

**DOVER LONGHORNS  
ELEMENTARY HANDBOOK  
2018-2019**



**HIGH EXPECTATIONS HIGH STANDARDS**

**NO EXCUSES**

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## **Dover Public Schools**

P.O. Box 195 ■ 201 N. Taylor  
Dover, Ok 73734

Elementary Phone Number: (405) 828-4205

Superintendent's Fax: (405) 828-7150

Website: [www.dover.k12.ok.us](http://www.dover.k12.ok.us)

### **ADMINISTRATION**

**Max Thomas-Superintendent**

**Trilla Cranford-Elementary Principal**

**Kyle Karns-High School Principal**

### **BOARD OF EDUCATION**

**Larry Harviston-President**

**Pearl Kale-Vice-President**

**Tom O'Hern-Clerk**

**Shawn Walker-Member**

**Matilda Caldwell-Member**

### **Vision**

Creating the leaders of tomorrow...

### **Mission**

We inspire students to be actively engaged in life-long learning and empower them to be productive citizens.

### **PHILOSOPHY OF DOVER ELEMENTARY**

In cooperation with parents and the community, Dover Elementary strives to provide a secure foundation for our students' future. Dover Elementary enables a diverse student body to mold their secondary education to best fit their individual goals by offering a progressive curriculum that emphasizes traditional academic excellence and opportunities for a modern technological education. We also seek to instill in our students a life-long regard for citizenship, independent thinking, and cooperative teaming skills. Further, as we prepare our students for an ever-changing future, we strive to teach students to embrace learning, use direct and effective communications, and to rely on fundamental human values in their everyday lives.

### **NOTICE OF NON DISCRIMINATION**

Dover Public School is committed to equal opportunity and does not discriminate on the basis of race, color, national origin, sex, disability, or age

in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. If you believe you have experienced such discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to : Trilla Cranford, Principal, PO Box 195, Dover, OK 73734 or by phone at 405-828-4204.

### **DOVER SCHOOL COLORS**

RED AND WHITE

### **SCHOOL SONG**

"Red and White"

Red and White forever, Shout Victory!

Our school and our team

For one and all are we – for one and all are we.

Make the golden rule days glorious success.

Three cheers for our team.

It's **D-H-S**.

### **DOVER ELEMENTARY SCHOOL CREED**

As a Dover Elementary student, I will do my best at math, reading, and all the rest.

I'm here to learn all that I can, and try my best to become all that I am.

I will respect myself and other's too, and together we will uphold the ideas of our school.

I know that the education that I receive today will help me to become a leader of tomorrow.

I'm proud to be a Dover Longhorn.

### **2018 - 2019 SCHEDULE**

**7:30 A.M.** FRONT DOORS WILL OPEN. BREAKFAST IS SERVED IN THE ELEMENTARY CAFETERIA.

**8:00 A.M.** CLASS BEGINS

**3:15 P.M.** STUDENTS ARE DISMISSED

### **PRINCIPAL'S OFFICE**

The principal is the director of the school. The policies and philosophy under which the school operates are interpreted through the principal's office. This office is designed to help students, parents, and teachers who want further information regarding the general policies of the school.

### **AUTHORITY OF TEACHERS**

The teacher of a child attending Dover School has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other function authorized by Dover School. Classroom rules and control are left to the discretion of each classroom teacher. Parents interested in learning more about their child's classroom activities, class rules, and discipline procedures are encouraged to schedule a conference with the teacher.

## **LONGHORNS EXPECTATIONS!**

The student handbook is placed in the hands of the student to serve as a guide. However, the Dover Board of Education Policy Manual overrides any policy set in the student handbook. The student should become familiar with the rules and regulations of the school. It is hoped that the handbook will help students and parents better understand school policies. Many of the policies set down here are governed by state law or are directives of the State Board of Education, but many are local policy, custom, or tradition and may be amended as the need arises.

## **ACADEMIC GRADES**

The evaluation of the student achievement is one of the important functions of the teacher. The accepted grading system is as follows:

|   |            |        |
|---|------------|--------|
| A | Excellence | 90-100 |
| B | Good       | 80-89  |
| C | Average    | 70-79  |
| D | Poor       | 60-69  |
| F | Failure    | 50-59  |

Each nine weeks, report cards are issued in order to keep parents in touch with the work of their student(s) in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade cards, a conference with the teacher, or teacher and principal, are highly recommended and appreciated.

In some instances, a student may be given an "I" which must be made up within two weeks after the closing period, or such incomplete will automatically become an "F". Semester grades are based on the average of the two nine-week grades.

## **ACCIDENT OR ILLNESS POLICY**

The Dover School District assumes no liability for accident or health insurance. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardians. If the parent or guardian cannot be located, the school may transport such student to a medical doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Dover Schools urges parents to obtain adequate insurance coverage on behalf of their children. Parents are encouraged to subscribe to a school-time and a twenty-four-hour accident insurance plan.

All students in grades 4-12 who participate in extra-curricular activities or shop must show proof of some type of personal medical insurance either in their name or their parent's name before they will be allowed to participate in shop or extra-curricular activities.

## **ACTIVITIES / ATTENDANCE POLICY**

Student participation in school programs is encouraged at Dover Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, build self-confidence, and promotes a sense of accomplishment. In compliance with the State Board of Education, to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Dover School.

A student shall not be permitted to miss any one (1) class period more than 10 times per school year due to participation in extra-curricular activities. Any exception to this number not covered by this policy must be submitted in writing to the Activities Review Committee. This committee will make their recommendations to the superintendent and he will make the decision to permit or refuse the request. The committee will be composed of the high school principal, one vocational teacher, one athletic coach, and two classroom teachers.

## **ACTIVITIES / SCHOLASTIC ELIGIBILITY**

Scholastic eligibility at Dover Public School will be determined in accordance with the Oklahoma Secondary School Activities Association (O.S.S.A.A.) scholastic eligibility policy.

## **ADMINISTRATION OF MEDICATION**

### **Medications, prescriptions, or over the counter WILL be kept in the office.**

If a student has a medical prescription from a physician or the parent authorizes a student to take medication, the following procedures will be followed. WRITTEN authorization from a parent/guardian must be on file in the office before a student can take medications. The principal or his/her designee is the only person(s) authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions, which may be carried by a student AFTER the medicine school receives a letter from the parent/guardian AND the physician stating that it is necessary for the medicine to remain with the student. The self-administering of anaphylaxis medication is allowed, if administration is aware that a doctor has prescribed possible use.

1. Prescription medications must be brought to school in the original prescription container labeled

with: the date, name of the prescriber, the name of the student, the dosage of the medication directions for administration, and the name and phone number of the pharmacy.

2. Non-prescription medications must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration (i.e. oral, nasal), side effects, and other directions as appropriate.

### **AWARDS, MASONIC**

The faculty shall select the 6<sup>TH</sup> Grade girl and boy for these awards on the basis of scholastic ability, moral character, honesty, courage, and cooperation.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The United States Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further develop a management plan which identifies, defines procedures for managing, and schedules re=inspection of all asbestos present in the school. The management plan may be reviewed at the Dover School's Superintendent's office during normal working hours.

