

Dickson Public Schools

Secondary Student Handbook 2016-2017



Mr. Matt Krimmer, High School Principal
Mr. Jason Ward, Middle School Principal

4762 State Highway 199
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www.dickson.k12.ok.us

DICKSON PUBLIC SCHOOLS

Jeff Colclasure, Superintendent
4762 State Highway 199
Ardmore, OK 73401

“COMET PRIDE STARTS INSIDE”

Dear Parents,

School is a place students come to get an education. We are happy to have the privilege of teaching your child this school year. We hope that each and every one had a safe and pleasant summer vacation. Your continued cooperation and interest throughout the coming year will make this a good year for all concerned.

We, at Dickson, will try to provide the best learning situation for the development and growth of every student, both mentally and physically. To accomplish this goal, we have provided a quality staff and programs to meet the needs of each child. A genuine concern for their progress in school and their work is a great help. Open and honest communication with you is the best way we know to achieve this goal.

Students must learn to take responsibility for their actions; students need to respect themselves, school property, and school personnel. This will provide the best possible school setting.

If at any time you have questions, please feel free to call or visit your student's principal. Our numbers and building locations are posted on the first page of this handbook.

Sincerely,

Matt Krimmer
High School Principal

Jason Ward
Middle School Principal

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Administration and Organization

Dickson Public Schools Board of Education

Kent Donica, President
Mary White, Vice President
Kenny Phipps, Clerk
Jim Johnson, Member
Todd Meyers, Member

Central Office Administration

Mr. Jeff Colclasure, Superintendent
Mrs. Dama McKennell
Mrs. Jan Chavers
Mrs. Donna Mobley
Mrs. Sandra Haggard
Mrs. Karli Bumpass
Mrs. Jane Creecy
Mrs. Sherri Jones
Mr. Kevin Caldwell
Mrs. Cindy Stinson

High School and Middle School Administration

Mr. Matt Krimmer, High School Principal
Mrs. Terri Householder, High School Secretary
Ms. Jamea Gilbert, High School Counselor
Mr. David Gardner, Athletic Director
Mrs. Hope Hawkins, High School Counselor Secretary/Athletic Director Secretary

Mr. Jason Ward, Middle School Principal
Mrs. Bev Billings, Middle School Secretary
Mrs. Debra Allen, Middle School Counselor

High School and Middle School Faculty and Staff

Allen, Debra – MS Counselor/MS English
Baird, Mike – MS/HS Band
Bell, Bryce – MS SS/Coach
Bolin, Teresa – JOM Director
Bradley, Eric – MS Electives/Coach
Brown, Jeff – MS Electives/Coach
Byars, Tammy – HS Computers
Bynum, Cody – MS Science
Cargal, Sherry – MS Science
Carter, Katie – HS SS
Carter, Reneé – MS Special Education
Davis, Scott – HS Science
Day, Steve – HS Electives/Coach

DeJarnett, Pamela – HS English
Hailey, William – HS SS/Coach
Dodson, Lara – MS/HS Spanish
Gadberry, Amber – HS Ag./Coach
Gadberry, Zack – HS Ag.
Garrett, Aimee – MS English
Larkin, Todd – Coach
Lee, Patricia – HS English
Mays, Darrell – MS Science
Melton, Sally – MS Math
Palacol, Kyle – Aid/Coach
Riggle, Lisa – MS/HS Vocal
Runyan, Micki – HS Science

Rutledge, Kandy – HS/MS Electives
Siar, Christie – HS English
Shaw, Justin – MS SS/Coach
Talley, Josh – HS SS/Coach
Taylor, Thelesa – MS Vocal
Thompson, Wanetta – HS Science/Coach
Waller, Melissa – MS English
Welch, Rebecca – HS Math
West, Leanne – MS/HS Art
Wilson, Danesa – HS Math
Windham, JD – HS Special Education
Windham, Jill – HS Math
Whiten, Christi – MS/HS FACS Teacher

General Information

Philosophy

The Philosophy of the Dickson School System is based upon the idea that our future depends upon the education of our youth who must accept responsibility for our society.

Students must first become aware of their own moral and common-sense beliefs that express their everyday life and thought. In doing so, they can evaluate personal experiences in order to achieve a purpose in life. We encourage that each student should think creatively and independently and should be encouraged to accept the responsibility for his/her own personal behavior.

It is the school's responsibility to make available facilities, materials, resources and methods that are necessary to teach individual students effectively. Our responsibility is also to help students realize their fullest potential in regard to their basic academic skills, physical education, the arts and society. Most importantly, we believe in the philosophy that education is best acquired through interaction of home, school, and community, which are our basic institutions.

Goals

It is our goal at Dickson Public Schools to:

1. Develop the desire for achievement, academically, intellectually, physically socially, and morally.
2. Increase the students' knowledge in basic curriculum areas.
3. Provide for each student the proper environment, equipment, materials, and assistance needed for the learning process.
4. Meet the needs of special students' strengths and weaknesses.
5. Present experiences that will encourage students to think creatively and independently.
6. Provide an extensive curriculum that is easily adaptable in preparing students for further educational experiences.
7. Provide experiences that will help the students accept the responsibilities of a democratic society.
8. Provide experiences for students that will help develop a positive self-image, both intellectually and emotionally.
9. Provide experiences that will help students adapt to and utilize technological changes as they occur.

The American Creed

I believe in the United States of America as a government 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 in many states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; support its Constitution; obey its laws; respect its flag; and to defend it against all enemies.

The Pledge of Allegiance

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.

Oklahoma Flag Salute

I salute the flag of the state of Oklahoma. Its symbols of peace unite all people.

Bell Schedule

Students should not be on campus before 7:30 a.m. and should be out of the buildings no later than 3:30 p.m.

