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Welcome

The faculties and Board of Education of Rock Creek High School extend to you a cordial welcome. We solicit your cooperation in our effort to make this year both profitable and happy.

We are proud of your school and we want you to become a part of it. As years go by, we believe that you will look back on these years as some of the happiest ones of your life.

PLEDGE TO THE AMERICAN FLAG

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

THE 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 upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

SCHOOL COLORS are blue and gold.

SCHOOL MASCOT-MUSTANGS

OBJECTIVES OF THE ROCK CREEK HIGH SCHOOL

1. To develop an appreciation and understanding of democracy and democratic government.
2. To promote a willingness to respect the rights of others.
3. To promote a spirit of fellowship, fair play, and social cooperation.
4. To encourage the practice of good citizenship.
5. To instill in each student an incentive sufficient to cause himself to become a better citizen and to leave Rock Creek High School a better institution.
6. To teach the importance of ideas and good habits for better character development.
7. To foster and promote high scholarship.
8. To encourage each student to measure their success by comparing his achievements with his own ability----not with that of a classmate.

ROCK CREEK PUBLIC SCHOOLS NONDISCRIMINATION POLICY

Rock Creek Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries should be directed to the *principal* at (580) 295-3761.

ABSENCES & TARDIES

A student may have a total of 4 unexcused absences per semester. (Ex: Automobile mechanical problems, parent is late, family trip, etc.) A student who

misses more than 15 minutes of class time is counted as absent for the class. A student who has 4 unexcused absences or more in a class will receive a failing grade for the class (for the semester).

Absences may be excused at the discretion of the principal for medical, court, or emergency reasons. An absence will only be excused for the reasonable time necessary for the absence. (Ex: Optometrist appointment at 10:00 a.m. will not be an excused absence for the afternoon classes.)

Documentation for excusing absences must be presented to the principal before the student receives the absence slip or the absence(s) will not be excused. If the office doesn't receive documentation by the students on the second day back from the absence, **it will become unexcused and it will not be changed.**

A student who is absent without valid excuse four (4) or more days or parts of days within a semester or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s) and the Bryan County District Attorney. The Rock Creek Board of Education will notify in writing the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Bryan County District Attorney. (70 O.S. 10-1-5)

Tardies

3 tardies = 3 days noon or morning detention

4 + tardies = 6 days noon or morning detention

Each tardy after 6 tardies = All day ISD.

Each tardy after 10 tardies= 5 days ISD.

ACTIVITY ABSENCES (10 Day) - A student shall not be absent for activities from any class period more than 10 days in one school year. The following activities are exempt: State & National levels of school-sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a page in the State Legislature, and school assemblies.

A list must be presented to each of the student's teachers prior to being absent from school for the activity absence for class assignments. These lists will be placed in the teacher's mailboxes.

No student may take an activity absence beyond 10 days unless the absence has been pre-approved by the Board. Absences taken beyond the 10 days without Board approval will be unexcused absences. The Board will not approve absences beyond 10 days that have been taken without pre-approval from the Board. (*The Board reviews activity absence requests at regular monthly meetings.)

ALTERNATIVE EDUCATION

Rock Creek ISD will provide alternative education to students who meet the qualifications and guidelines governed by the Rock Creek Board of Education and Administration.

Priority will be given to the following students: their class has already graduated, students who are 10 or more credits behind, students moving in from out of state, and seniors who are a year or more behind.

Students who attend Rock Creek/Choctaw Nation Inter-Local will be under the same guidelines and policies of all Rock Creek students.

ANNOUNCEMENTS –The principal or designee will make announcements at a convenient time during the school day. A minute of silence and a flag salute shall be part of the announcement procedure each day. The principal or designee must approve all materials for distribution or display on Rock Creek Public School property. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

Student and personnel publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the principal for review for accuracy and compliance with district policies before publication.

BELL SCHEDULE

7:50-8:45	1 st period
8:45-9:00	Breakfast
9:00-9:50	2 nd period
9:55-10:45	3 rd period
10:50-11:40	4 th period
11:45-12:15	<i>JUNIOR HIGH LUNCH</i>
12:15-1:00	<i>Junior High 5th Period</i>
11:45-12:35	<i>High School 5th period</i>
12:35-1:00	<i>HIGH SCHOOL LUNCH</i>
1:05-2:05	6 th period
2:10-3:05	7 th period

(STUDENTS WHO RIDE TO BLUE WILL LEAVE ON THE FIRST BELL; ALL OTHER STUDENTS WILL LEAVE ON THE SECOND BELL)

BUS TRANSPORTATION - Students participating in a school sponsored activity off-campus must ride to & from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parents upon written permission of the principal or superintendent.

CAFETERIA RULES – A hot lunch and breakfast program is provided in the cafeteria for the benefit and convenience of both the student and the parent. Students may bring their lunch. Students are required to go through the line and take a plate. There will be no charge for breakfast or lunch as long as everyone goes through the line. Eating areas are to be left clean and all litter placed in the

trash. Students may not allow other students to cut in line. No food, cups, plates, napkins, straws, crackers, or containers of any kind may leave the cafeteria area.

CARE OF SCHOOL BUILDING-We are proud of the facilities we have here in Rock Creek Public School system. Clean, well maintained facilities help build pride and help set a climate that is conducive to learning. In order to continue this pride, we ask that all students do their part in keeping the buildings and campus areas clean and in excellent condition. Students are not allowed to bring any food or drinks into the school. Students are to respect the property of the school at all times. Any student who damages or destroys school property will be asked to pay in full the amount of the damages caused.

CHANGING CLASS SCHEDULES-Classes may be changed on the first and second days of each semester by checking through the counselor's office. After this time no changes will be made except in unusual circumstances. The Counselor must approve any change.

CHECKING OUT OF SCHOOL - Students must check out of school through the office. (Failure to do so may result in Suspension or ISD.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

CLOSED CAMPUS – 7th-12th grade is closed campus.

CLOSING SCHOOL(BAD WEATHER) - Announcements regarding school closings & delayed opening times due to bad weather will be made on KXII and KTEN TV stations.

COLLEGE DAYS - (Applies to Seniors only during the school year in which the Senior will graduate.) A senior student will be allowed a reasonable number of days (limit 2 days) to visit post-high school institutions in which the student is interested in attending after graduation. (*A student may visit more than one institution in a day.)