### **ATTENDANCE**

Three types of absences:

MEDICAL EXEMPT ABSENCE—Doctor's note only.

EXCUSED ABSENCE—A note or phone call from parent/guardian. Note from parent must have contact phone number to be validated as an excused absence (i.e. sickness, doctor/dental appointment, flat tire, family emergency, etc.).

UNEXUSED ABSENCE—No documentation (note or phone call) presented and/or not a valid excuse (i.e. shopping, sleeping in, no clean clothes, babysitting, attending another school's athletic event, etc.).

The Dover Board of Education firmly believes that a student in Dover Public Schools must attend school on a regular basis in order to benefit appropriately from the educational opportunities available.

Based on this premise, all students must be in school at least ninety percent (90%) of the time and not miss more than ten (10) days per semester to earn a passing grade or receive credit in any subject.

Excessive absences may result in your child not being promoted to the next grade level. A student who is absent without valid excuse four (4) or more 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/guardian and the Kingfisher

County District Attorney. Parents may incur legal liability regarding their failure to compel the student to attend school. Students cannot miss more than ten (10) times in any class period in a semester to receive credit for that particular class.

If a student is absent from school, it is his or her responsibility to contact the teacher about makeup work/assignments. Absences from school should be for sickness of the student or family emergencies. Beginning with the sixth (6) absence in a semester, the school will mail out a letter to the parents/guardian stating how many absences the student has and at the tenth (10) absence the student will not receive credit in the particular class or classes. Students who are absent from school and a parent does not call before or during the absence or on the day the student returns, shall be considered truant and disciplined immediately. For the absences to be excused, the parent must call the principal's office or have the student bring a handwritten note signed by the parent on the day the student returns to school. However, a phone call or note does not necessarily make it an excused absence. This note will need a validation phone number so the administration can make sure the note is authentic. If a student returns to school without a parent calling or a note, the student will be made to contact the parent to get the absence cleared prior to discipline.

Homework for unexcused absences or suspension less than nine (9) days will not be eligible for makeup assignments zeros (0) will be recorded for the work missed. No makeup work will be assigned.

Students must obtain an admit from the office upon their return to school.

Students who are out of school participating in school activities will not need an admit upon returning to school. Activity absences are automatically excused. (Must follow activities attendance policy).

It is a student's responsibility to obtain school work/assignments.

\*Every student shall attend school regularly. If a student is absent more than ten (10) times in a class per semester, he or she WILL NOT RECEIVE CREDIT.

### **Make up Work for Absences**

Students absent from school will have the opportunity to make up work according to the following guidelines:

1 day of absence = 1 day to make up work.  
(example: if a student is absent on Monday and is present on Tuesday, work will be due on Wednesday.)

2 days of absence = 2 days to make up work. (example: if a student is absent Monday and Tuesday and returns on Wednesday, the student's work is due on Friday.)

3 days of absence = 1 week to make up work. Additional days may be granted under the principal's discretion.

It is the student's responsibility to contact the teacher about make-up work. Students with good attendance habits usually do better than students with poor attendance habits.

## **THE ELEMENTARY OFFICE IS THE OFFICIAL ATTENDANCE REGISTRAR**

### **Dover Public Schools Behavior Plan**

Dover Public Schools' Behavior Plan aligns with a Response to Intervention (RTI) research-based design to support student success. The goal is to help students in their development as mature, knowledgeable and responsible individuals.

#### Applicability

Based on District policy, the rules, procedures, and regulations presented in this handbook are applicable for certain types of student conduct which compromise the learning environment.

Rules, procedures, and regulations apply:

- On school property, both before and after school hours as well as during the school day without regard to whether adults are present
- Athletic fields, on school buses, in areas immediately adjacent to the school, and in all other places where school functions occur or where school activities normally take place
- During the course of any school field trip or other officially sponsored school activity
- Off campus conduct where the student's continued attendance at school would have an adverse impact on order, discipline, or the educational process, or could pose a threat of violence or disruption.

### **Expectations for Student Behavior in Dover Public Schools**

The Dover Board of Education, by its authority, establishes the following student behavioral expectations as a necessary part of the learning process. These behavioral expectations are critical to successful academic development.

All students will:

- Respect the authority of all school personnel
- Behave in an appropriate manner
- Show respect to others and respect the rights of others
- Demonstrate and learn acceptable social behavior
- Actively participate in the learning process
- Bring the necessary materials to all classes
- Participate within a positive learning environment through appropriate personal hygiene habits and clothing consistent with the school dress code
- Adhere to all school rules, procedures and regulations

The principal is authorized by law to recommend a change of student placement and suspend students for violation of public school regulations. The teacher has the authority to remove a student from the classroom to a designated teacher/authority when the student interferes with the teaching/learning environment of the class.

Physical restraint is permitted only if it is reasonable and necessary in order to protect persons and property.

### **THE THREE-TIERED INTERVENTION PROCESS**

The Dover Public School behavior plan to support student success involves strategies for responding to unacceptable behaviors on three "tiers," or levels:

- **Tier III (Code 300s)** require building recommendation for possible out-of-school suspension with the opportunity for appeal to the superintendent or his designee, or a hearing officer, for consideration of choices. According to state law some behaviors require out-of-school suspension. Maintaining a safe learning environment may also require an out-of-school suspension for other behaviors.
- **Tier II (Code 200s)** are usually inappropriate to be addressed in the classroom and should be served through a designated administrator.
- **Tier I (Code 100s)** are those which are best addressed initially in the classroom by the classroom teacher. Repeated offenses will result in moving to higher Tiers if the behaviors continue or are more severe.

The Dover Behavior Plan (DBP) cannot cover every set of circumstances that may be encountered in the complex social setting of public schools.

Therefore, administrators responsible for creating and maintaining a physically safe and appropriate learning environment may find it necessary to use intervention/discipline procedures at any Tier (level) not specifically covered in these rules, procedures and regulations.

#### **TIER I OFFENSES (Code 100s)**

101 — Inappropriate Dress: Dressing or grooming in a manner that violates the dress code or disrupts the educational process.

102 — Inappropriate Personal Property: Possession of personal property prohibited by school rules or board policy, or is otherwise disruptive to the educational process; including, but not limited to, sexually explicit material, food, beverages, lighters, electronic equipment, laser pointers, paging devices, cameras, cell phones, and/or other electronic devices.

DOVER PUBLIC SCHOOLS IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.

103 — Gang Symbols: Behaviors such as the gesturing of gang signs, gang symbols, visible body markings/adornments or verbal or written language that connotes street gang affiliations or membership in other prohibited groups or organizations at school, on a school vehicle or at school-related activities are prohibited and will be considered violations.

104 — Tardiness: Failure to be in the place of instruction at the assigned time without a valid excuse.