Middle School

1 st Bell	7:50
1 st Period	7:55-8:50
2 nd Period	8:55-9:50
3 rd Period	9:55-10:50
4 th Period	10:55-11:50
Lunch	11:50-12:20
5 th Period	12:25-1:20
6 th Period	1:25-2:20
7 th Period	2:25-3:20

High School

1 st Bell	7:50
1 st Period	7:55-8:50
2 nd Period	8:55-9:50
3 rd Period	9:55-10:50
4 th Period	10:55-11:50
5 th Period	11:55-12:50
Lunch	12:50-1:20
6 th Period	1:25-2:20
7 th Period	2:25-3:20

Lockers

It is suggested that all students furnish and place locks on the locker that is assigned to them. Students are not allowed to change lockers without permission from the office. The Dickson Public Schools is not responsible for items lost or stolen from lockers.

Campus Visitation

All parents and other adults are invited to come to Dickson Public Schools' campus at any time. Everyone must report to the building office and sign in upon arrival. This ensures the safety of students from strangers.

Classroom Visitation

Teachers welcome parent visitors into the classroom. Prior arrangements with the classroom teachers for a specific visiting time should be made in the office. This enables parents to visit a specific activity. Students are not to bring visitors to school because of the lack of space and the interruption of classroom routine.

Attendance

Attendance Policy

Students are expected to attend school every day. Students are allowed no more than twelve (12) absences per class per semester. Parents are expected to contact the school via phone or written notification when their child is absent. The school will send out attendance letters on the fifth (5th) and the tenth (10th) non-exempt absence. On the thirteenth (13th) non-exempt absence a “no credit” (N/C) letter will be sent and a Notice of Non-Attending Student will be sent to the District Attorney’s Office.

Exempt, Exempt School Activities, Excused, and Unexcused Absences

Official documentation of medical or family emergency, judicial summons, or religious observance must be submitted and reviewed by the principal in order for an absence to be exempt (EX). Authorized school trips including athletic and other extracurricular events are considered exempt school activities (ES). Documented absences that are not school related nor official documentation of an emergency,

summons, or religious observance will result in an excused absence (AE). Undocumented absences will result in an unexcused absence (AU). Exempt and exempt school activity absences do not count against a student's twelve absences per semester. Excused absences and unexcused absences do count against a student's twelve absences per semester.

Activity Absences

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes students from the classroom, shall be ten (10) for any one class period of each school year. Excluded from this number are state/national contests and those which the students must earn the right to compete.

Make-Up Work

If a student has an excused absence for illness or a school function, the student has one day for each day they were absent to do make-up work. A long-term assignment, (10 or more school days), may be an exception to this. After those days have passed the student will receive a zero for all work not turned in. Homework requests are welcome. Please call before 9:00am to request homework assignments. Students may receive a zero for work assigned on days in which they have an unexcused absence.

No Credit

On the thirteenth (13th) non-exempt absence a student will receive a “no credit” (N/C) on his/her transcript for the semester if they pass the course. If the student fails the course, they will receive the failing grade.

Checking in and out of School

It is the students' and parents' responsibility to see that the student attends school on a regular basis. A parent or guardian must come to the office and sign out their student.

Perfect Attendance

To be eligible for the Perfect Attendance Award given out at the end of the year, a student must have perfect attendance in every hour, with the exception being school exemptions and exempted absences.

No Credit Consequences

Due to the competitiveness of valedictorian, salutatorian, and top ten percent, any student who receives No Credit (N/C) for a class will not be considered for these honors. It is important to remember that the attendance policy cannot lend itself to be abused for personal gain. This policy is set to encourage students to improve attendance.

Tardies

Students have sufficient time to change classes without being tardy and students are expected to be to school on time. Students are tardy if they are not in their seat when the tardy bell rings. Classroom teachers will handle the first three (3) tardies per class period. Office referral will be warranted after the 3rd tardy per class period and the student will be assessed an absence. Students missing 15 minutes or more of a class period will be considered absent from that class period. Students will immediately be assigned lunch detention upon receiving a tardy.

Withdrawal from School

Students withdrawing from school must complete a checkout form before grades or records will be released. Checkout forms are available from the building secretary. These forms must be signed by all of the student's teachers, the librarian, and the cafeteria supervisor. All books and equipment must be returned as well as fees paid. Once the checkout form is completed, it must be returned to the building secretary.

Policies/Guidelines

Equal Opportunity Statement

The Dickson Public Schools adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Educational Amendments Act of 1972), handicapping condition (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures. If you have questions or concerns regarding your rights under these laws please contact Dickson Public Schools superintendent at 223-9557 for immediate assistance. For additional information concerning the right of individuals under Federal Civil Rights Laws you may contact the Office of Civil Rights US Department of Education, 1200 Main Tower, Dallas, Texas, 75201.

Address/Telephone Change

In order to keep parents and students informed, students are to report any change in address or telephone number to the school office.

Closed Campus Policy

Dickson Public Schools is a closed campus. Students are allowed to leave the campus only by following the checkout procedure: a parent/guardian must come to the appropriate office and sign out the student with the secretary, counselor, or principal. The closed campus policy has one paramount goal: the safety and welfare of our students. Students leaving campus will be given an unexcused absence if not checked out at the office by their parent/guardian prior to leaving.

Student Vehicles

1. All motor vehicles shall be parked in the student parking area or designated parking space. This area is located on the west side of the high school.
2. All students should be of the appropriate age to drive with a valid driver's license; verification is required.
3. All students must register all vehicles with the school that may be used during the school year. The cost is \$10.00 for the year (this covers all vehicles). Failure on your part to register the vehicle will cause the vehicle to be towed at your expense. Registration materials are available in the office.
4. No sitting in parked cars during any part of the school day (this includes the lunch period).
5. No vehicle shall be moved from the parking lot during or between classes without the permission of the principal.
6. Speed limits and driving rules are to be obeyed at all times. The speed limit is 5 MPH in the

parking lot and on all school grounds.

7. Students may not drive to athletics or other activity classes unless prior approval has been granted by the principal. Students are required to drive with care and may lose the privilege if not driving carefully. Without prior approval, students may move their vehicles after school has been released for the day.
8. Students leaving the school grounds without approval, students driving in an unsafe manner on any school property, and students parking illegally will be subject to losing their driving privileges.