The college day visitation must be pre-approved by the principal to be excused. A student who visits a post-high school institution without receiving prior permission from the principal will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

ROCK CREEK CONCURRENT ENROLLMENT POLICY – Rock Creek High School students in the 11th or 12th grades may concurrently enroll at Rock Creek High School and a college or university if the student meets the requirements of the college or university and has accumulated the appropriate high school credits. Students may begin concurrent enrollment the summer after their sophomore year. Information regarding concurrent enrollment is provided to high school students each year and may be obtained from the counselor. Students must have approval from the counselor and principal in order to participate in concurrent enrollment. Verification of enrollment, such as schedule including the college course(s), must be provided to the school counselor.

Most CORE concurrent classes are counted as weighted classes and are transcribed as a full (1) credit. NON-CORE elective concurrent classes are not weighted and are transcribed as a half (0.5) credit.

The following is model of concurrent classes and their high school equivalents.

<u>Concurrent Course</u>	<u>High School Course</u>
*English Comp 1 and English Comp II	1 credit English IV
College Trigonometry	1 credit Trigonometry
World History	1 credit World History
World Geography	1 credit Geography
US History	1 credit US History
Government	1 credit Government
College Algebra	1 credit Algebra II
Computers in Society	1 credit Computers
Music in Society	1 credit Fine Arts
Business and Professional Speaking	1 credit Speech
Beginner Spanish Courses	1 credit Spanish I
Intermediate Spanish Courses	1 credit Spanish II

Other CORE classes will be considered as deemed necessary by administration.

*English Comp I and II concurrent classes must be completed before the fall of the student's senior year or they must enroll in English IV at Rock Creek High School.

Any student who accumulates enough credits to graduate one year early will remain with their cohort class (the class he or she began 9th grade with) until graduation. They will be allowed to participate in all graduation ceremonies with the graduating class of the year they have completed requirements for graduation.

Administration reserves the right to make exceptions or review special circumstances regarding enrollment, credits, and transcription. Final decisions and approval are at the discretion of the Administration.

DRUG DOG-A drug dog will be used on the high school site to insure the safety of our students.

DRUG POLICY – In order to drive or participate in extracurricular activities, a student must submit to a drug test. A copy of the drug testing policy WILL BE MAILED to each student prior to the start of school. Drug tests will be given during physicals. New students will receive a copy of the drug testing agreement on the first day of enrollment. Drug tests will be given each month and new students will have to submit to a drug test before participation in any activity. All drivers must be prepared to submit to a random drug test if selected.

ELIGIBILITY - A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, student activities outside the normal school day; and non-classroom activities. A student who is ineligible will not suit up, travel with the team group, organization, nor sit on the bench or stand on the sidelines of the event.

Academic Eligibility - The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the **Monday** following the week in which the student receives a passing grade in all courses.

Teachers must turn in eligibility forms by 3:00p.m. on the Thursday of each school week beginning on the third week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 3:00 p.m. on Thursday of the grading period week. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be allowed regarding this policy.

Probation - A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility

1. Failing any course(s) after 4th week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week. (When the student is again eligible, steps 1 and 2 are repeated if necessary.)

Attendance Eligibility - A student must be present in 4 consecutive class periods in a school day to be eligible to participate in a school sponsored activity that day or night. The principal may waive this requirement under certain circumstances.

EMERGENCY DRILLS - Fire Signal: multiple short rings. Storm Signal: 1 long ring. Code 99=lock down the school.

ENROLLMENT REQUIREMENTS - To gain admission to Rock Creek Public Schools, a student must be a legal resident of this district, a person who holds a "power of attorney" or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Rock Creek Board of Education.

FEES - No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

GRADUATION PROCEDURES - A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. Graduation ceremonies are under the direction of the Senior Class sponsors and are subject to administrative and board approval.

GRIEVANCE PROCEDURE for STUDENTS and PARENTS - (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal. (2) If the

issue involves another student or other school personnel, the parties will address the issue with the principal. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

HOMEWORK - Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (EX: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero (0) for missed class assignments including homework.

IMMUNIZATION - No student shall be allowed to enter Rock Creek Public Schools until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophilus influenza type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, hepatitis A, and hepatitis B or is likely to be immune as a result of the disease.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

If the students religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

LIBRARY - Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

LOCKERS & SCHOOL PROPERTY - Lockers are the property of the school and are assigned to the students for use. Students hold neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT - School officials must report incidents of child abuse or neglect to the proper legal authorities. 25 O.S. 846 A(1)(c).

TOLL FREE HOT LINE FOR CHILD ABUSE (800) 522-3511. This number is for reporting any suspected child abuse. Your call and your name will be kept confidential.

MEDICATION - The school does not provide medication (prescription or nonprescription) of any type. Medication, provided by the student or Parent/Guardian of the student shall only be dispensed to a student with written Parental/Guardian permission and written dispensing instructions. Medications will only be kept in the office.

NONDISCRIMINATION –Rock Creek Public Schools does not discriminate on the basis of sex, race, ethnicity, religion, national origin or handicapping condition.

SCHEDULE CHANGES - (High School) No schedule changes are permitted after the 3rd day of each semester without express consent of the principal & teachers involved.

STUDENT CLASSIFICATION -

Freshman	0 - 5 credits
Sophomore	6 - 10 credits
Junior	11 - 16 credits
Senior	17 + credits

STUDENT RECORDS - Family Education Rights & Privacy Act (FERPA).

Parents and students over 18, have the following rights under FERPA: (1) The right to inspect and review the student’s educational record. (2) The right to exercise a limited control over other people’s access to the student’s educational record. (3) The right to seek to correct the student’s record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language. Copies of student records are available to the parents/legal guardians or students over 18 at a cost per page.

Parents may be denied copies of a student’s records

- After the student reaches 18 years of age.
- When the student is attending an institution of post-secondary education.
- If the parent fails to follow proper procedures and pay copying charges.

Nondirectory Educational Records are private or confidential records maintained by the school regarding a current or former student.

Student Directory Information. The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Dates of attendance
- Degrees and awards received
- The public or private school most recently attended by the student

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

TELEPHONE USE AT SCHOOL - Students may only use the telephone with the permission of the principal or designee for necessary, school-related business. Phone messages will be delivered to students at an appropriate time.

TESTING - Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to the class, or the day following the student's return to the class at the discretion of the teacher. Otherwise, the student will receive a grade of zero (0) on the preannounced test.

TRANSFER STUDENTS - A student whose parents are not legal residents of the Rock Creek School District must obtain a legal transfer to attend Rock Creek Public Schools.

TRANSFER APPLICATION PROCEDURE:

(1) Submit a transfer application from the sending school district in person to the principal's office. (2) The principal will recommend or not recommend the student transfer to the superintendent based on the reason for the transfer application. (3) Superintendent will accept or not accept the transfer application. (4) Principal will notify the student or parent/legal guardian of the transfer request.