105 — Gambling: Playing a game of chance for something of tangible value. All property used in such activity will be confiscated, not returned, and may be deposited in the School Activity Fund.

106 — Insubordination or Disrespect: Failure to obey rules and regulations and/or reasonable instructions from teachers, administrators, teacher assistants or other district staff.

107 — Verbal or Nonverbal Profanity: The use of profanity, verbally abusive, obscene or inflammatory language or racial epithets in the school environment.

108 — Disrespect: Behaving in a rude and/or impertinent manner toward school personnel.

109 — Failure to Follow Classroom Rules: Not following oral or written classroom rules established by the teacher.

110 — Academic Dishonesty/Cheating: Any type of cheating that occurs in relation to a formal academic exercise.

#### **TIER II OFFENSES (Code 200s)**

200 — Repeated or Persistent Violations of Tier I Behaviors: When Tier I interventions have not worked, Tier II interventions may result.

201 — Inappropriate Use of Technology/Computers: The use of the computer to access, store or distribute obscene, pornographic, lewd or otherwise similarly inappropriate material is prohibited. Any user who violates this code is subject to loss of network privileges as well as other district disciplinary actions (see Internet and Computer Networks Acceptable Use and Internet Safety Policy). Use of computers inconsistent with Internet and computer policy is prohibited. Any student who finds inappropriate material on a computer or Internet site is to immediately inform the teacher.

202 — Bullying: Any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

203 — Smoking or Use of Smokeless Tobacco: Smoking or possession of matches, lighters, lighter fluids or tobacco products of any kind on district property, at a school-related activity or on the school bus is prohibited. ABLE ticket may be issued.

204 — Excessive Referrals: Three or more discipline referrals of any kind during any nine-week period.

205 — Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations: Students will not participate in secret societies or organizations of any kind while on school property, at school-sponsored activities or while on the way to or from school in school vehicles. Street gangs hate groups, cults or similar groups, whether organized in the community or in other settings, are prohibited on school grounds, school vehicles, or at any school-sponsored activity.

206 — Conspiracy: Any two or more persons mutually agreeing to do a prohibited act on school property or at a school activity.

207 — Possession of Stolen Property: Having in one's possession property obtained without permission of the owner.

208 — Petit Larceny (theft): Taking of personal property with the intent to deprive another thereof (larceny where value of property is under \$500).

209 — Extortion: Obtaining or attempting to obtain money or property from an individual by threat, intimidation or false pretenses.

210 — Sexual Misconduct: The act of deliberately showing or touching private body parts/organs in a public place. The offending student is required to

attend counseling sessions with a counselor or administrator.

211 — Fighting: Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited. All participants in a fight will be disciplined according to their degree of involvement.

212 — Use or Possession of Alcohol, Drugs or Drug Paraphernalia and/or Being Under the Influence of Alcohol, Controlled Substances or Unauthorized Drugs or Substances: The use or possession of drug paraphernalia, drugs, alcohol, hallucinogens, marijuana or any unauthorized drug or substance; or being at school or a school event while under the influence of alcohol, controlled/unauthorized substances. In addition to disciplinary action, students will be recommended to enroll in and complete an approved drug/alcohol-counseling program prior to reinstatement to the home school. This category also includes being under the influence of such substances. Police notification is required for possession of a controlled substance.

### **TIER III OFFENSES (Code 300s)**

301 — Possession of Mace, Chemical Agents or Similar Materials/Devices: Possession by students of mace, pepper spray or other chemical agents that may cause irritation or physical discomfort or bodily harm on school district property, at a school-related activity or on the school bus/vehicle. Possession of fireworks is also prohibited. All such items will be confiscated by school district personnel.

302 — Disorderly Conduct: Behaving in a violent or seriously inappropriate manner that disrupts the educational process. NOTE: This category is usually used when the police are called to cite a student for extreme disruption. It is not to be used when recording classroom disorders that result in student referrals to the office.

303 — Forgery or Falsification of Information: The act of falsifying teacher/administrator signatures or information on official school records, hall passes, documents, and any items requiring staff signatures.

304 — Falsely Reporting a Crime: Knowingly providing false information to law enforcement or school authorities as to criminal conduct by another.

305 — Verbal Abuse of Staff: The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person (including School Resource Officers and security personnel) in a threatening manner. These actions do not pose an immediate threat to school personnel but are considered unacceptable in the educational setting and which may be interpreted as a threat to the safety of the person it is directed toward. This includes but is not limited to hand gestures, written

communication, electronic communication, verbal statements and threats.

306 — Abusive Behavior Toward School Personnel: Inappropriate physical contact with any school employee or volunteer where such physical contact does not rise to the level of an assault but is physical contact that reasonably could be expected to be injurious. This includes physical contact committed recklessly and without specific intent. NOTE: Staff should not block a student's egress or ingress unless to protect the health and safety of others or to protect property.

307 — Trespassing: Entering any school property or into any school facility without proper authority (includes any entry during a period of suspension).

308 — Failure to Permit a Lawful Search or Inspection by a School Official: The act of preventing or impeding a school official from conducting a search or inspection authorized by board policy or the Behavior Response Plan is prohibited. The school principal or designee may authorize the search of a student's person or personal property and the seizure of prohibited, illegal or harmful items in a student's possession.

309 — Drug/Alcohol Sale or Distribution: The sale, giving away and/or distribution of alcohol, marijuana, prescription drugs, hallucinogens or similar substances including fake drugs/substances passed off as contraband. Students disciplined for this violation will be recommended to successfully complete an approved drug/alcohol counseling and/or treatment program prior to reinstatement to the home school.

310 — Theft by Receiving: The act of larceny will not be tolerated. To steal school property or property belonging to another person or to knowingly receive stolen property. Student and parent/guardian is responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions.

311 — Breaking and Entering/Vandalism: The act of breaking into property belonging to another person or belonging to the school district; the act of intentionally destroying property, cutting, defacing or otherwise damaging property belonging to another person, including class assignments, buses or property belonging to the district. Also, the act of physically damaging, modifying, or abusing computer hardware, software or computer files or accessing or hacking into the computer files of others. The parent/guardian is responsible for all damages to property caused by his/her child. Law enforcement may be called if the circumstances warrant



312 — Robbery: The taking of any goods, money or other valuable items from another person by force, threats or with a weapon will not be tolerated

313 — Possession of Weapon (Non-Firearm) or Facsimile Weapon: The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, billy club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person including unused or unspent bullets or shells.

314 — Arson: The willful and deliberate burning of, or attempting to burn, school property.

315 — Inciting to Riot: An act/conduct resulting in a riot or urging others to commit acts of force/violence or participation in a gang fight or disturbance at school, in school vehicles or at school activities.

316 — Threat with a Dangerous Weapon: Using a sharp or dangerous weapon to threaten another person with bodily injury.

317 — Assault: An act initiated by one or more persons that purposely or recklessly creates apprehension of imminent physical injury to another person such as a threatening or menacing gesture.

318 — Battery: The act of purposely causing physical injury to another person by beating/striking.