1st Infraction- 3 day suspension of driving privilege

2nd Infraction- 5 day suspension of driving privilege

3rd Infraction- possible suspension of driving privilege for remainder of semester.

Note: The principal may omit any of the above steps and immediately suspend driving privileges of any student depending upon the seriousness of the offense. This does not preclude the student's right to a hearing. It does, however, allow for immediate removal of the student's driving privilege until such reasonable time that a hearing can be set (not to exceed three school days).

Office Telephone

Students must have permission from office personnel to use the telephone. Outgoing calls are to be made only in cases of emergency such as illness; permission to visit friends does not constitute an emergency. Students will be called to the telephone only in cases of emergency; please make after school arrangements prior to coming to school.

Student Dress Code

The dress code will be strictly enforced. If students are caught violating the dress code, parents or guardians may be called to come pick up their child from school. The student will be sent home with an unexcused absence. Dickson Public Schools is not responsible for confiscated items (hats, electronic devices, etc.). Dress code offenses may result in disciplinary action.

1. Females are to refrain from wearing halter tops, midriff blouses, or see-through garments. Shoulder straps must be a minimum of three fingers width determined by the fingers of the person wearing the garment.
2. Males are to refrain from wearing tank tops or sleeveless shirts.
3. Shorts, skirts, etc. must be at least mid-thigh in length. Holes are not permitted on pants/shorts/leggings/etc. above mid-thigh.
4. Pajama pants and blankets are not allowed.
5. All pants and jeans must be worn at proper levels with no underwear showing.
6. All students are required to wear shoes. Cleated shoes or shoes with rollers, heelies, are not permissible in the school buildings. House shoes will not be allowed.
7. Clothing with advertisements of alcoholic beverages, drugs and/or paraphernalia, vulgar or implied slogans, vulgar or implied images, including any type of gang related signs, insignias, etc., may not be worn.
8. No hats will be allowed on campus; this includes beanies, stocking caps, scarves, and men's headbands. Hoods will not be allowed to be worn in the hallway or classroom.
9. Sunglasses will not be permitted inside any building except for medical reasons.
10. Jewelry, earrings or similar items may have to be removed in certain classes where students' health and safety may be endangered. No large chains will be permitted on school premises.

Any jewelry that is considered by the administration to be inappropriate or a distraction to the educational process will not be allowed.

11. Additional modifications or exceptions to the dress code may be enacted as deemed necessary by administration.

Cell Phone Policy

Students will be permitted to bring their cell phone to school. However, maintaining the integrity of the learning environment is the top priority,

1. Students will be permitted to have cell phones in their possession throughout the school day.
2. Students may use their cell phones before and after school, and at lunch.
3. Students are expected to turn off and put their phone away upon entering the building.
4. Students are never permitted to use cell phones in the restrooms or locker rooms. This includes use of camera or video-capable electronic devices.

Teachers are encouraged to collect cell phones at the beginning of class and pass them back at the end. This helps to reduce inattentiveness in class as well as compromised test security

Safety drills, assemblies, or other school evacuations are considered cell phone blackouts. Students will not be permitted to have their cell phones visible or in use. Administration may determine a cell phone blackout when deemed necessary for any school related activity, event, or evacuation.

Should a student be observed using a cell phone, or a cell phone rings, at an inappropriate time, Dickson Public Schools has the following 4 step policy:

- Step 1: Phone will be given back at the end of the day
- Step 2: Phone will be taken up for 5 school days or the student may leave the phone at home for 5 days (secretary will confirm with parent).
- Step 3: Phone will be taken up for 10 school days or the student may leave the phone at home for 10 days (secretary will confirm with parent).
- Step 4: Additional cell phone policy violations will be treated the same as the third violation or a more severe disciplinary action may be imposed, including barring a student from bringing their cell phone to school. Refusal to give up a cell phone upon request will result in suspension.

The district assumes no liability for the damage, loss, or misuse of the cell phone by the student or another person, this includes theft.

District Computer and Internet Usage Policy

A district-wide computer network is provided to students, teachers, and staff to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The District's computers, equipment, and software are intended for administration, education, and academic research purposes only. Access to network services is given to students who agree to act in a considerate and responsible manner. To gain access to these services and resources, all students must obtain parental permission and must sign and return the parent permission form to the school. Users should not expect that files stored on district file servers are private. Network Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. The user in which the account was initially assigned will assume all responsibility

for activity on the account.

Student use of district computer facilities is subject to supervision by any district administrator and/or staff member. The right to use district computer facilities and equipment may be revoked at any time.

The District's computer network shall not be used:

1. To violate an individual's right to privacy;
2. To access passwords, materials, information, or files of another person or organization without permission;
3. To violate copyright laws;
4. To spread computer viruses;
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization.
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others.
7. To campaign for or against any political candidate or ballot proposition or for political lobbying.
8. For any commercial purpose unless authorized by the Administration or Board of Education.
9. To engage in any activity prohibited by United States or Oklahoma law.
10. Also, students may not use the Internet to access: Telnet, FTP, Chat, Usenet/News, private email, Auctions, Instant Messaging, Online Games, social media or any other application not approved by Network Administrators.

Additionally, students may not:

11. Modify the configuration of any computer or application.
12. Install, download, or remove any software or hardware on any computer or application.
13. Add or remove any shortcut to the desktop, taskbar, menu bar, etc.
14. Login, or attempt to login, as an unauthorized user in order to gain access to the network and/or Internet. Students shall not login on another students' login.
15. Access or modify information from an unattended computer that is logged in as another user.

Consequences for Computer Misuse

Students who violate the Internet User Agreement are subject to disciplinary action which may include denial of computer privileges, in-school detention, or suspension.

Inclement Weather

The decision to close school because of inclement weather will be made by the superintendent of schools. Announcements of school closings will be released to the media in the Ardmore area as soon as possible. Please do not call the school regarding school closing; check the local area radio and TV station for information, the web site (www.dickson.k12.ok.us), and your parental contact phone.