Before the transfer request can be accepted, the parent/legal guardian & the student must sign the **Cancelable Transfer Student Agreement** form. The enrollment & attendance of the transfer student at Rock Creek Public Schools is conditional upon academic performance, regular attendance, and behavior according to the student handbook and Rock Creek School Board policy. A student on a **Cancelable Transfer Student Agreement** will be suspended without further notice given for any violation of Rock Creek School's code of student conduct. The determination of a violation and the length of suspension [up to the current semester and the following semester] will be determined by the suspension committee.

TRUANCY - A student who is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s) and the Bryan County District Attorney. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) The Rock Creek Board of Education will notify in writing the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

VEHICLES - A student driver must show proof of a valid Oklahoma driver's license and insurance verification for the vehicle the student is driving to school, and submit to random drug testing policy of the Rock Creek Independent School District. A parking permit will be issued after verification and the permit must be

displayed on the rear view mirror. Students may only drive to school and away from school at the end of the school day unless the principal authorizes otherwise.

1. Students may not remain in their vehicle after the vehicle is parked.
2. Permission must be given by the Principal or designee to return to the vehicle

Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities.

VISITORS - All visitors (including parents/legal guardians) must check in at the principal's office immediately upon entering the building & sign the visitor's log. Students must receive prior permission from the principal before inviting a guest to school.

ACADEMICS

ACADEMIC BOWL TEAM - Membership is by teacher referral, academic record, and student interest.

ATHLETICS - Students in the Rock Creek School District have the opportunity to participate in competitive baseball, basketball, and softball. Students may *Letter* in each sport or cheerleading in the 9th, 10th, 11th, or 12th grades upon completion of criteria established by the coach for participation the previous year. Athletes quitting a team will go to ISD until season is over or the semester ends and they enroll in another class.

CHEERLEADING - The high school cheerleading squad is selected each year at open try-outs. Participation is subject to academic & attendance eligibility. Members must comply with squad rules promulgated by the coach as approved by the Rock Creek Board of Education. The school does not provide uniforms.

CLASS ACTIVITIES - Class Officers: President, Vice-President, Secretary, Treasurer, Reporter, and 2 Student Council representatives

Eligibility - 2.00 min. GPA (on a 4.00 pt. scale) with no grade below a "C" for the previous school year

CLASS SPONSORS - Class Sponsors will be assigned in descending class order beginning with the 12th Grade. Each grade may have at least 2 sponsors.

FFA/FCCLA - Students who are enrolled, or have been enrolled in Vocational Agriculture or Vocational Home Economics classes are eligible to participate in FFA or FCCLA respectively, pursuant to the local chapter constitution, subject to academic and attendance eligibility.

JUNIOR-SENIOR BANQUET/PROM - The Jr.-Sr. Banquet/Prom will be held near the end of the school year. Attendance at the prom is limited to Jr. and Sr. class members and their pre-approved dates. Dates who are not members of the Jr. or Sr. classes must have the prior approval of the principal. It is the responsibility of

the Jr. or Sr. class member to request the approval. No students below the ninth (9th) grade may attend the Rock Creek school prom. No one over the age of 19 may attend.

MASCOTS - All school mascots, including Homecoming Mascots must be bona fide students of Rock Creek Public Schools. The Student Council will make the selection of the Mascot.

SPIRIT WEEK - Spirit week activities are under the direction of the Student Council and held during the week of Homecoming. Each high school class competes against the other high school classes in various activities during the week for the honor of being the class with the most school spirit. Themes for spirit week homecoming decorations are selected in descending order beginning with the Senior Class.

STUDENT COUNCIL - Membership includes 2 representatives elected by each class. Candidates must have a minimum 3.00 GPA (on a 4 pt. scale) with no grade below a "C" for their prior school year and submit 2 letters of reference from teachers. The council serves pursuant to rules promulgated by the Council subject to administrative approval.

ROYALTY

BASKETBALL HOMECOMING QUEEN & KING - The class members of the varsity cheerleaders and girl's basketball team will select their nominee for the Homecoming King. (Ex: 9th grade cheerleaders & girl basketball players will nominate a 9th grade boy varsity basketball player, etc.) The class members of the varsity boy's basketball team will select their nominee for Homecoming Queen as in the example above. (*Varsity cheerleaders & girl basketball players are eligible for selection as Homecoming Queen.)

The 9th. – 12th.classes will vote on their selection for Homecoming King and queen from the class candidates. Voting will be by secret ballot under the direction of the coaches or designee.

CURRICULUM

CONCURRENT ENROLLMENT – Rock Creek High School students in the 11th and 12th grades may concurrently enroll at Rock Creek High School and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment may be received from the counselor. Concurrent enrollment information is given to each student of Rock Creek High School each school year.

COURSE OFFERINGS – All students must enroll in a full school day schedule unless they are enrolled in concurrent enrollment, correspondence courses, or a technology center unless other arrangements are made with administrative approval.

9th Grade Courses – English I, Government/Oklahoma History, Algebra I, Physical Science

10th Grade Courses – English II, World History or Geography, Algebra II, Biology I

11th Grade Courses – English III, US History, Geometry, Chemistry

12th Grade Courses – English III, English IV, World History or Geography, Trigonometry, Anatomy

Electives, Computer Technology, Foreign Language, and Fine Arts credits are offered each year.

GRADUATION REQUIREMENTS

There are two options for graduation requirements in the state of Oklahoma: college preparatory or core. All students are enrolled in classes required for college preparatory coursework unless the student's parent(s) or legal guardian(s) complete the CORE COURSEWORK FORM.

Students and parents/legal guardians should decide which path to graduation the student will pursue no later than 9th grade enrollment.