319 — Physical Assault on Staff: Assaulting or attempting to cause physical bodily injury or acts in a manner that could reasonably cause bodily injury to an employee or school volunteer. The length of elementary suspensions will be determined based upon the totality of the situation.

320 — Threat with Intent to Kill: Any willful or unlawful offer or attempt with force or violence to kill another.

321 — Aggravated Assault & Battery: When bodily injury is inflicted on a person which normally requires the person's medical treatment, including but not limited to treatment for bone fractures, cuts requiring stitches, disfigurement, dislocations, or any similar or greater injury, or when a weapon is used or any instrument is used as a weapon directed toward another regardless of whether there is any injury or the degree of injury inflicted — Aggravated Assault & Battery: When bodily injury is inflicted on a person which normally requires the person's medical treatment, including but not limited to treatment for bone fractures, cuts requiring stitches, disfigurement, dislocations, or any similar or greater injury, or when a weapon is used or any instrument is used as a weapon directed toward another regardless of whether there is any injury or the degree of injury inflicted.

322 — Off-Campus Conduct: Any off-campus conduct by a student where the student's continued attendance at school would have an adverse impact on order, discipline, or the educational process, or could pose a threat of violence or disruption.

323 — Fighting/Battery or Riotous Behavior at an Extra-Curricular Event: Involves physical contact (with or without injury), battery, or inciting to riot, etc.

324 — Reckless Vehicle Use: Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the educational process.

325 — False Alarms and 911 Calls: The act of pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose. The act of communicating a false alarm to or about a school, a school bus, a school-sponsored or related activity or any public facility is a felony. Fire Marshal or Police notification is required.

326 — Shooting of Fireworks: The demonstration of fireworks is a misdemeanor offense. Shooting fireworks inside a building is also a tremendous fire hazard and a violation of fire laws. Such behavior may also result in a fine.

327 — Possession or Use of Explosives: The possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm, including fake devices or devices claimed to be explosive devices that are not.

328 — Disregard for Health or Safety Not Otherwise Defined: Engaging in conduct similar to the violent offenses mentioned in this document which are violent acts or acts showing deliberate disregard for health or safety and which are not specifically described in another item.

329 — Possession of Firearm: The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school sponsored or school-related event without written permission from a school authority. The term firearm is defined per Board Policy, Gun-Free Schools.

330 — Sexual-Related Offenses: Any act or attempt to act that is intentional sexual contact, sexual battery, offensive touching, rape or attempted rape, lewd molestation of a child, indecent exposure, outraging public decency or any sexual harassment. A police investigation is required by the Dover Police Department.

## **BICYCLE REGULATIONS**

Bikes may be ridden to and from school. When a bike enters or leaves school property they need to be walked to the designated parking area, and may not be moved until school is dismissed, and busses

have left, unless the Principal or Superintendent grants special permission.

### **BULLYING PREVENTION POLICY**

The Dover School District specifically prohibits harassment, intimidation, and bullying. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures that the district deems appropriate.

The Dover School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment intimidation, or bullying.

"Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's property; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the actions(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures

addressing the elements of this policy, consistent with the complaint and investigation components of procedures defined within handbook regarding harassment and Sexual Harassment.

**INFORMAL COMPLAINT PROCESS:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation, and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district need to conduct an investigation based

on information in their possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed:

- A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts; conditions or circumstances alleged to have occurred that might constitute harassment, intimidation, or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
  - a. That the district intends to take corrective action; or
  - b. That the investigation is incomplete to date and will be continuing; or
  - c. That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- G. If a student remains aggrieved by the superintendent's designee's response the student may pursue the complaint as one of discrimination pursuant to Policy FBA, Nondiscrimination or a complaint pursuant

to Policy DAAB-R, complaint Concerning staff or Programs.

Students will be provided with age appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their rights and responsibilities under this and other district policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

Cross References:

Policy FBA, Grievance Procedures, Sex Discrimination/Harassment

Policy FBA-R, Grievance Procedures, Sex Discrimination/Harassment, Regulations

Policy FO, Student Discipline

Legal Reference: Title VII of the Civil Rights Act of 1964

42 U.S.C. § 200e-2

29 C.F.R. § 1604.1, et seq.

*Adapted from Bullypolice.org*

### **BUS RIDER RULES**

(The bus is an extension of the school and classroom. Proper behavior is very important.)

1. Previous to loading (on the road and at school)
  - a. Be on time at the designated school bus stop. KEEP THE BUS ON TIME.
  - b. Stay off the road at all times while waiting on the bus. Bus riders conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to enter.
  - d. Be careful in approaching bus stops.
  - e. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
2. While on the bus:
  - a. Keep hands and head inside the bus at all times.
  - b. Assist in keeping the bus safe and clean at all times.
  - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  - d. Treat bus equipment as you would valuable furniture in your own home.
  - e. Bus riders should never tamper with the bus or its equipment.
  - f. Leave no books, lunches, or other articles on the bus.
  - g. Keep books, packages, coats, and all other objects off the aisles.

- h. Help look after the safety and comfort of small children.
  - i. Do not throw anything off of the bus windows.
  - j. Bus riders are not permitted to leave their seats while the bus is in motion.
  - k. Horseplay is not permitted around or on the bus.
  - l. Bus riders are to be courteous to fellow students, the bus driver, and the patrol officers or driver's assistant.
  - m. Keep absolutely quiet when approaching a railroad-crossing stop.
  - n. In case of a road emergency, children are to remain on the bus.
3. After leaving the bus:
  4. Extra-curricular trips:
    - a. The above rules and regulations will apply to any trip under school sponsorship.
    - b. Students shall respect the instructions of a competent chairperson appointed by school officials.

8. If you are assigned lunch detention you cannot talk or visit with other students who are or are not serving detention.

### **COMPETITIVE ATHLETICS PHILOSOPHY**

The school community at Dover, Oklahoma recognizes that in athletic competition, working toward winning by planning highly organized practice sessions, preparing realistic game plans, and putting you people in a position to succeed through hard work, dedication, and teamwork is essential. At the same time, we understand that winning depends on numerous variables including available talent, scheduling, the absence of injuries, and often some good fortune. Athletics provides students with an opportunity to develop and maintain physical fitness and life-long healthy habits. We consider our foremost task to be the development of strong character in the young people of Dover Public School.

### **CONCUSSION AND HEAD INJURIES AWARENESS/MANAGEMENT POLICY**

In accordance with the policy of the board of education, the following regulations, attached procedures, and acknowledgement forms contains guidelines for dealing with concussions and head injuries. For the purpose of this regulation, a licensed health care provider trained in the evaluation and management of concussions includes: medical doctors (MD), doctors of osteopathic medicine (DO), nurse practitioner (NP), physical assistant (PA).