Emergency Drills

Procedures to follow in cases of fire, tornado, or other emergencies are posted in all classrooms. Teachers are required to read and explain the procedures to all classes.

Field Trips

During the school year, field trips may be taken as part of the curriculum. It is necessary for students to have signed permissions slips in order to participate in educational trips.

Textbooks/Library Books

Assigned books that are lost or damaged will need to be paid for before students can receive their last report card. Other penalties may apply.

Fundraisers

Any student who fails to turn in all money collected for fund raisers within two weeks of due date will not be allowed to participate or attend any extracurricular school activity or function. No outside group may sell merchandise on campus without approval from building principal. Students will not be allowed to sell or distribute materials and/or food items unless it is approved by the building principals.

Baked Goods

No home baked food is allowed at school functions or parties. Food items must be purchased and sealed from the store.

Academics

Regular Grading Scale

This is the regular grading scale used for students enrolled in regular curriculum courses and based on a 4.0 A:

Percent	Letter Grade	Grade Point
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0

Weighted Grading Scale

This grading scale will be used for students enrolled in established honor courses and advanced placement courses. The grades issued will be based on a 5.0 A:

Percent	Letter Grade	Grade Point
90-100	A	5.0
80-89	B	4.0
70-79	C	3.0
60-69	D	2.0
0-59	F	0

Weighted classes will continue to be listed in the CLEP plan and will be updated yearly by the high school principal. The following high school courses will use a 5.0 grading scale:

Course	Pre-Requisite	Concurrent Alternative
AP Art IV	Portfolio Completion and Art I, II, and III	none
Pre-AP Biology	Biology I	none
AP Biology	Pre-AP Biology	none
AP Chemistry	Chemistry I, and Biology I	none
AP Computer Science	Computers I	none
Pre-AP English I	Recommended honors preparation	none
Pre-AP English II	Recommended honors preparation and/or Pre-AP English I	none
AP English III	Recommended honors preparation and/or Pre-AP English II	none
AP English IV	Recommended honors preparation and/or AP English III	Composition I and II
AP US History	Oklahoma History, World History, Geography, and Government	American History to 1865 and American History from 1865 or Government or Economics
AP Music Theory	Two years of high school music	none
AP Spanish	Spanish I and II	none
Advanced Math (Algebra III)	Algebra I, Algebra II, and Geometry	College Algebra
Trigonometry/Pre-Calculus	Algebra I, Algebra II, and Geometry	College Trigonometry
AP Calculus	Not offered at Dickson; acceptance to OSSM	OSSM AP Calculus
AP Physics	Not offered at Dickson; acceptance to OSSM	OSSM AP Physics

Advanced Placement

Students who receive university credit by passing an Advanced Placement exam with a score of 3 or above will receive a letter grade of “A” on a 5.0 scale for the courses credited.

OSSM 6 Point Grading Scale

Those students in attendance of Oklahoma School of Math and Science will receive a 6 point (A) on a 4 point scale for both Calculus and Physics and 1.5 credits per year for each course.

Special Programs

Many special programs are available for students with special needs including but not limited to: educable mentally handicapped, multi-trainable mentally handicapped, learning disabled and gifted/talented. Other special programs include Title I classes, Indian Education, and speech/language therapy.

Class Arrangements

When a scheduling conflict occurs for a senior, arrangements may be made at the principal's discretion.

Concurrent Enrollment

Concurrent enrollment is available to juniors and seniors through Murray State College. A junior must have a minimum ACT score of 21 and a senior a minimum ACT score of 19 in order to enroll. Parents are responsible for all costs. The tuition for seniors is waived up to six hours a semester starting the summer after their junior year. For more information see the high school counselor. If a student chooses to retake a class, any college course counted in their full day will be recorded on their transcript for the semester taken (Same course for same course). College courses taken to replace 1st and 2nd semester courses must be taken in the summer.

Oklahoma Honor Society and Oklahoma Junior Honor Society

Students who rank in the top ten percent of grades 9-12 become members of the Oklahoma Honor Society. Students who rank in the top ten percent of grades 7-8 become members of the Oklahoma Junior Honor Society.

Honor Rolls

At the end of each semester honor rolls will be published. Students earning a 4.0 will be listed on the Superintendent's Honor Roll. Students earning a 3.0 will be listed on the Principal's Honor Roll.

Valedictorian and Salutatorian Policy

The following grade point averages will determine the number of Valedictorians, Salutatorians, and Honor Graduates:

1. Valedictorians: those students with a seven semester grade point average of 4.250 and above.
2. Salutatorians: those students with a seven semester grade point average of 4.100-4.249 grade point.
3. Honor Graduates: those with a seven semester grade point average of 4.000-4.099.

Student Entrance and Progression through the System

The Local Board of Education shall develop local policies, procedures, and requirements for the entrance and progression of students through the educational programs of the local school system. The Local Board of Education shall determine the local graduation requirements for students, which may exceed those of the State Board of Education. Local Board of Education policies and procedures should

provide as a minimum, the following provisions:

1. All children between the ages of four (4) and twenty-one (21) on or before September 1 shall be entitled to attend the school free of charge in the district in which they reside or are legally transferred. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum. Underage children may be admitted if class size permits.
2. Students entering an accredited school from a school accredited by the State Board of Education shall be placed according to their level of mastery of the priority academic student skills. All assessments shall be administered by the receiving school and the results shall be kept on file for one year.
3. Beginning with the 1995-96 school year, pursuant to 70 O.S., Section 24-114, as amended, 1995, whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education

Middle School Promotion and Retention of Students

In general, students will be placed at the grade level to which they are best adjusted academically, socially and emotionally. Retention may be considered when:

1. The student is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the student totally.

The following will be the criteria for deciding retention or promotion:

1. Chronological age
2. Academic Proficiency
3. Work and study habits
4. Attendance records

Retention Process: The teacher will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the building principal for a final decision. That decision will be forwarded to the superintendent for his/her information and review. Appeals to the decision of the building principal may be brought to the Board of Education through the superintendent. Dickson Public Schools reserves the right to make the final decisions on promotions and retention.