Core Curriculum

Grad Year Curriculum Requirements	2017	2018	2019	2020
Language Arts	4	4	4	4
Mathematics	3	3	3	3
Science Can include qualified Agriculture Classes	3	3	3	3
History & Citizenship Skills	3	3	3	3
Computer Technology	NA	NA	1	1
Fine Arts/Speech	2	2	1	1
Electives	8	8	8	8
Total Number of Units Required	23	23	23	23

College Preparatory/Work Ready Curriculum

Grad Year Curriculum Requirements	2017	2018	2019	2020
Language Arts	4	4	4	4
Mathematics	3 (Algebra 1 or above taken 9-12)	3 (Algebra 1 or above taken 9-12)	3 (Algebra 1 or above taken 9-12)	3 (Algebra 1 or above taken 9-12)
Laboratory Science	3	3	3 (1 Life Science, 1 Physical Science, 1 with rigor above Bio 1 or Physical Science)	3 (1 Life Science, 1 Physical Science, 1 with rigor above Bio 1 or Physical Science)
History & Citizenship Skills	3	3	3	3
World Languages	2 of same or 2 CT	2 of same or 2 CT	2 of same or 2 CT	2 of same or 2 CT
Computer Technology	2 or 2 of same WL	2 or 2 of same WL	2 or 2 of same WL	2 or 2 of same WL
Additional Unit	1 (from above)	1 (from above)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)
Fine Arts/Speech	1	1	1	1
Electives	6	6	6	6
Total Number of Units Required	23	23	23	23

CORRESPONDENCE COURSE CREDIT – Rock Creek High School students may pursue, with prior administrative approval, a maximum of one credit by correspondence course each year. (Maximum of two credits in two years.)

GRADES - No grade above 100 points shall be given for a semester grade. Each semester grade is final. All grades shall be calculated to the nearest *one-hundredth place*. (Ex: 3.99) GPA's will be calculated using the weighted grade scale below for honors (Honor rolls and societies, valedictorian/salutatorian.) Numerical grades will be used for class rankings and graduation purposes.

GRADING SCALE -

A=90 - 100

B=80 - 89

C=70 - 79

D=60 - 69

Weighted class classes: AP Classes, Trig

GRADUATION REQUIREMENTS - 24 credits

General Academic Diploma required courses: Language Arts (4 credits); Math (3 credits); Science (3 credits); American Hist. (1 credit); Okla. Hist. ($\frac{1}{2}$ credits); Government ($\frac{1}{2}$ credits); the Arts (2 credits).

College Prep. Diploma required courses (Oklahoma Universities): Language Arts (4 credits); Math (3 advanced credits--Alg. 1 or above); Science (3 advanced lab credits); Social Studies (3 credits); Computer Science (2 credits); Foreign language (1 credit). (*College or University admission also depends on ACT or GPA and class rank.)

Diploma of Distinction-Students who have completed 4 units of English, Math, Science, and Social Studies, and 1 unit of Foreign Language will be eligible for a Diploma of Distinction. **(ONLY STUDENTS WHO HAVE COMPLETED REQUIREMENTS FOR A DIPLOMA OF DISTICTION, COMPLETED THE 11TH AND 12TH GRADE CLASSES AT ROCK CREEK, AND ARE MEMBERS OF THE GRADUATING CLASS WILL BE CONSIDERED FOR VALEDICTORIAN AND SALUTATORIAN OF THE GRADUATING CLASS.)**

MAKE-UP WORK - The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after the final school day for each semester grading period (3:00 p.m.). (Ex: Late work for the 1st semester grading period may not be turned in during the 2nd semester grading period.) "Extra-credit" work is not allowed.

PROFICIENCY BASED PROMOTION (PBP) - PBP tests may be taken in December and May each year. The student must notify the principal at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, the Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit. Limit 2 tests per semester. The student should contact the counselor for additional information.

RETAKEING A COURSE - A student may not retake a class or course for credit, or to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the student's transcript.

SPECIAL EDUCATION - Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Rock Creek

Schools has a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

CAREER-TECH - (High School) Career-Tech education is available for students in the 11th and 12th grades. Contact the high school principal for information.

HONORS

(*Students found to have violated the cheating/plagiarism policy will not be eligible for academic honors recognition. However, class ranking will not change.)

Gold Honor Cords - Graduating seniors with GPA's of 3.75 or higher will wear a Gold Honor Cord.

Oklahoma Honor Society - Students in the top 10% GPA of Rock Creek High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year and the first semester of the current school year.

Principal's Honor Roll - A student must receive no grade lower than a "B" in all courses for the semester grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

National Honor Society - The National Honor Society is a nationwide organization that honors students with high scholastic achievement and outstanding character, leadership, and service. Membership is limited to Sophomores, Juniors, and Seniors who satisfy the National Honor Society criteria for notable Scholarship, Leadership, Service, and Character. Students must apply for membership.

STUDENT OF MONTH-Each month, two students will be chosen by the faculty, for Students of the Month, one from the 7th-9th grades and one from 10th -12th grades. At the end of the year a student will be chosen for Student of the Year. September through April there will be Students of the Month.

DISCIPLINE POLICY

For minor discipline situations at Rock Creek High School the discipline will be in a **Graduated Sanctions** style.

1st Offense #3 days noon or morning detention

2nd Offense #6 days noon or morning detention

3rd Offense All Day ISD

The Administration reserves the right to vary the consequences according to all student offense and the severity of the offense. **All ISD and ISS will incorporate community service such as but not limited to cleaning of the campus buses, etc.**

FORMS OF DISCIPLINE

CORPORAL PUNISHMENT - Corporal punishment may only be given to a student who has a "Parental Consent to Administer Corporal Punishment" form signed by the student's parent/guardian on file in the principal's office. Swats will be given and witnessed by certified personnel in a school office, room, or other place out of the presence of other persons. No more than 3 swats will be given in a school day.

The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

LUNCH & MORNING DETENTION - NOON CAMPUSING - Lunch detention is served from 11:35-12:05 or 12:30-1:05 as assigned by the teacher. A student who is absent from, or tardy to lunch detention will be subject to the policy for *Failure/Refusal to Serve Assigned Discipline*.

IN-SCHOOL DETENTION (ISD) - ISD is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction.

ISD is during the regular school day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor.

Teachers will turn in ISD assignments to the office before 8:00 a.m. on the day the student is to begin ISD. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISD.

ISD Rules

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. The ISD teacher will give additional assignments if the student completes the regular teacher's assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher that prohibits contact with students in the regular educational setting.
6. All students must turn in cell phones to the ISS or ISD supervisor.

Failure to comply with these rules will result in additional ISD or up to 10 days of out-of-school suspension per the circumstances.

OUT OF SCHOOL SUSPENSION - The principal has authority to suspend a student for a period of up to, and including, 10 school days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the Rock Creek Board of Education. The decision of the suspension committee is final and cannot be appealed to the Board of Education or any other school official. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

A student shall receive a maximum grade of 70% on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspension for 5 or less days. A student will be allowed to make up work for academic credit that was assigned during the period of suspension but the student will not be allowed to do extra work or make a grade above the 70% maximum grade. This includes tests and daily work the student may miss during time of suspension. The grade of 70% maximum will be

computed with the other grades of the student for the purpose of semester grade average.