1. An acknowledgement statement from student-athletes and parent/guardian must be on file annually with Dover Public School prior to the beginning of the athlete's practice/competition.
2. Athletes and parents/guardians will receive a concussion/head injury fact sheet prior to the beginning of the athlete's practice/competition.
3. Athletes who are suspected of sustaining a concussion or head injury fact sheet prior to the beginning of the athlete's practice/competition.
4. An athlete who has been removed from participation may not 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.
5. All district coaches will view the 20-minute free video "Concussion in Sports: What you need to Know" at the National Federation website at [www.nfhslearn.com](http://www.nfhslearn.com) and

### **CAFETERIA BEHAVIOR**

All people who are on staff at Dover Public Schools have the same authority as teachers. This includes custodians, maintenance, cafeteria workers, and substitute teachers. While in the cafeteria the following guidelines will be followed.

1. All food items will be consumed while in the cafeteria during breakfast or lunch.
2. Breakfast will only be served between 7:30 a.m. and 7:55 a.m. unless an exception has been made through the principal's office. No food will be served prior to 7:30 a.m. or after 7:55 a.m.
3. Elementary lunch will be served only between 11:00 A.M. and 12:00 P.M. No food will be served after 12:10 p.m.
4. If you spill food or a drink item or cause someone else to, it is your responsibility to ask the cafeteria staff for equipment and supplies to clean up your accident.
5. Once you have finished eating, please help pick up trash and other belongings you have helped create. Be responsible for your area and actions.
6. If you take an extra juice or milk, please be prepared to pay for it.
7. Students must have their lunch cards with them upon entering the cafeteria line or the student must report to the principal.

documentation of viewing will be kept on file by the district.

6. The staff at Dover Public School can find information on concussions and head injuries at the following websites:
  - a. OSSAA website: [www.ossaa.com](http://www.ossaa.com)
  - b. National Federation of State High School Association website: [www.nfhs.org](http://www.nfhs.org)
  - c. Oklahoma Athletic Trainers Association website. [www.oata.net](http://www.oata.net)
  - d. Center for Disease Control website: [www.cdc.gov/TraumaticBrainInjury](http://www.cdc.gov/TraumaticBrainInjury)

7. If an athlete is suspected of sustaining a concussion or head injury the following procedure is to be followed:

- a. Remove the athlete from participation until he/she is evaluated by a licensed health care provider trained in the evaluation and management of concussions and receives written clearance to return to participation.
- b. Notify the administration of the possible concussion or head injury.
- c. Notify the athlete's parent/guardian.
- d. Determine if the athlete needs immediate medical attention and then make appropriate arrangements (i.e. release to parents/guardians, transport to the hospital, call an ambulance).
- e. Complete an incident form that is to be kept on file by the district.
- f. Place written clearance from a licensed health care provider with training in the evaluation and management of concussions and head injuries in the athlete's file.
- g. The athlete may resume participation.

## COMPLAINTS

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children) under their control for a major part of their duty. The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly the board requests that patrons follow the following chain of events to air concerns.

- First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem.
- If that is not successful, the next step is to contact the principal to schedule a

meeting. The principal will then meet with the patron and if necessary set another meeting with the principal, patron, and teacher all present to work out any problems that are found.

- If after these steps have been taken the patron has not been satisfied, the patron should set a meeting with the superintendent. The superintendent will meet with the patron, hear their concern, conduct such investigation as necessary, and convey the results to the patron.
- If the patron is still not satisfied, the superintendent will schedule the patron for a place on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

Forms can be found in the principal's office to initiate the complaint process. Each level in the chain of command must be met in order for it to go to the next level except in the case of an emergency. We want to address your concerns in an efficient and timely manner.

## DRESS CODE

Background: Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe, and healthy environment within the school.

The Board of Education has determined that reasonable regulation of school attire and personal environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students.

Student/Parent/Guardian Responsibilities: Although the Board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. Excessively large or baggy clothes are prohibited. Approved garments must be of

length and fit that is suitable to the build and stature of the student.

2. Permitted clothing shall be worn as designed/manufactured to include the following:
  - Suspender straps must be attached as designed and worn on shoulders.
  - Shirts/blouses must be buttoned and/or zipped appropriately unless worn as layered clothing such that the layered look complies with the dress policy.
  - Belts must be fastened.
  - School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration, as long as the uniform complies with the dress code.
  - All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.
3. Upper and Lower Garments
  - The cut-off sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited.
  - Shoulder straps of permitted garments must be a minimum of the width a dollar bill.
  - Bare midriff, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing or walking.
  - Undergarments shall not be visible.
  - Pants and shorts shall be worn at the waist and shall not be excessively long. Pants with holes in them are allowed ONLY if the no skin is showing through the holes. (Tights or other items may be worn under the jeans to prevent skin from showing.)
  - Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear, etc. are not permitted.
  - Shorts and skirts must be of modest length (No shorter than the tips of your fingers).
4. Head Coverings/Sunglasses
  - Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

- Caps, hats, or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.

5. Appropriate footwear required.

Sponsors or coaches for extra-curricular activities may require or allow different dress for these activities. Failure to observe the dress and grooming code of Dover Schools will result in a progressive disciplinary action severity of punishment will escalate every time infraction of rules occurs.

### **DRUG-ALCOHOL STANDARDS OF CONDUCT**

The Board of Education believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Dover students are expected not to be involved in the use or possession of these dangerous substances. Therefore, the following standards of conduct will not be allowed by and Dover student:

1. Unlawful possession, use, distribution, or under the influence of illicit drugs on school property, at any school activity, or while traveling to or from any school activity.
2. Possession or use of alcohol on school property or at any school activity or while traveling to or from any school activity or reporting to school under the influence of alcohol

Students who violate the above rules of conduct will be subject to the following disciplinary actions. First offence may include short-term suspension (in or out of school), long-term suspension (in or out of school), referral to law enforcement authorities, treatment referral, or other action deemed appropriate by the principal. Subsequent violation of any of the rules of conduct may include any of the above actions by the principal. Drug and alcohol counseling are available to Dover students through the Kingfisher County Health Department.

### **ENROLLMENT/CHECK OUT**

Parents checking out students should come to the Elementary office and sign students out. If Dover athletic teams are involved in tournament play during the regular school day and parents want to check students out of school, the following procedures should be followed:

If parents are working and unable to personally check high school students out of school, a phone call to the high school office will be fine. Students attending extra-curricular activities during the school day will be required to be released to an adult and ride with adults to the activity. All students are not allowed to drive their vehicles away from school during regular school hours if parents want their student to ride to a game or activity with a specific adult, the parent should call school and inform school officials of when and whom they wish the student to leave with. Exceptions may arise and will be handled on a case-by-case basis.

### **FOOD, DRINKS, & GUM**

Food, drinks, and gum are prohibited in the Elementary hallways, lockers, and classrooms unless the principal gives permission to a teacher for special occasions. No students will be allowed to call in an order of food from home or any other food service entity during the school day (8:15 – 3:15). Students wanting to bring their lunch will have to place it in their homeroom until the lunch period. Students should place their name on their lunch bags to avoid others taking them during lunch. No outside food or drink unless lunch is brought and the above procedures are followed. No student will be allowed to call in an order from home or any other food services entity.