Summer School: It may be determined that the student would be best served by completing work during summer school rather than being retained a full year. These recommendations for summer school will be made by the student's teachers and submitted to the building principal for a final decision. Students who fail to complete summer school requirements will be retained.

Proficiency Based Promotion

Proficiency based promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e. social studies, language arts, math, and science through an assessment process. Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to

demonstrate proficiency in one or more areas of the core curriculum. All students are eligible for proficiency based promotion if they perform at the 90% level on designated assessments. Students not demonstrating proficiency will be allowed to try again during the next assignment period. Failure to demonstrate proficiency will not be noted on transcript. Assessment periods will be in the fall and spring of each school term. Notifications will be posted in the local newspaper.

Participation in Graduation Ceremonies

In order for a student to participate in the graduation ceremonies at Dickson Public Schools, he/she must have completed all requirements established by the State Board of Education and the Dickson Board of Education.

Student Activities and Organizations

Athletics

Dickson Public Schools shall abide by and adhere to all rules and regulations of the Oklahoma Secondary School Activities Association as amended. No group of students shall be allowed to use any facilities unless a coach or sponsor is assigned to that group. The coach or sponsor shall be responsible for opening and closing the facilities and for the supervision of the group using such facilities. The principal of the building in which the student is enrolled shall be chief administrative officer and the official representative for the activities sponsored by each respective school.

Eligibility

The following rules outline Dickson Public Schools' eligibility policy:

1. No student shall be allowed to participate in any interscholastic event or activity unless and until the student has met all requirements set forth by the Oklahoma Secondary School Activities Association and the Local School Board Policies or Regulations.
2. No coach shall deny any student the right to participate in any activity under their supervision. The level of participation shall be determined by the coach.
3. Students with physical handicaps may be placed in an activity comparable to their abilities. Students under restriction for disciplinary problems may not be permitted to participate in interscholastic activities.
4. The principal of each building shall have the authority for the assignment of any duties not specifically designated in the above regulations as the need may occur.

Extra-Curricular Trips

School rules and regulations will apply to any school sponsored trip. Students shall respect the wishes of a chaperon appointed by school officials. All students are required to ride to activities in a school vehicle. Parents must make prior arrangements if students are not returning in the school vehicle.

High School Dances

No middle school or elementary students will be allowed to attend high school dances, proms, etc. If you bring an out of district date, he/she must be signed up in advance of the dance and also be subject to sponsor/administrator approval. All dances are closed once you arrive, and if you leave the dance you will not be allowed to return. Permission to attend all dances (including the prom) will be denied to

any person who is 21 or older. Students attending dances may be subject to alcohol testing. Other rules will be explained as needed during the year.

Middle School Dances

Only Dickson Middle School students will be allowed at middle school dances.

Non-School Activities

The school assumes no responsibility for information or management of non-school activities, such as scouts, 4-H clubs, and non-school sports, etc.

Standards of Behavior

Unacceptable Behavior

Behavior considered to be outside the realm of acceptable student conduct shall include, but shall not be limited to, the following:

- Bullying or harassment.
- Disruptive actions or conduct during class, between classes, or at any time during school while on the school grounds or at any school activity.
- Inciting, encouraging, promoting, or participating in an attempt to interfere with the normal educational process.
- Vandalism, damage or destruction of property.
- Physical violence, harassment of any kind, or anti-social behavior.
- Videoing fights, vandalism, or other unacceptable behavior.
- Being in possession of any type of dangerous items, object, or weapon.
- Being in possession of and/or using drugs, alcohol, beer, wine, narcotics or drug paraphernalia.
- Being in possession of and/or using tobacco products or simulated tobacco products (here defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine).
- Breach of the rules of conduct on school buses, in the school cafeteria, or on the school grounds.
- The use of abusive, vulgar, or profane language, including obscene gestures.
- Insubordination to, disobeying, or defying any teachers, student teacher, substitute teacher, teacher's assistant, principal, or other authorized school personnel.
- Showing disrespect to any member of the Dickson Public School staff or to a fellow student.
- Taking any property without consent or theft of any property, either public or private.
- Repeated truancy or tardiness.
- Not doing work

Bullying and Harassment

It is the policy of this district that bullying or harassment of student by other student, personnel, or the public will not be tolerated. This policy is effect at any time students are under the supervision of school officials, including times when the student is on school grounds, in school transportation, or attending school sponsored activates.

Bullying and Harassment are terms indicating:

- Intimidation, or abuse, by unwanted physical contact;
- The creation of by whatever means of a climate of hostility or conditions resulting in intimidation;
- Such a manner as to be commonly understood to convey hatred, contempt, or prejudice;
- Acts, or comments, that are insulting, humiliating, demeaning, or stigmatizing to another person;
- Any other act, verbal or physical or otherwise, which is interpreted by school officials as bullying or harassment.

Acts of bullying/or harassment may be (but are not limited to) those committed on a basis of race, sex, creeds, color, national origin, religion, gender, marital status, or disability. The principal or his/her designee will investigate reported allegations of bullying or harassment and will take appropriate action. The principal or his/her designee will take the steps necessary to protect the confidentiality of those involved in the complaint process, and initiate appropriate corrective action to change the condition of behaviors that are related to the incidents of bullying harassment, Action will be taken to prevent the reoccurrence of the incident(s), which may include the suspension of students and changes to the student.

Sexual Harassment

It is the policy of Dickson Public Schools to provide a learning and working environment for students, employees and visitors free from sexual harassment. The Board of Education will not tolerate sexual harassment by any of its employees or students. It is a violation of this policy for any administrator, teacher or other employee or any student to engage in or condone sexual harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

Public Displays of Affection

Students who, after being warned, persist in embracing or kissing should be referred to the counselor for discussion regarding proper conduct in public areas. Repeated incidents will result in parents being contacted and further action being taken. Holding hands is not in the violation of the personal behavior rules.