A student shall receive an educational plan of the core curriculum for days suspended beyond 5 days. The parents shall be responsible for monitoring the student's progress until the student is readmitted into school. Credit may be granted for academic work completed beyond 5 days.

ALCOHOL/CHEMICAL ABUSE - Attending classes alert and ready to learn is a prime responsibility of students at Rock Creek Public Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, or possession of an illegal drug, alcohol, or tobacco.

A trained employee of Rock Creek Schools may check the neurological function of the student by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Rock Creek schools athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing, distributing, or using alcohol or drugs or other contraband at school or school-sponsored activity will receive: 1st OFFENSE: Out of school suspension up to one semester. Reentry to Rock Creek Schools may be contingent on appropriate counseling and/ or parental intervention.

2nd OFFENSE: Out of school suspension for the remainder of the semester and the following semester. Reentry to Rock Creek schools may be contingent on appropriate counseling and/or parental intervention.

ARSON - 1st OFFENSE: Out of school suspension for the remainder of the current semester and the succeeding semester.

ASSAULT and BATTERY - *Assault - Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.* 1st OFFENSE: ISD or out of school suspension up to ten days per the circumstances. **SUBSEQUENT OFFENSES:** Out of school suspension for a period of time appropriate for the offense. Report to authorities on first of subsequent offenses where appropriate. **BATTERY:** *Offensive, unconsented touching of another person. Includes fighting and throwing objects.* 1st and **SUBSEQUENT OFFENSES:** Out of school suspension commensurate with the offense including the current and subsequent semester. Report to authorities where appropriate.

ASSAULT ON A SCHOOL EMPLOYEE - A school employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Rock Creek school system for any purpose, including such personnel not directly related

to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

BUS RULES - Students must ride the bus on all school activities unless permission has been given by the administration. RULES: (1) Be on time, (2) Observe all safety practices (check traffic both ways before boarding or departing the bus) (3) Keep hands inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on or out of the bus, (8) Do not leave items on the bus, (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise (10) Be courteous.

1st OFFENSE: Lunch detention, corporal punishment or ISD.

2nd OFFENSE: 5 days suspension from riding the bus to school to any school activity.

SUBSEQUENT OFFENSES: Suspension from riding the bus to school or any school activity up to the remainder of the semester and the following semester.

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

1st OFFENSE: Morning detention or ISD.

SUBSEQUENT OFFENSES: ISD, corporal punishment, or out-of-school suspension.

DISRUPTIVE BEHAVIOR - Failing to follow classroom rules and/or disrupting the educational environment.

1st OFFENSE: Morning detention, corporal punishment or ISD.

SUBSEQUENT OFFENSES: ISD, corporal punishment or out of school suspension.

DRESS CODE - Students at Rock Creek Schools are expected to dress appropriately for the school setting. Clothing, young men may not wear make-up, or accessories that in the judgment of the principal, create a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school related activity.

Disallowed clothing includes, but is not limited to: clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments; caps/hats (indoors); clothing, accessories, or hair styles that promotes (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including "sagging" or "baggy" pants); inappropriate moral conduct; nudity (partial or whole); obscenity; profanity; any form of violence "cut-off" shorts; tank tops (width of shoulder strap is irrelevant); clothes with holes in them that are above the knees. Dresses and shorts must be a dollar bill width of the knee. Yoga pants and tights may be worn but the shirt, blouse, or top must come to the finger tips. Students will be sent home to change and/or parent will be called.

BODY PIERCING: Exposed body piercing is limited to the ears.

ELECTRONIC DEVICES - Electronic devices such as CD players, radios, iPods,

etc. are prohibited at school or school activities (excluding vehicles) without prior approval by the principal or sponsor.

1st OFFENSE: Morning detention or ISD, per the circumstances.

SUBSEQUENT OFFENSES: 1 day ISD

*The student must turn the electronic device in to the office and students may pick it up at the end of the school day.

A student using an electronic device with the intent to terrify, intimidate or harass, or threaten to inflict injury to self or physical harm to faculty or other students may be suspended from school. Students trying to enroll from other districts under a suspension for electronic device harassment may be denied enrollment.

ELECTRONIC TELECOMMUNICATION DEVICES – Use of cell phones, pagers, etc., are prohibited during school. A student may possess an electronic paging device upon the prior consent of both a parent or guardian and the principal or superintendent upon showing of medical necessity or in other appropriate circumstances.

1st OFFENSE: corporal punishment or 1 day ISD per the circumstance.

2nd. OFFENSE: 3 DAYS ISD

3RD, OFFENSE: SUSPENSION

*The student must turn the pager or cell phone in to the office and students may pick it up at the end of the ISD.

EXTORTION - The taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery.

1st OFFENSE: Morning detention, or ISD, or out of school suspension per the circumstances.

SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE - If the student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline the student will receive out of school suspension. Upon returning from the suspension, the student must serve the original discipline.

HARASSMENT (Bullying) - Harassment includes, but is not limited to: Offensive teasing, un-consented communications with another student, taunting, slanderous remarks regarding another student, etc.

1st OFFENSE: Morning detention or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or up to 10 days out of school suspension per the circumstances.

HAZING - All forms of hazing and/or intimidation are prohibited by the school and school sponsored activities. (Including as a part of admission to a club or organization.)

1st OFFENSE: Morning detention or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

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

1st OFFENSE: Morning detention or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

MISINFORMATION - Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

1st OFFENSE: Morning detention or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

OBSCENITY/PROFANITY - Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc. is also prohibited.

1st OFFENSE: ISD or Corporal Punishment per the circumstances.

SUBSEQUENT OFFENSES: ISD or suspension up to ten days.

SEARCH AND SEIZURE - Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search will be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion, and be reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

THEFT – 1st Offense: Return of the property may be made to the parents/guardians of the student ISD or out-of-school suspension per the circumstances.

SUBSEQUENT OFFENSES: Return of the property, restitution for the property and out-of-school suspension per the circumstances.

TOBACCO & TOBACCO PRODUCTS - Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials will be asked by a police officer or teacher where and from whom such materials were obtained. Anyone who shall refuse to furnish such information shall be guilty of a misdemeanor.

1st OFFENSE: Confiscation of tobacco products and corporal punishment, or ISD per the circumstances.

SUBSEQUENT OFFENSES: Confiscation of tobacco products and ISD or out-of-school suspension per the circumstances.

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS -

1ST OFFENSE: Restitution, corporal punishment, ISD, or out-of-school suspension per the circumstances.

SUBSEQUENT OFFENSES: Restitution, ISD, or out-of-school suspension per the circumstances.