### **FUNDRAISING ACTIVITIES**

All organizations, which wish to have fund raising projects, must get it cleared through their sponsors first. After sponsors have agreed to the project, it must be cleared through the principal by the sponsor. The fundraiser must be approved by the Board of Education prior to fundraising. Exceptions to this must have prior approval. This procedure must always be used, if the activity is to be approved.

### **GRIEVANCE PROCEDURE**

This grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex, gender), SECTION 504 of the REHABILITATION ACT OF 1973 (persons with disabilities), Age Discrimination Act of 1975, and the Americans With Disabilities Act.

This procedure applies to employees, students, and patrons. The grievance procedure applies to claims of acts or omissions relating to protected rights based upon age, race, color, sex persons with disabilities, and national origin including limited English proficiency.

Anonymous complaints of discrimination or harassment will be investigated to the extent appropriate and possible based on the nature of the complaint. Confidentiality of the person who filed the complaint will be maintained to the fullest practicable. Retaliation against a person who files a complaint of discrimination or persons who participate in related proceedings is prohibited.

LEVEL 1 – The building principal will act as the compliance coordinator for any allegation of building level violations affecting students, employees, or building patrons. Allegations of violations or omissions of this type should be reported to the building principal. The building principal will then coordinate or delegate the coordination of an investigation of the allegations within 7 days of the complaint. All complaints will be promptly, thoroughly, and impartially investigated, including the opportunity for the complainant and the accused to present witnesses and provide evidence. The building principal will submit a written decision to the complainant regarding the complaint within 14 days of receiving the written complaint or allegation. The complainant will have 7 calendar days to ask for an appeal of the decision in writing to the Superintendent of Schools, P.O. Box 195 Dover, Ok 73734 Phone: 405-828-4206. Failure to make an appeal within the required 7 days will make the original decision final.

LEVEL 2 – In the case of an appeal of a Level – 1 decision, an instance that the allegation may be against the building principal the appeal or allegation should be reported to the Superintendent in written form. The superintendent will review available materials and schedule a meeting within 7 calendar days of the written request for Level-1 decision appeal or allegation of discrimination. All complaints will be promptly, thoroughly, and impartially investigated, including the opportunity for the complainant and the accused to present witnesses and provide evidence. The participants will be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with prior written notice of 2 days to other parties in the meeting. The superintendent shall make a written decision within 7 days of the final meeting of the parties. This decision shall be final.

If discrimination has occurred, appropriate corrective and remedial actions will be taken according to school policy.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time allowances if a request is made in

writing by either and so agreed to by the parties. If the alleged violation, omission, interpretation, or application is of corporate nature such as written rule, regulation, or policy, then Level-2 is initiated immediately. Further inquiries may be directed to the Office of Civil Rights 8930 Ward Parkway, Suite 2037, Kansas City Missouri 64114-3302; Telephone: (816) 268-0550; Facsimile: (816) 823-404; or Email: [OCR.kansasCity@ed.gov](mailto:OCR.kansasCity@ed.gov).

### **GUN-FREE SCHOOLS ACT**

It is the policy of the Dover Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.
  - a. 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.
  - b. Such firearm or weapon will be confiscated and released only to proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, 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 a weapon defined below:
  - a. "...any pistol, revolver, 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."

Any student who violates Section 2 of this policy will be subject to discipline, which may include suspension up to one full calendar year (for firearms), or for any term less than one calendar year (for suspension up to one full calendar year (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.

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 if any such students are determined to be in violation of this policy.

### **HEAD LICE POLICY**

1. Any child with lice or nits (eggs) must leave school immediately and be treated with appropriate shampoo.
2. The child must be NIT FREE to return to school. A small toothed comb can be used to remove all dead nits from the child's head.
3. Child must see the school nurse or authorized person before returning to the classroom.
4. If you have a note from the health department, the child still needs to be nit free, and see the nurse/authorized person prior to returning to the classroom.

### **HONOR ROLLS AND AWARDS**

To make the Superintendent's Honor Roll, a student must have straight "A's".

To be listed on the Principal's Honor Roll, a student must have no grade lower than a "B".

Final Honor Rolls are figured on a semester basis only.

### **HOMEWORK**

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system. Because of the nature of the high school subjects, homework may not be assigned in each class each day. However, regular homework assignments should be anticipated. Certain classes



will require more frequent homework than others, but students should make specific preparations for completing homework assignments.

### **IN-SCHOOL DETENTION**

Students in ISD will also not be allowed to participate in any extra-curricular activities that day.

### **LEAVING SCHOOL GROUNDS**

Students are not to leave school grounds for any reason without permission from the principal or superintendent. Leaving school grounds without administrative permission is truancy and will be disciplined accordingly. Students leaving school with parent or guardian must check out through the office. Teachers may not send students away from school on errands except with the approval of the principal or superintendent.

Dover School has a closed campus in regards to lunch. Students are not allowed to leave campus for lunch. However, if a parent wishes to check their student out for lunch, parents or guardians must physically come into the school and sign the student out, and sign the student back in after lunch. Extenuating circumstances will be handled on a case by case basis as they occur.

Parents wishing their students to leave school prior to normal dismissal time must check students out through the office. Please do not go to the classroom door requesting your child without first checking out through the office.

### **LIBRARY**

Dover School is very proud of its fine library. The books and video collection in the library are there for students' educational growth. All books, magazines, or reference books are not allowed to be taken outside of the library unless they have been checked out by the student. Students will check books out with the librarian. Fines of five cents per day will be assessed for overdue books. If a book is lost or damaged beyond normal wear, the student will be required to pay for the book. A student who has a fine or a book overdue may not check out library materials. No magazines or encyclopedias are to be taken home. All other books may be checked out for two weeks. When checking books in, be certain the librarian takes your book or that you deposit it in the return box. Do not leave it on the desk. You are responsible for the book and must pay for it if lost.

### **LUNCHROOM**

All students in grades K-12 will pay the breakfast and lunch clerk for all meals. Those eating by the day will either pay or charge in the lunch line.

CHARGES SHOULD BE PAID BY THE 10<sup>TH</sup> OF EVERY MONTH!!!

### **MOMENT OF SILENCE**

A law in the state of Oklahoma passed in the spring of 2002 requiring schools to "observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices". Dover High School will recognize one (1) minute of silence when we have our daily announcements.

### **PARENT RESPONSIBILITIES/OPPORTUNITIES FOR INVOLVEMENT**

Many parents believe that when children enter high school, their son or daughter is ready from independence. Although we are encouraging those skills, which develop responsibilities and accountability, many adolescents need family support and guidance.

