, or monthly basis as they go through the cafeteria line.

*** No glass containers are allowed in the cafeteria.**

Class Schedule: Once you have received your schedule of classes, you should make an extra copy to keep in a separate place from the original. This way you will still have your schedule if one copy is lost. However, if you cannot locate your schedule, you should see the counselor for another copy, or you may get a copy in the Attendance Office.

Emergency Drills: Instructions are posted in each classroom regarding drill procedures for emergencies. Acquaint yourself with these instructions. Fire, tornado, and intruder drills will be held periodically. We will expect 100% cooperation because these drills are important for the safety of students and staff.

Field Trips: Before students can go on field trips, they must have a permission slip signed by their parents or guardian. Students who go on field trips or school activities must return with their sponsors unless parents are present to pick them up. A student may leave with their parent if notice is given to the sponsor.

Hallway Manners: Students should observe the following while in the hallways:

- (1) Keep to the **right** and pass quickly and quietly.
- (2) Watch where you are going and avoid collisions.
- (3) Remember to apologize if necessary.
- (4) Do **not** congregate in halls; do not stop to visit. This restricts the flow of traffic.
- (5) Keep the halls clean by placing trash in the waste baskets.

Library: Students may check out books and magazines for two weeks, except those on reserve which may only be checked out overnight, and reference books which must remain in the library. A **fine** of five (5) cents per day will be charged for **overdue books**. Should a student lose or damage a book or magazine, he/she will pay the original price for the publication.

A student who comes to the library during class time without his/her class is required to have a pass signed by his/her classroom teacher. The pass should be presented to the librarian upon entry. Should any student who is in the library on a pass disrupt or disturb students or school personnel, the student will be sent back to class or to the office. The library is strictly for academic work. Students in the library are not allowed to socialize at any time. Students who need to utilize the library before school must receive a written pass from the librarian the previous day. Only a limited number of passes will be issued for each day. It may also be necessary at times to request a pass in advance from the librarian in order to use the library during your lunch period. (You will also need a pass if you need to collect items from your locker for your work in the library.) **PLAN AHEAD FOR BEST RESULTS!**

Lockers: Each student will be assigned a hall locker, which they will be able to use before and after school, and between each class. Students should **write down their locker number and combination** and keep it in a confidential place. Students who forget their locker combination or who have a locker that does not work properly, should report to the Main Office. There are enough lockers for each student to have their own. **Students are not to share a locker or to give their locker combination to a friend.** Students should leave all books or personal possessions in their own locker, rather than in another student's locker, or in a classroom, office, or other area where they may be easily lost. Tall lockers are reserved for band students, and are assigned as available, with priority placed on band students who need extra room for larger instruments.

Lost and Found: **Okmulgee Public Schools and its employees are not responsible for lost or stolen personal items.** Smaller items and valuables found in and around the school should be turned in to the Main Office, where the owners may claim their property by identifying it. Books, notebooks, etc. which have been found should be turned in to the Attendance Office. Items of clothing and bags should be turned in to the Custodians Office, located just inside the cafeteria.

Personal Items: **Okmulgee Public Schools and its employees are not responsible for lost or stolen personal items** All students are responsible for their own property. Important or valuable items which students are concerned about may be checked in to the office prior to the beginning of the school day. Please do not bring large sums of money to school.

Selling / Buying: Students are not allowed to sell items at school or on school property, other than items being sold as part of an approved school fund-raiser.

Textbooks: Textbooks will be issued at the beginning of the school year. Students must pay for books that are lost or damaged beyond normal use. Students are advised not to loan textbooks or to borrow them from other students, as this often results in books being lost. Some textbooks are fairly expensive, and some students have been required to pay high fees; to avoid being in this situation, **keep up with your books and take care of them!**

LEGAL NOTICES

Oklahoma Department of Career and Technology Education Complaint Review Process

The Oklahoma Department of Career and Technology Education (ODCTE) has available a formal complaint review process for filing and resolving specific complaints regarding alleged violations of the requirements under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). In accordance with the requirements of these laws (titles), all technology centers, skills center programs, comprehensive school systems that have career and technology education programs, and postsecondary institutions that receive federal vocational funding through the ODCTE are required to have grievance procedures that incorporate appropriate due process standards and provide for prompt and equitable resolution of complaints.

Several actions are available for the constituent. A constituent may:

- Request a hearing with the local school board of education,
- File a formal complaint with the ODCTE,
- Contact and file a formal complaint with the U.S. Department of Education, Office for Civil Rights and/or
- Seek legal counsel.

Each of these institutions involved in the complaint require that the complaint be filed within 189 calendar days of the date of the alleged discrimination.

Complaints must be written and include:

- (a) a statement that the local district has violated a requirement under Title VI, Title IX, Section 504, or the ADA,
- (b) the facts on which the statement is based, and
- (c) the signature of the person(s) filing the complaint.

Complaints pertaining to a specific individual with a disability should include the name of the individual and current enrollment status of the individual.

Complainants are encouraged to exhaust all local policies and procedures for resolving complaints before seeking remedies with other entities. Complaints filed with the local districts should be addressed to the compliance/grievance coordinator for that district. Complainants who file a complaint at the local level have the right to request a review of the local district's decision.

Complaints filed with the state or requests for review of local level decisions should be addressed to:

Compliance Coordinator
Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue
Stillwater, OK 74074-4364

The Civil Rights Coordinator will direct the complaint to appropriate ODCTE staff for review and response. Formal complaints received by the ODCTE will be acknowledged in writing, and copies of this written acknowledgment will be mailed to the involved parties. Federal laws of privacy, confidentiality, and retaliation will be applied and complied with during the process.