Drug Policy

Any student found on school premises or at school-sponsored activities, in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic, or sedative drugs or any dangerous chemical, alcohol, drug paraphernalia, or stimulant not prescribed by a licensed physician will be suspended from classes and all school premises for up to a “semester plus one” (the remainder of the current semester plus the entirety of the next semester). Possession and/or consumption, or failure to report knowledge of any alcoholic beverages or drugs on school property is forbidden.

It shall be the policy of the Dickson Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or have in their possession, alcoholic beverages, controlled dangerous substances or paraphernalia, prescription or “over the counter” medications, shall immediately notify the principal, or his designee of such suspicions. The principal shall immediately

notify the superintendent of schools, a parent or legal guardian of said student, and may notify the appropriate law enforcement agency. Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Dickson Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

Student's lockers or personal effects may be searched by school personnel and/or police to determine the presence of any of these drugs.

Tobacco and Simulated Tobacco Products

In all cases, the tobacco or simulated tobacco product will be confiscated and turned over to the ABLE Commission or local police and the student will be given an office referral. Tobacco and simulated tobacco products are not allowed on campus at any time, including sporting events and other extracurricular activities.

Weapons-Free Schools Policy

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

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal

knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC. In order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly, or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use of parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

Search and Seizure

When there is a high degree of suspicion that a student has in his/her possession stolen articles contraband, weapons, alcoholic beverages, or controlled dangerous substances, a school administrator acting in "loco parentis" may require a student to submit to a search of the individual person, his/her locker, book bag, car, desk, or other possessions.

If a student refuses to submit to a search, when a high degree of suspicion is evident, then the administrator shall refer the matter to proper officials.

Any student found to have in his/her possession stolen articles, contraband, weapons, alcoholic beverages, or controlled dangerous substances shall be subject to disciplinary action and his/her parents notified of such action. However, if the student action is contrary to criminal law, then the student will be referred to parents and proper law enforcement officers.

School personnel shall not strip search a student.

Dickson Public Schools 8 Step Plan

In compliance with Oklahoma School Law 6-114, Dickson Public Schools has adopted a discipline plan. The intent of this plan is to inform students of the procedures followed if their behavior is not acceptable.

Step 1: Unless offense is of a more serious nature, as judged by the administrator, the student will be given a general warning in hopes of preventing further more serious offenses.

Step 2: Three (3) days Lunch Detention. Parent/guardian notified.

Step 3: Five (5) days Lunch Detention. Parent/guardian notified.

Step 4: One (1) day ISD or Suspension. Parent/guardian notified.

Step 5: Three (3) days ISD or Suspension. Parent/guardian notified.

Step 6: Five (5) days ISD or Suspension. Parent/guardian notified.

Step 7: Ten (10) days ISD or Suspension. Parent/guardian notified

Step 8: Suspension for the remainder of semester unless it falls within 10 days from the semester end, at which time the student will be suspended for the next semester as well as the remainder of the current semester. Parent/guardian will be notified and work will be sent home for the remainder of the semester.

Consequences may be substituted or changed depending on the severity of the student's misbehavior at the administrator's discretion.

ISD Handbook

The purpose of this detention is to give the student the opportunity to keep up with his/her class work while being confined to an area that is isolated in a supervised area. The overall objective of this program is to provide an alternative to home suspension for those students who fail to function acceptably in an everyday school climate. The principal will be notified of any infraction of ISD rules. This may result in additional days of in school suspension or out of school suspension. When assigned to ISD, the student will sign a procedural contract.

- Students will go directly to the front of the Tech-Ed/Band building when they arrive at school.
- ISD begins at 7:50 a.m. and is over at 3:20 p.m. ISD supervisor will accompany students to lunch in the cafeteria at regular charge or students may provide their own lunch.
- Students are responsible for bringing school supplies to ISD.
- Students suspended for misconduct in ISD will have to finish the remaining days previously assigned to ISD upon completion of suspension and returning to school.
- Students will not be truant or tardy.
- Any student who has been assigned ISD for two separate incidents may be home suspended.
- All regular classroom rules and any additional rules deemed appropriate by the ISD supervisors apply in ISD.
- Any student placed in ISD will not be allowed on school campus except in the ISD area and is not allowed to attend or participate in any school activity during or after school, home or away extending to midnight of the assigned days of ISD. Appointments for teacher assistance in subject areas may be scheduled after school hours.

Student Suspensions

It is the philosophy of Dickson Public Schools that no students be suspended from school until every means has been exhausted in trying to teach the students obedience to the rules and regulations of the

school. However, when it is evident that the student has no interest in education, is a troublemaker or chronic truant, then the administration must take action to expel said students for the best interest of the school. It is not fair to the student body or faculty to force upon them juvenile delinquents whose only purpose is to disturb the normal learning sequence in our school program.

The principal of the school shall have the power and authority to order students suspended for misconduct. A suspended student is suspended to the custody of the student's parents or guardians and is not allowed to be on or near school premises nor attend or participate in any school activity while suspended. Doing so will result in further suspension. Work will be sent home with the suspended student. The principal shall, prior to making any decision regarding suspension of a student, make an investigation of all the facts and circumstances concerning the alleged violation to determine if the conduct justifies suspension.

If the suspension is for ten (10) days or less, the principal shall inform the student of the alleged misconduct and the rule or rules which have allegedly been violated. The principal shall advise the student of the facts and circumstances surrounding the alleged misconduct. The student shall then be given the opportunity to advise the principal of his/her statement or version of the facts. The principal shall, after considering such evidence, decide whether the facts justify suspension. If suspension is justified, the student shall be informed of the decision being made for suspension and of the length of the suspension. The principal shall make immediate contact by telephone or in person, with the parents or guardians of the suspended student and advise those persons of the cause and duration of suspension as well as written notice to the parents or guardians as soon as possible thereafter, again stating the cause and duration of the suspension. A copy of this written notification will be forwarded by the building principal to the superintendent of schools.