### **PARENTS' RESPONSIBILITY**

1. Be active participants in their child's education.
2. Communicate regularly and work cooperatively with school administration and teachers. Examples include: Open house, parent-teacher conferences, etc...)
3. Send the child to school ready to learn-rested, fed, properly dressed, with assignments and materials, etc...
4. Make sure the child attends regularly and promptly report absences and tardies to the school.
5. Participate in recommended parent training programs.
6. Inform school authorities of any learning problem or condition that may relate to the child's education
7. Monitor and support the child's adherence to school policy.
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Create a positive learning environment at home.
10. Discuss school activities with your student daily.
11. Attend school events to show support of your child.
12. Never be afraid to ask questions or for help.

### **POSSESSION OF NON-INTOXICATING, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

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

1. Intoxicating substances (glue, paint, etc....),
2. Alcoholic beverages, or
3. Controlled dangerous substances as defined by state law, shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or guardian of said student of the matter.

### **PUBLIC DISPLAY OF AFFECTION**

A healthy moral climate is in the best interests of the school and community. All school activities are therefore properly sponsored. During school hours, physical contact between boys and girls, such as kissing, hugging, holding hands, pushing, tickling, etc... will not be condoned, and rules of conduct during these hours shall also govern school-sponsored trips and activities. Parents will be notified if such conduct is not refrained.

### **REGULAR SCHOOL PROGRAM**

#### **ORGANIZATION OF THE SCHOOL SYSTEM**

The organization of the school system will be K-8 Elementary and 9-12 High School. The school day and the school term will be prescribed by law. The board has the authority to extend the term beyond the minimum number of days required by State Law.

#### **EXTRA-CURRICULAR ACTIVITIES**

The extra-curricular activities should be managed in such a manner as to bring out the maximum benefit with a minimum of interference with the regular curriculum program. It will be the responsibility of the superintendent and the principal, with and through the faculty, to determine the activities to be carried on in accordance with regulations of the Dover Board of Education.

#### **VOCATIONAL EDUCATION PROGRAM**

Students may participate in the Agriculture Education and Business education programs offered at Dover High School.

### **GIFTED EDUCATION PROGRAM**

These programs are being provided to students in the Dover Schools which meet the state mandated guidelines they are defined as "those special programs, supportive services, unique educational materials, learning settings, and other educational services which differentiate, supplement, and support the regular education program in meeting the needs of the gifted".

### **SATURDAY SCHOOL**

Saturday school is a discipline alternative assigned only by an administrator and can be assigned for reasons deemed appropriate by the administrator. If a student is assigned Saturday school, an attempt to contact the parent or guardian will be made. However, if that is not possible, the student will be required to complete a Saturday school form, have it signed by the parent/guardian, and return it to the administrator no later than Friday prior to the Saturday to be served. This serves as the student's registration and provides the supervisor with a way to take role and report attendance to the administrator on Monday.

Saturday school hours are from 8:00 a.m. to 12:00 p.m.

Students who arrived after 8:00 a.m. or fail to attend their assigned Saturday school will be automatically suspended on the next two school days.

### **SCHOOL DISMISSAL**

The decision as whether school will be dismissed because of bad weather will be made by the superintendent after consultation with those responsible for transportation services and weather services in addition to checking the conditions of the local roads.

The announcement of school dismissal will be made via radio and/or TV. (KFOR, 4, KOCO, 5; KWTV, 9)

### **SEARCH AND SEIZURE POLICY**

The superintendent, principal, teacher, or Security Personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of an student or property in the possession of the student when said student is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's

clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, and/or missing or stolen property that might be in their possession including. They will also have authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, intoxicating beverages, non-intoxicating beverages, and/or missing/stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, and/or missing or stolen property may be suspended by the superintendent or principal for a period no to exceed the current school semester and succeeding semester. Any student suspended under this section may appeal any such suspensions to the Board of Education of the school districts. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectations of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

## **SECURITY**

It is our goal at Dover School to have a safe haven for students at all times. Front doors will lock at 8:00 A.M. and remain locked throughout the day. If you arrive after the front doors lock, you must go through the high school doors and check in through the office before advancing to the classroom. Students who are tardy 3 times per semester will be counted as one absence.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Dover School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for a student to harass another student or staff

member through conduct or communications of a sexual nature.

## **STUDENT LOCKERS**

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The principal has the authority to inspect or cause periodical locker inspections. All lockers are equipped so they can be locked. Locks will be provided for protection of personal belongings. Students have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

## **STUDENTS – RELEASED TO LAW OFFICERS**

1. Various police, attorneys, and/or insurance investigators can only speak with students with consent of the parent or guardian or upon the written order of the court, and with the permission of the principal.
2. No student will be released into the custody of an officer of the law without the parent's or guardian's consent or upon written order of the court or upon request of the principal or superintendent for the well-being of the school, students, and/or employees of Dover Schools. If a law officer requests a student through a teacher, the teacher will not release said student without permission of the principal personally.

## **SUSPENSIONS AND DISCIPLINES**

1. The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for any other sufficient reason. Suspensions will be reported immediately to the Superintendent.
2. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body

## **SUSPENSION PROCEDURE**

The principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents/guardians, stating the reason for the suspension, the term of the suspension, and his/her right to a hearing before the superintendent.
2. In writing, notify the student and his/her parents/guardians, by United States mail stating the reason for the suspensions, the term of the suspension, and the right of a hearing before the superintendent.

3. If the student or parent appeals the suspension to the superintendent, the superintendent will conduct an independent investigation of the incident and conduct a hearing with the parents. Student and any other individuals present that the superintendent's investigation has determined needs to be present. At such hearing the student and parents may present their case. The superintendent will make a ruling that may leave the suspension intact, modify the suspension, deny the suspension and substitute some other form of appropriate discipline, or exonerate the student from fault and drop the case against the student.
4. The principal may suspend students for a period not to exceed the balance of the current semester and all of the succeeding semester.

### **TARDIES**

Tardy is defined as arriving during the first five minutes of class after the bell rings starting the class. A student who arrives later than the first fifteen (15) minutes is counted absent. If a student is going to be late for school (1<sup>st</sup> period) a parent or guardian must notify the school office as to the tardy. If a parent or guardian does no contact the office, the tardy shall be dealt with through the below steps.

If a student comes to class tardy, teachers will discipline if excessive tardies continue the student will be directed to the office for discipline.

- 1<sup>st</sup> thru 3<sup>rd</sup> tardy per nine weeks will be dealt with by the classroom teacher.
- Three (3) tardies = one (1) unexcused absence
- Twenty-five (25) tardies in one semester and the student fails the class.
- Excessive tardies will be punished every tardy after three per semester.
- Progressive punishment will be in place the severity of consequence for the tardy will increase as students continue to be tardy.

### **TELEPHONES/CELLPHONES**

Cell phones are not allowed at school, any and all use of a cell phone from 8:00 to 3:15 in any capacity will be considered as a rule infraction and the cell phone will be confiscated. Cell phones will have to be picked up from the teacher or the office by a parent. Cell phones should be stored in book bags or lockers.

The office telephones are business phones and should be used by students for school related calls or emergencies only. These calls should not be during class time or during class breaks. Student

calls are to be made before school or after school only. Students will not be called out of class to answer the phone except for emergencies.