WEAPONS - The possession or use of any weapon during the time a student is in attendance in Rock Creek Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (excluding normal (folding) pocket knives with a blade(s) length of three (3) inches or less) (**knives of any type or length are strictly prohibited at the high school), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Any facsimile or counterfeit weapons resembling a weapon are also prohibited. Any weapons will be confiscated and turned over to authorities.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of this policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy will be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

FOR EXTRACURRICULAR ACTIVITIES AND PARKING ON SCHOOL PROPERTY

GRADES 7-12

The Board of Education of the Rock Creek School District (the "School District"), in order to protect the health and safety of students participating in extracurricular activities and who drive to school and to educate and direct these students away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing for the use of illegal drugs, alcohol and performance enhancing drugs of students participating in extracurricular activities and who drive to school.

STATEMENT OF PURPOSE AND INTENT

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities and to park on School District property. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
3. Parking on the property of the School District is also a privilege, not a right. Students who park on School District property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner that includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.
4. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy to participate in

extracurricular activities and limiting the opportunity of any student who parks on School District property and who is found to be in violation of the Policy to park on School District property. There will be no academic sanction solely for a violation of this Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

DEFINITIONS

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum.
2. "Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.
3. "Student Athlete" means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
4. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
5. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
6. "Permit Holder" means a student who holds a permit to park on School District property.
7. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
8. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
9. "Initial Testing" means the testing before any activities are preformed.
10. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.
11. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
12. "Random selection basis" means a mechanism for selecting student extracurricular activities participants and Permit Holders for drug and/or alcohol use testing that:
 - a. results in an equal probability that any student extracurricular activity participant and Permit Holder from a group of student extracurricular activity participants and Permit Holders subject to the selection mechanism will be selected, and
 - b. does not give the School District discretion to waive the selection of any student extracurricular activity participant and Permit Holder selected under the mechanism.

13. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
14. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participant and Permit Holder and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
15. "School Day(s)" means a day when school is in session and students are required to report to school. By way of example only and not as a limitation, school day does not include snow days, holidays, or parent-teacher conference days.
16. "School District Property" means any property owned by or under the control of the School District.

PARTICIPATION AND PROCEDURES – EXTRACURRICULAR ACTIVITIES

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th- 12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drug Contract (the "Extracurricular Activities Contract") which shall be read, signed and dated by the student parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.
3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the superintendent or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.
4. The Extracurricular Activities Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample:

- a) prior to participating in school activities/or driving to school an initial drug test will be administered; b) monthly/as chosen by the random selection basis; and c) at any time a student extracurricular activities participant is requested by the superintendent or designee or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.
5. Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis monthly from a list of all applicable student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
6. In addition to the drug and alcohol use tests required above, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
7. The School District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach or sponsor.

PARTICIPATION PARKING PERMITS

1. Alcohol and illegal drug possession or use is incompatible with operating a motor vehicle on property of the School District. For the safety, health and well being of the students and Permit Holders of the School District, the School District has adopted this Policy for use by all Permit Holders. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
2. All students who park on School District property must have a proper parking permit issued by the School District.
3. Each Permit Holder shall be provided with a copy of this Policy and the "Parking Permit Application and Alcohol and Illegal Drug Contract" (the "Parking Permit Contract"), which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.
4. The superintendent or his designee shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Permit Holder has been reported. If a violation of the Policy is determined to have occurred by a Permit Holder the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained, including the beginning date of any suspension of the parking permit.
5. The Parking Permit Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample: a) as chosen by the random selection basis; and b) at any time a Permit Holder is requested by the superintendent or his designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.
6. Drug and/or alcohol use testing for Permit Holders will be chosen on a random selection basis monthly from a list of all Permit Holders. The School District will

determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs; provided however, a Permit Holder's name will be on the list only once if he/she is also an extracurricular activities participant.

7. In addition to the drug and alcohol use tests required above, any Permit Holder maybe required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
8. The School District may set a fee to be collected from each student when the Parking Permit Contract is signed and returned to the administration, to cover the expense of these testing procedures.

TESTING PROCEDURES

1. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
2. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The superintendent or designee shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may but is not required to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication
3. list may be submitted to the lab in a sealed and confidential envelope.
4. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tests positive

- for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a reasonable period of time as determined by the laboratory.
5. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the superintendent or designee with the results. In the case of student extracurricular activities participants who are not athletes, the superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the superintendent or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Permit Holders, the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the superintendent or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the superintendent or designee will arrange for another test at the same laboratory or at another laboratory agreeable to the superintendent or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.
 6. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the superintendent or designee. The School District will rely on the opinion of the appropriate person from the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.
 7. A student who has been determined by the superintendent or designee to be in violation of this Policy shall have the right to appeal the decision to the superintendent or designee(s). Such appeal must be lodged within five (5) school days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities or park on School District property. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent or designee's decision and that decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.
 8. Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity and park on School District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the appropriate person from the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.
 9. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATION

1. Any student who is determined by observation or by alcohol or drug use tests to have violated the Policy shall be subject to the loss of the privilege to participate in extracurricular activities and loss of the privilege to park on School District property and offered educational and support assistance to stop using
2. For the First Offense: Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) and suspension of the Parking Permit for 20 school days which may be reduced to ten school days for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency). These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.
3. For the Second or Subsequent Offense (in the same school year): Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competitions and suspension of the Parking Permit for ninety (90) continuous school days and successive school days from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the ninety (90) day suspension shall come into play only when two (2) or more offenses are committed in the same school year.
4. Self-Referral: As an option to the consequences for a first offense only, a student may self-refer to the superintendent or designee or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and retain his Parking Permit after the following conditions have been fulfilled: a conference has been held with the student, the superintendent or designee and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a written participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. The student or parent must provide documentation of successful completion of this commitment to the superintendent or designee. A student, who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST

If, after signing the Extracurricular Activities Contract or the Parking Permit Contract, a student who refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competitions for eighteen (18) continuous and successive school weeks and will have his Parking Permit suspended for that same length of time. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

**ROCK CREEK ISD STUDENT
Extracurricular Activities Participant Alcohol and Illegal
or Performance Enhancing Drugs Contract**

Statement of Purpose and Intent:

Participation in school sponsored extracurricular activities at the Rock Creek School District is a privilege and not a right. Such privilege is governed by the attached Rock Creek ISD Policy on Student Alcohol and Drug Testing (the "Policy"). Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Rock Creek School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities:

For the safety, health and well-being of the students of the Rock Creek School District, the Rock Creek ISD has adopted the attached Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

Student's Last Name	First Name	Middle Initial
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I understand after having read the Policy and this Contract that, out of care for my safety and health, the Rock Creek School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

Signature of Student

Date

We have read and understand the Policy and this Contract. We desire that the student named above participate in the extracurricular activities of the Rock Creek School District and we hereby agree to abide by all provisions of the Rock Creek School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results on]y to the extent of the disclosures authorized in the program.