If it is contemplated that the suspension will be for more than ten (10) days, the principal shall inform the student, in writing, of the alleged misconduct and the rule or rules the student is alleged to have violated. Immediately upon delivery of this notice, the principal shall conduct a hearing as set out above. The principal shall permit the student to state his/her view of the facts in the case and consider those in making the decision of suspension of the student. The principal shall immediately contact the parent or guardian of the student and give written notice as set out above.

If the principal shall order a student suspended, an appeal may be made to the principal, by the student or by the student's parent or guardian, and the principal shall thereupon provide the opportunity for a new hearing, and the students and parent/guardian may be present at such new hearing and take part herein. At this appeal hearing, the principal need not call witnesses but shall advise the student and parent/guardian of the facts that have been determined. The principal shall give the student and/or parent or guardian the opportunity to present evidence on behalf of the student, including calling witnesses. There shall be no right to legal counsel at the appeal hearing. After considering all the evidence together with any new evidence submitted by the student and/or their parent or guardian the principal shall decide whether the suspension order shall remain in effect and advise the student and/or parent/guardian of the decision. The student and/or parent/guardian may appeal this decision of the principal to the superintendent of schools. The superintendent shall, as soon as possible thereafter, conduct another hearing at which time the student and/or parent/guardian may be present and may take part and present evidence on behalf of the student including calling witnesses. Upon conclusion of the hearing by the superintendent, the superintendent shall make a decision whether to leave the suspension order of the principal in effect, to modify the suspension order by either increasing or decreasing the

suspension time, or by reversing the decision of the principal and extinguishing the suspension order. In any event, the student parent/guardian, and the principal shall be advised orally or in writing of the superintendent's action.

In the event the student or the student's parent/guardian are not satisfied with the ruling of the superintendent of schools, then an appeal may be made to the Board of Education in writing through the superintendent of schools. Prior to the hearing, the student and the student's parent/guardian will be informed of the procedure to be followed at the hearing and will be given a reasonable amount of time to prepare for such a hearing. The student or representatives shall have the right to examine evidence, examine and cross-examine witnesses, and present evidence and testimony on behalf of the student.

At the conclusion of such hearing before the Board of Education, the decision of the Board of Education shall be final.

All suspensions shall take place immediately upon the suspension order unless the principal or the superintendent of schools shall delay the suspension pending the appeal process. It shall be general policy to stay the imposition until the appropriate appeal process is completed; however, if the presence of the student at the school poses a risk of danger or harm to the students, their classmates, employees of the school system, or the property of school system, the suspension shall be immediate.

Students receiving out-of-school suspension from school can receive 70% credit for work done in all classes and turned in as prescribed in the suspension order.

Due Process and Procedure

All procedures and policies in this handbook are subject to due process. The first step in due process would be a meeting with the building principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due process meetings. The first step of due process requires that the complaint be submitted to the building principal within ten days from the date of infraction.

Grievance Procedure Section 1: Students

Students who have academic or disciplinary problems shall take such problems to their teacher or the building principal for action and disposition. However, if such problems cannot be resolved at that level, then the problem may be referred to the superintendent's office for action and disposition.

Grievance Procedure Section 2: Parents and Patrons

Parents and patrons who have problems that pertain to the academic achievement of their children or disciplinary problems of their children shall first refer such inquiry to the teacher of their child or the building principal for action and disposition. If satisfactory adjustments cannot be made at this level, then the problem will be referred to the superintendent's office for action and disposition.

Grievance Procedure Section 3: Board of Education

When satisfactory adjustments cannot be made at Section 1 or 2, then the problem may be referred to the Board of Education for action and disposition through the superintendent of schools. After hearing all evidence submitted by the superintendent, the Board of Education, if it deems it advisable, will

grant a hearing to the parties interested, provided such a hearing is requested in compliance with policy governing public participation at board meetings. This section does not prohibit any person or group of persons from appearing before the Board of Education at any of its regular or special meetings to present their grievance or case provided they follow the rules and regulations governing public participation at board meetings.

Transportation

Transportation Passenger Rules and Procedures

1. To insure safety, the driver must be totally in charge. Passengers must respond promptly to given instructions.
2. The use of tobacco, simulated tobacco products, food, or drink on the bus is prohibited; animals and oversize objects, as well as glass containers are not permitted,
3. Passengers must observe classroom conduct. No loud voices, horseplay, unruly behavior, obscene gestures, throwing of any object, or obscene language.
4. Keep aisles and stair well clear at all times.
5. Never extend any objects out the windows.
6. Do not attempt to get off or move about bus while it is in motion.
7. If you damage a bus, you or your parent will be responsible for repairing the damage.
8. Regular schedules must be observed as the bus driver cannot wait for tardy passengers. Students must be waiting for the bus at the designated stop.
9. Students should not wait in the roadway.
10. Never cross road behind the bus. Students should wait for signal from driver to cross in front of the bus.
11. Driver will not unload passengers at places other than the regular stops near their home or at school without proper authorization from school. Parents must contact the school with a note or a phone call (if last minute changes are needed) so that student may be given a bus pass designating the change.

Transportation Discipline Policy

1. The first time a student notice is issued: suspension for 5 days.
2. The second time a student notice is issued: suspension for 15 days.
3. The third time a student notice is issued: suspension for the rest of the school year.
4. Severe Clause: A severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers. Examples of severe behavior could include fighting, weapons, alcohol/tobacco/simulated tobacco/drug use, and verbal, physical or sexual harassment or abuse.

Transportation Appeal Procedure

A parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the transportation supervisor. The supervisor shall notify the Building Principal of such a request. The appeal shall be heard within five (5) school days of the request unless an extension is requested in writing by the parent. The request for an appeal hearing shall temporarily restrain the implementation of a suspension unless the Transportation Supervisor or the Building Principal determines that, in the interest of bus safety and/or good order, the suspension is necessary or the hearing cannot be conducted in a timely manner.