### **TERMS AND CONDITIONS FOR USE OF INTERNET**

The Dover Public School provides its students with access to the school's computer network systems, including Internet access, in an effort to expand informational and communication resources in furtherance of the school's goal of promoting educational excellence. It is hoped that the use of these resources will enhance the student's research capabilities, increase student productivity and better prepare the students for higher education or workplace skills.

Network and Internet Access Terms and Conditions:

1. Access and use of the School's computer network system and the Internet is a privilege, not a right, which will be withdrawn if abused.
2. Acceptable use: The school's computer system and Internet access may only be used from the support of education in a way that is consistent with the educational objectives of the school. All Internet use must comply with the copyright laws.
3. Unacceptable use includes anything that is deemed by the administration as not school related. All privileges will be revoked if abuse occurs. Additional punishment may be administered when necessary punishment may range from detention to suspension from school.
4. Be aware that any communication device used to defame or harass any student at Dover public school will be investigated and punishment will be administered to any or all students that partake in such activity, even if the documentation originates away from the school network. (SB1941)

### **TRAVEL IN NON-SCHOOL OWNED VEHICLES**

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and the principal and sponsor of the activity in which the student is engaged have authorized such travel.

**STUDENTS MUST RIDE THE BUS TO ACTIVITIES; ANY EXCEPTIONS MUST BE CLEARED IN ADVANCE WITH THE PRINCIPAL OR SUPERINTENDENT. STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE**

TRANSPORTED TO ACTIVITIES UNLESS RELEASED IN PERSON TO THEIR PARENT OR GUARDIAN.

### **TOBACCO PRODUCTS**

The Dover Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma Law that prohibits the possession of tobacco by minors. Therefore, the Board has established the following policy:

In accordance with Oklahoma law, tobacco in any form will not be used by students attending any school-sponsored event outside school premises, or while in transit to or from such an event in school authorized vehicles.

Students of Dover Schools using and/or in possession of tobacco products on school premises or on school related activities; the following consequences will apply to students:

1<sup>st</sup> offense: The student will be suspended from school for one (1) day.

2<sup>nd</sup> offense: The student will be suspended from school for three (3) days.

3<sup>rd</sup> offense: The student will be suspended from school on a long-term basis.

### **USE OF SCHOOL BUILDING**

Private and public use of school buildings by patrons of this district will be granted when not in conflict with school activities or groups directly associated with school programs. A charge, to be determined by the Board of Education, will be made for use of school buildings or facilities by any organization not directly associated with the school. Ordinarily, any adult (21 years of age) resident of Dover will be allowed to use school facilities. Such adult will be issued a key that is to be returned immediately upon completion of use of the facility in question. In addition, said adult agrees to accept responsibility for all negligence and damage to school property. The adult should schedule the use of the facility as far in advance as possible with the high school principal. For most athletic functions, the elementary gym will be available for reservation on a first come first serve basis for a two-hour period of time. In all instances the school board has final say as to who can use the building (O.S. Section 951).

### **VISITORS**

All visitors must check in at the office. Students are not allowed to bring visitors to school. Former students must check with the principal's office before coming to school, but will not be allowed to visit classes.

### **WIRELESS PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones will not be allowed while school is in session. If a parent or guardian needs to reach a student, they need to call the elementary school office at 405-828-4205. Sponsors of school activities have the right to adjust this rule during school sponsored activities.

Pagers, phones, radios, cassette players, CD's, personal radios, televisions, mp3 players, iPods, and other electronic equipment are not permitted in the school unless requested by a teacher for academic reasons. The following procedure will be followed at Dover Elementary when a student is found to be in violation of this state law and/or school policy.

- First offense- the prohibited device will be confiscated and kept in the office until after school when the student must meet with the principal or principal-designee to retrieve the device.
- Second offense- The prohibited device will be confiscated and kept in the office until a parent or guardian reports to the principal or principal-designee to retrieve the device.
- Third offense- the prohibited device will be confiscated and kept in the office until a parent or guardian report to the principal or principal-designee to retrieve the device and the student will be assigned one day of Saturday detention.
- Subsequent offenses- The prohibited device will be confiscated and kept in the office until a parent or guardian reports to the principal or principal-designee to retrieve the device and the student will be suspended from school for a number of days equal to the number of subsequent offenses up to three days.

### **INFORMATION ON MENINGITIS**

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may results in brain damage, hearing loss, limb amputation or learning disabilities.

#### **What types of bacteria cause meningitis?**

There are several types of bacteria that cause meningitis, including Neisseria meningitides, Streptococcus pneumonia, Group B streptococcal disease, and Hemophilus influenza type B. Neisseria meningitides is rare but especially risky for certain ages. Disease caused by Neisseria meningitides is usually referred to as "meningococcus" or "meningococcal disease."

#### **Who is at risk from meningococcal disease?**

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. On average, two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

#### **How is the disease spread?**

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

#### **Is meningococcal disease dangerous?**

Yes, every year in the United States about 2,500 people are infected and about 300 of those people die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

#### **How can meningococcal disease be prevented?**

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- ♦ All adolescents 11-18 years of age
- ♦ College freshmen who live in dormitories,
- ♦ Other people at high risk 2 through 55 years-of-age.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10 years of age and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a

balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

#### **Signs and Symptoms of Meningitis**

- ♦ Headache
- ♦ Fever
- ♦ Chills
- ♦ Stiff neck
- ♦ Extreme tiredness
- ♦ Vomiting
- ♦ Sensitivity to light
- ♦ Rash of small purplish black-red dots
- ♦ Confusion
- ♦ Seizures

#### **Is the meningococcal vaccine safe?**

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

#### **Does the meningococcal vaccine work?**

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

#### **Does the meningococcal vaccine prevent all cases of meningitis?**

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B.

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

If your child has health insurance, you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible?
- Are Native American,

Or whose health insurance does not pay for vaccines,  
and are either 11 through 18 years of age, or who are 2 through 18 years of age and do not have a spleen, or have terminal complement deficiencies, or HIV infection or will be traveling to countries with high rates of meningococcal disease.

**Is this vaccine required to attend school in Oklahoma?**

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma.

**Where can I get more information?**

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

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Centers for Disease Control and Prevention at

<http://www.cdc.gov/meningitis/index.htm>.

# DOVER PUBLIC SCHOOLS

201 NORTH TAYLOR – PO BOX 195

DOVER, OK 73734 (405) 828-4205

## ELEMENTARY STUDENT HANDBOOK

### VERIFICATION FORM

Please sign and return this form by Friday, August 10, 2018. Students who do not return the form by that date will not be allowed to participate in extracurricular activities until the form is returned.

I have been read and reviewed the 2018-2019 Dover Elementary School Student Handbook on the Dover Public Schools website. It is my responsibility to read, follow and abide by the rules, procedures, and policies of Dover Elementary School and Dover Public Schools.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Max Thomas, Superintendent

Trilla Cranford, Principal