Signature of Parent or Custodial Guardian

Date

[If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]

BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR
OR COACH OF AN EXTRACURRICULAR ACTIVITY
IN WHICH YOU ARE INVOLVED:

Signature of Sponsor/Coach

Team/Extracurricular Activity

Date

Parking Permit Application and Alcohol and Illegal Drugs Contract

Statement of Purpose and Intent:

Parking on the property of the Rock Creek School District is a privilege and not a right. Such privilege is governed by the attached Rock Creek School District Policy on Student Alcohol and Drug Testing (the "Policy"). Alcohol and illegal drug use of any kind is incompatible with the privilege of parking on the property of the Rock Creek School District. Students who park on School District property operate vehicles in close proximity of other students. Because of this, the potential harm from misjudgment or impaired judgment of a student is great. Students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner, which includes avoiding the use or possession of alcohol or illegal drugs.

Parking Permits:

For the safety, health and well-being of the students of the Rock Creek School District, the Rock Creek School District has adopted the attached Policy and this Parking Permit Application and Alcohol and Illegal Drugs Contract (the "Parking Permit Contract") which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

Student's Last Name

First Name

Middle Initial

I understand after having read the Policy and this Parking Permit Contract that, out of care for my safety and health, the Rock Creek School District enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a driver, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well being as well as the possible endangerment of those around me. If I choose to violate the Policy regarding the use or possession of alcohol and illegal drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of any parking permit issued to me as outlined in the Policy.

Signature of Student

Date

We have read and understand the Policy and this Parking Permit Contract. We desire that the student named above be issued a parking permit by the Rock Creek School District and we hereby agree to abide by all provisions of the Rock Creek School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Signature of Parent or Custodial Guardian

Date

[If the student is 18 years or older, he/she must also sign at this line in addition to the line above.]

PLEASE PROVIDE THE INFORMATION BELOW:

Car

Description:

(Year)

(Color)

(Make)

(Model)

CarTag: _____ Driver's License# _____

MENINGITIS AND MENINGOCOCCAL DISEASE

Meningitis is an inflammation of the tissues that cover the brain and spinal cord and can be caused by bacteria, viruses, or fungi. Meningococcal disease is caused by specific bacteria which cause more severe form of the disease that requires prompt treatment of the patient with antibiotics.

Meningococcal vaccines are available, and routine recommended childhood vaccines also protect children from some of the common causes of meningitis. Please consult your family doctor in order to best understand the threats posed to your child.

Meningococcal disease is spread by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person. Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash hands with soap and water after using the toilet, after changing diapers, and before preparing and eating food. The use of alcohol based hand gels is also recommended.

Anyone can get meningococcal disease, and in accordance with accreditation requirements, Rock Creek Public Schools provides this information to students, employees, and families; however, it is important parents speak to their health care provider or family physician in order to best understand the threat posed by meningitis and meningococcal disease.

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

Rock Creek Public School

I, the undersigned, being the lawful custodian of

request that school personnel administer the following prescription/non-prescription drug:

(Dosage)_____ at (Time)_____

I will provide the medicine contained in the original pharmaceutical container because the school CANNOT dispense any medication that is not prescribed by a physician. I realize the school and its personnel cannot be held responsible for reactions from giving or not giving these drugs.

Date:_____

Signed:_____ **Parent or legal guardian**

It is required that this form be completed and returned to the school before the school personnel are authorized to give the medication. This form must be updated with any change in medication.

**SELF-ADMINISTERED MEDICATION
FOR ASTHMA–EPINEPHRINE INJECTORS**

Rock Creek Public School

1. Parent or guardian of the student to authorize in writing the student's self-administration.
2. The parent or guardian of the student to provide to the School a written statement from a Physician treating the student that the student has asthma or epinephrine injectors and its capable of, and has been instructed in the proper method of, self-administration of medicine.
3. The parent or guardian of the student to provide to the School and emergency supply of the student's medication to be administered by pursuant to the provisions of section 1-116.2 and 116.3 of Title 70 of the Oklahoma Statue.
4. The parent or guardian of the student to be informed, in writing, that the school district and its employees and agents shall incur no liability as a result of an injury arising from self-administration of medication by the student: and
5. The parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

Name of Student _____

Date _____

Parent/Guardian _____

**ROCK CREEK ISD
DIABETIC STUDENT INFORMATION SHEET**

Please be advised that _____ has diabetes. The parents of the student have provided the school district with written permission to provide this information to all school employees who will be responsible for providing transportation services to the student or may be required to supervise the student.

1. Emergency contact. If an emergency situation occurs, please contact

at _____

2. Potential emergencies that may occur with regard to this student include:

3. This information is confidential medical information. Do not disclose this document or any medical information regarding this student to any person. Disclosure of this information shall result in disciplinary measure which could include termination of employment.

**ROCK CREEK ISD
DIABETES MEDICAL MANAGEMENT PLAN**

This plan was created by the safe school committee of Rock Creek ISD. This document sets the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes and care for the diabetes of the student, and
5. Otherwise attending to the management and care of the diabetes of the student in classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in the plan. The specific person assigned to assist this student is:

In addition to the above, the following shall be included as part of the student's diabetes management plan:

Agreed this _____ day of _____, 20____.

Parent or Guardian of Student

Principal (or designee)

**STUDENT/PARENT HANDBOOK NOTIFICATION
for Rock Creek High School & 7th and 8th**

(PLEASE READ AND SIGN THIS FORM AND RETURN TO SCHOOL)

As a student of Rock Creek ISD, I have received a copy of the Student/Parent Handbook, 2016-2017. I do understand it is my responsibility to read the policies in this handbook. I also understand if I have any questions, I may request a conference in the office to discuss any questions concerning the handbook.

(Student's Signature & grade)

(Date)

As a parent/guardian of a Rock Creek ISD student, I have received a copy of the Student/Parent Handbook, 2016-2017. This handbook includes school board approved policies for the operation of the high school, 7th - 8th grades, and my child. I will read these policies and if I do not understand or if I have any questions, I may request a conference in the office to discuss any questions concerning the handbook.