Health

Medications Brought to School

All medications, prescriptions or non-prescriptions, brought to school must be brought to the office of the principal. It will not be permitted for a student to administer his/her own medication. The administration of medication during the school day by school personnel is highly discouraged. However, we realize that some medications will have to be given at school. In order for us to administer these medications safely and accurately, the following guidelines must be strictly followed:

1. If the medication is over-the-counter, a note signed by the parent must accompany the medication. The note must state the student's name, name of the medication to be given, the dosage, and at what time it is to be given.
2. If the medication is prescription, the medication must come in the original container with the student's name, doctor, date and dosage on the label.
3. If the medication is liquid, please send something with which to administer the medicine.
4. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The principal or principal's designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
4. Return unused prescription to the parent or guardian only.

Medications brought to school without following these guidelines will not be given; no exceptions.

Care of Student in Case of Illness

In case of sudden illness or if an accident resulting in injury occurs at the school, the student is cared for as well as possible. The school will administer first aid. The principal, teacher, secretary, or other employee will notify the parent or guardian. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or another properly designated person takes charge of the student. No student will be released from school upon their own request. If severe emergency develops, the student will be sent to the emergency room at one of the local clinics or hospital. The district does not assume responsibility for payment of hospital, ambulance, or doctor fees.

Homebound Students

Should a student be hospitalized, incapacitated, or ill for an extended period of time, parents are advised to contact the counselor's office for information about placing the student on homebound study program.

Immunization Requirements

Oklahoma Immunization Law states that parents of a minor child, kindergarten through 12th grade, present certification that their child is adequately immunized before initial admission into a public, parochial, or private school in the State of Oklahoma. Oklahoma law requires all school children must have received or be in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, and rubella, or be determined as likely to be immune as a result of an exposure

to a disease. To comply with the above state law you will need to present an immunization card signed by a physician of the Health Department before your child is enrolled in school. Oklahoma's School Immunization Law does allow exemptions to immunization based on medical, religious, or personal objections. If a parent chooses to exempt his/her child, that parent must fill out an Oklahoma State Department of Health Exemption Form. Students in grades sixth through eighth grades must have documentation on file to support immunization in accordance with state law.

Asthma

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and have a prescribed inhaler at all times.

Diabetes

Okla. House Bill 1051 requires that a Medical Management Plan be developed for each student with diabetes. The plan will be developed by the personal health care team, which will include the principal, parent or guardian, and, if possible, the student's doctor.

Concussions and Head Injuries

The Dickson Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports. On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at the time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

Insurance

Dickson Public Schools, by law, is unable to provide health and accident insurance for students. Optional student insurance is available through an independent agency. Students participating in sports must be covered by their parent/guardian's policy or purchase school insurance.

Annual Notification of the Rights of Students and Parents Under Public Law 93-380

The Dickson Public Schools guarantees the confidentiality of testing information and the records of its students under the guidelines of the Family Education and Privacy Act of 1974. (PL 93-380). In compliance with the April 6, 1977, memorandum regarding the Public Notice and Confidentiality of Records each building principal is responsible for the records of handicapped children.

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

The school district has a policy of "Controlled Access" to student records. Those educators who have a legitimate need and parents and students eighteen years of age and over shall have access to their child's or his/her cumulative record for the purpose of seeing and/or reviewing official records.

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

The following educational student records are maintained by the Dickson Public Schools in the following locations:

Type	Location	Custodian
Cumulative Records	Principal's Counselor's Office	School Principal
Health Records	Principal's Office	School Secretary
Confidential Records 92-142	Fire Proof School Vault	Special Services Director
Transportation Records	Central Receiving Office	Transportation Co-Director

The procedure for parents or eligible students to review or examine student records as provided under PL 93-390, Subpart C, Sections 99-20 and 99-22:

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

The procedure for parents and eligible students to review or examine student records as provided under PL 93-380, Subpart C, Sections 99-20 and 99-22:

1. Parent or eligible student makes a written request to building principal requesting an informal hearing.
2. Building principal must notify parent, or eligible student of time and place of hearing within 10 days from receipt of written request.
3. If the matter cannot be resolved at steps 1 and 2, then the parent or eligible student may make a final written request to the Superintendent of Schools requesting a formal hearing before a committee composed of the President of the School Board and the Superintendent.
4. If the matter still is not resolved to the parent or eligible student's satisfaction, then they may file a complaint with NEW under PL 93-390, Subpart E, Section 99-63.

It is the policy of Dickson Public Schools that the charges for reproduction of educational records not exceed the actual cost of copying, if it is determined that a cost should be charged. The Dickson Public Schools does not designate any student record information as a public directory information.

Official records, files, and data of handicapped children will be maintained as confidential and shall be made available to the child's parents or guardians to see and/or review in the presence of the teachers, school counselor, or principal. The rationale for this policy is that misinterpretation of school records, test results, or school personnel comments can be as damaging to the student as incorrect or misleading information.

The Dickson Board of Education has appointed each building principal as records custodian who will be responsible to see that all personal identifiable information is secure and that no unauthorized individual or agency will be given such information without written parental permission.

Records of handicapped children will be kept in a separate folder and not in the child's regular school cumulative folder.

All confidential records, except the information needed on transcripts, will be destroyed when their usefulness is over (as soon as possible, but no later than 5 years). This would be at the end of the student's public school education (twelve years of school or twenty-one years of age), death of the student, or other legitimate reason. Parents will be notified 60 days before destruction and will be offered the opportunity to obtain a copy of the documents.

Additional copies of the foregoing policies concerning educational records will be available in the principal's office of each school.

DICKSON PUBLIC SCHOOLS

STUDENT HANDBOOK VERIFICATION CERTIFICATE

2014-2015 School Year

As a parent/guardian of a student who attends Dickson Public Schools, I have read and discussed the Dickson Public Schools Secondary Student Handbook with my student. The handbook is posted on the Dickson Public School website located under the "Administration" tab. Furthermore, I understand that my student will adhere to the rules, procedures, and policies described within the Dickson Public Schools Secondary Student Handbook as my signature below will verify.

Student Signature

Date

Parent/Guardian Signature

Date