Telephone calls and/or other contacts shall be made by appropriate ODCTE staff to determine the circumstances and facts pertaining to the complaint. Individuals contacted may include, but are not limited to:

- complainant
- advocate for the complainant
- district superintendent
- district compliance officer
- student services personnel
- special needs personnel
- program instructor
- personnel from other involved agencies
- others directly involved and named in the complaint

Oklahoma Department of Career and Technology Education Complaint Review Process – (continued)

The parties involved may be requested to submit documentation such as copies of student records or other written verification of actions. Through these inquiries, the context and nature of the complaint will be more clearly defined. The complainant will be given the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint.

Activities to assist resolution of the complaint may include technical assistance, consultation, mediation conferences, negotiations, corrective actions, or other recommended interventions. If further information or review is deemed necessary by the ODCTE, an on-site review may be conducted. The on-site review might include activities such as reviewing records, observation of program implementation, and conducting interviews with staff and/or parents.

After facts are gathered, the ODCTE will report the findings in writing. The findings of fact and conclusion will address whether the complaint of alleged violations is substantiated and the written decision will include instructions for correcting any substantiated violations. Procedures for effective implementation of final decisions by the ODCTE may include, as needed, technical assistance activities, mediation or negotiations, and corrective actions to achieve compliance.

Review and resolution of complaints filed with the ODCTE shall be completed within sixty calendar days* from receipt of the formal written complaint. Extension of timelines may be granted only if exceptional circumstances exist regarding a specific complaint.

***Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.**

ASBESTOS STATEMENT

The Environmental Protection Agency requires that we advise you that our school buildings may have asbestos materials in them. However, we have located, tested, and removed all asbestos that could possibly be considered as posing any type of threat, and we believe that no student is in any way exposed to any health hazards that could be caused by asbestos. Records of these inspections are available at the school sites if you are interested in reviewing them. Please be advised that entering any of our buildings could pose a health hazard for you.

If you have any questions, please contact Sean O’Brien at 758-2000, Ext. 117

Notice of Parents Right-to-Know: Teacher Qualifications

The No Child Left Behind Act signed into law on January 8, 2002, requires schools to provide, upon parent request, detailed information regarding the training and qualifications of teachers funded through Federal programs. In keeping with the provisions of the law, if you would like to receive further information regarding your child’s teacher, please contact your principal

Notification of Rights Under The Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED).

Political affiliations or beliefs of the student or student's parent;

1. Mental and psychological problems of the student or student's family;
2. Sex behavior or attitudes
3. Illegal, anti-social, self-incriminating or demeaning behavior;
4. Critical appraisals of other with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parent's; or
7. Income, other than as required by law to determine eligibility.

Receive notice and an opportunity to opt a student out of---

Any other protected information survey, regardless of funding;

1. Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U. S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not founded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Procedure for NSF (insufficient funds) CHECKS

The Okmulgee Public Schools procedure for NSF (insufficient funds) CHECKS: For your convenience, if a check is returned for insufficient funds to the school district, the account will be debited electronically for the amount of the check plus a processing (recovery) fee of \$30.00 or legal limit.

**Okmulgee Public Schools
Title 1 Parent-School Compact**

The compact has been jointly developed and agreed upon by Okmulgee Public Schools, parents, students and staff.

Schools Responsibility

I, the undersigned, partner in education of children at Okmulgee Public Schools, commit to the following:

1. Provide a safe environment that encourages positive communication between teacher, parent and student.
2. Stress to teachers the importance of providing regular homework assignments to reinforce classroom instruction.
3. Attendance of students and teachers will be monitored and applauded in various ways.
4. Ensure implementation of a strong academic program and enhance student academic achievement.
5. Provide parent activities to support our instructional program and enhance student academic achievement.
6. Provide a high-quality curriculum and instruction to all students.
7. Parents will be given reasonable access to staff, to volunteer, participate and observe their child's class.
8. Hold annual parent/teacher conferences to discuss compact as it relates to their child's achievement.

Principal's Signature: _____

Student's Agreement

I shall strive to do the following to the best of my ability:

1. Follow school's dress code.
2. Follow the Student Rules in the Student Handbook.
3. Complete and return homework assignments.
4. Come to school every day with supplies needed for classroom work.
5. Attend school daily and complete classroom assignments.

Student's Signature: _____

Teacher's Agreement

I, the undersigned, partner in education of children at Okmulgee Public Schools, commit to the following:

1. Provide progress reports and communication regarding student progress.
2. Provide homework that reinforces skills taught in the classroom.
3. Provide a welcoming, developmentally appropriate atmosphere that is conducive to learning.
4. Provide ongoing communication with parents through student folders, monthly newsletters, and telephone calls.
5. Continue to strive to meet and accommodate the needs of each student.
6. Focus on enriched skills to promote academic growth and school readiness.
7. Dedicate time to receiving professional development to gain knowledge, which will ensure student achievement.

Teacher's Signature: _____

Parent's Agreement

I, the undersigned, partner in the education of my child, commit to the following:

1. Getting my child/children to school on time daily
2. Providing a study place, reviewing my child's homework and other papers on a regular basis.
3. Working cooperatively with the school to maintain proper discipline.
4. Encouraging my child's efforts and being available for questions and support.
5. Providing a safe and loving environment and being a positive role model.
6. Providing supplies and necessary materials for school.
7. Returning report cards/attending parent/teacher conferences.

Parent's Signature: _____

**Parent/Guardian Form to Deny Child's
Access to Internet at School**

I, _____, am aware that my parents have not given me permission to use the Internet and it is my responsibility to abide by that decision.

Student I.D. #: _____

Student Signature: _____

I, _____, do not give permission for my son/daughter to use the Internet.

Parent/Guardian Signature: _____

Date: _____