(Student's Signature & grade)

(Date)

2016-2017

Rock Creek High School

Parent Permission Form for the Administration of Corporal Punishment

The policies of the Board of Education of the Rock Creek Public School District permit the utilization of corporal punishment in limited circumstances only with prior written approval of the parent or guardian. If you approve of your child/children receiving corporal punishment under circumstances defined in the student handbook governing their campus, please complete the blanks below, sign, and return to your child/children's school.

It is requested that the following listed student(s) be administered corporal punishment in accordance with the policies of the Rock Creek Board of Education:

Name

Grade

Date

Signature

ROCK CREEK PUBLIC SCHOOLS

Student Acceptable Use Policy

Registration Form

I have read Rock Creek Public Schools' Student Acceptable Use Policy for the Internet and the World Wide Web and agree to use these resources in accordance thereof.

Further, my parent(s) or guardian(s) and I have been advised that Rock Creek Public Schools does not have control of the information on the Internet or the World Wide Web, which may contain material that is potentially offensive to some people. It is Rock Creek Public Schools' intent to make Internet and World Wide Web access available to further educational goals and objectives.

Rock Creek Public Schools believe that the benefits to educators and students from access to the Internet and WWW, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child(ren) should follow. We are using SmoothWall School Guardian as a district wide filter. We get daily and weekly updates of new sites that contain inappropriate material and the district blocks those sites on its server. To that end, Rock Creek Public Schools support and respect each family's right to decide whether or not to allow their child(ren) to utilize the resources of the Internet and WWW.

The student and his/her parent(s) or guardian(s) shall understand that student access to the Internet and WWW is being provided in support of Rock Creek Public Schools' educational program. The specific conditions and services being offered will change from time to time. In addition, the Rock Creek IT Department makes no warranties with respect to the Rock Creek IT Department's Wide Area Network and Internet, WWW service, and it specifically assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- B. Any costs, liability, or damages caused by the way the student chooses to use his/her Internet, WWW access;
- C. Any consequences of service interruptions or changes even if these disruptions arise from circumstances under the control of the Rock Creek IT Department

Rock Creek Public Schools consider the following uses of Internet and World Wide Web (WWW) unacceptable and just cause for taking disciplinary action, revoking privileges, and/or initiating legal action:

1. Personal Safety

- a. Students shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- b. Students shall not agree to meet with someone they have met online without their parents' approval and participation.
- c. Students shall promptly disclose to their teacher or other school employee any message they receive that is inappropriate or make them feel uncomfortable.

2. Illegal Activities

- a. Students shall not attempt to gain unauthorized access to the Wide Area Network (WAN) or to any other Local Area Network (LAN) or computer system through the WAN or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of browsing.
- b. Students shall not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- d. Students shall not use Rock Creek Public Schools' computing resources for commercial or financial gain or fraud.
- e. Students shall not use the system for political lobbying. Students may use the system to communicate with their elected representatives and to express their political opinion on political issues.
- f. Students shall not post chain letters.
- g. Students shall not post anonymous messages.

3. System Security

- a. Students shall be responsible for the use of their individual account, if assigned, and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their account information and/or password to another person.
- b. Students shall immediately notify the teacher if they suspect or have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Students shall avoid the inadvertent spread of computer viruses by following Rock Creek Public Schools' virus protection procedures if they download software.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages and material posted on Web pages. For the purpose of this policy, Inappropriate Language can be considered to include, not necessarily limited to, the following clarifications:

- a. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, racist, sexist, threatening, or disrespectful language.
- b. Students shall not post information that, if acted upon, could cause damage or a danger of disruption.
- c. Student shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending that person messages, the student must stop sending messages to that person.
- e. Students shall not knowingly or recklessly post false or defamatory information about person or organization.

5. Respect for Privacy

- a. Students shall not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Students shall not post private information about another person.

6. Respecting Resource Limits

Every effort shall be taken not to waste finite resources. Students shall not download extensive files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the files from the system computer to their personal computer.

7. Plagiarism and Copyright Infringement

- a. Students shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Students shall respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether they can use a work, they should request permission from the author or copyright owner.

8. Access to Inappropriate Material

For the purpose of his policy, Inappropriate Materials are those materials including, but not limited to, any materials not in support of the system's curriculum.

- a. Students shall not use the WAN to access material that is profane or obscene, that advocates violence or discrimination towards other people.
- b. If a student inadvertently accesses such information, they should immediately disclose the inadvertent access to the computer teacher at their school. This will protect students against an allegation they have intentionally violated the Acceptable Use Policy.

Consequences of Violations

In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with notice and a hearing in the manner set forth in the disciplinary code(s) of Rock Creek Public Schools.

Disciplinary action shall be tailored to meet specific concerns related to the violation and to assist the students in gaining the self-discipline necessary to behave appropriately in an electronic environment. If the alleged violation also involves a violation of other provisions of the disciplinary code(s) of Rock Creek Public Schools, the violation will be handled in accord with the due process provisions of the school and the school district currently in place.

It is every student's responsibility to cooperate in any investigation of a complaint or alleged violation of the policies by providing any information he/she possesses concerning the matters being investigated. Further, it is against city policy to attempt to alter, delete, or destroy documents, files, etc. that are the subject of investigation. Students should realize that the Network Administrator can still recover files which have been deleted.

Consequences of violations include, but are not limited to:

- Suspension of Internet access;
- Revocation of Internet access;
- Suspension of Network privileges;

- Revocation of Network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

Rock Creek Public Schools have the right to restrict or terminate anyone’s Network, Internet, and WWW access at any time for any reason. Rock Creek Public Schools have the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.

Student Permission Slip

SCHOOL: _____

Student Name (please print): _____

Grade: _____ Date: _____

I have discussed Internet Safety rules with my child.

Signature of Parent/Guardian: _____

Date: _____

IN ADDITION TO THE ABOVE SIGNATURES PLEASE SIGN BELOW

I give my child permission to use the Internet in the classroom for educational curricula reasons.

NOTE: All Internet activities are teacher directed. SmoothWall School Guardian is used as our district-wide filter.

Signature of Parent/Guardian: _____

Date: _____

Print Parent/Guardian Name _____

Publishing Student Work

We are encouraging all schools to have updated web pages for information and curriculum reasons. At certain times, a teacher might want to share student name, photo, or work on the web page. If you give permission for your child's name, photo, or work to be shared, please initial below.

Please place your initials in the space provided to the left of each statement to indicate your choice(s):

_____ I give permission for my child’s name to appear on their student web page should one be developed.

_____ I give permission for my child’s photo to appear on their student web page should one be developed.

_____ I give permission for my child’s work to be shown.

Please return only this page – Keep all other pages for your future reference.