

Forward

Porter High School is furnishing a handbook to all of its students. The purpose is to provide students and parents with the rules, policies, and expectations of Porter High School. This is not a complete rules book, and adoptions and provisions often occur through the school year. Porter Consolidated Schools does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing educational services. The Superintendent of schools has been designated to coordinate compliance with non-discrimination requirements.

Board of Education

Brenda Livesay-----Member
Joel Leavell-----President
Brian Jones-----Vice President
Ben Holt-----Member
Casey Lindell-----Member

Administration

Charlie McMahan-----Superintendent
Brenda Stone-----Encumbrance Clerk
Liz Brewer-----Activity Custodian
Sherry Staner-----Treasurer

Junior High & High School

Jerry Walker-----JH/HS Principal/Athletic Director
Rochelle Moore-----JH/HS Secretary/Registrar
Jentri Guinn-----Counselor/Curriculum

Child Nutrition

Gloria James-----Director

Faculty

Instructors

Departments

Jackie Bobbitt-----Science
Tonya Broyles-----Math
Christina Campbell-----Language Arts, Social Studies
Tiffani Chapman-Reed-----Special Education
Alan Cox-----Math/STEM/Drivers Ed.
Brad Criner-----Agricultural Education
Lori Criner-----Family and Consumer Sciences
Brad Criner-----Agricultural Education
Jentri Guinn-----Language Arts
Travis Hollis-----Athletics, Alternate Education
Janet Hubler-----Special Education
Prentice Joseph-----Social Studies, Athletics
Michael Keese-----Social Studies
Levi Keeton-----Social Studies, Athletics

Taylor Paulson-----Computers, Athletics
 Robert Pinion-----Language Arts, Humanities
 Jesssica Roberts-----Language Arts
 Nadine Scott-----Spanish
 Jeremy Teel-----Science, Athletics
 Jeff Walker-----Social Studies, Athletics
 Jill White-----Mathematics
 Tressa White-----Language Arts
 Janet Wybrant-----Science

Activities

Academic Team	Jackie Bobbitt & Jill White
Cheerleading JH/HS	Jentri Guinn
FCCLA	Lori Criner
FFA	Bradley Criner
National Honor Society	Janet Wybrant
Student Council	Jentri Guinn
SWAT	Nadine Scott
Yearbook	Christina Campbell
JOM	Jackie Bobbitt
Troop Support & Poetry	Tonya Broyles

Class Sponsors

7 th Grade	Jackie Bobbitt & Tiffani Chapman-Reed
8 th Grade	Robert Pinion & Taylor Paulson
9 th Grade	Liz Brewer & Jill White
10 th Grade	Jessica Roberts & Michael Keese
11 th Grade	Janet Hubler & Janet Wybrant
12 th Grade	Tonya Broyles & Jentri Guinn

2018-2019 GENERAL INFORMATION SHEET

Welcome to a new school year! Porter Consolidated Schools are committed to providing an exciting and rewarding educational experience. Administrators and staff are here to help you reach your goals. We encourage you to be a part of your school. Be involved in organizations, athletics, or in some school activity this school year. It is our goal to provide school programs which will challenge you academically and also provide an environment in which you can develop socially. Let's all join together to make this another great year. Go Pirates!

Daily Schedule

Our school day begins at 8:00 a.m. and ends at 2:55 p.m. Class schedule is as follows:

High School

1st--8:00-8:55

2nd--9:00-9:50

3rd—9:55-10:45

4th—10:50-11:40

5th--11:45- 12:40

Lunch—12:45-1:05

6th--1:10-2:00

7th -- 2:05-2:55

Junior High

1st--8:00-8:55

2nd --9:00 – 9:50

3rd—9:55-10:45

4th—10:50-11:40

Lunch—11:45-12:05

5th--12:10-1:05

6th--1:10-2:00

7th--2:05-2:55

2018-2019 School Calendar

August 13-14	Teacher In-service
August 15	Classes begin
September 3	Labor Day (No School)
October 1-2	Teacher In-Service (No School)
October 16	P/T Conference (3-9)
October 17-19	Fall Break (No School)
November 19-23	Thanksgiving Break
December 19-Jan 1	Christmas Break
January 2	Teacher In-Service (No School)
January 3	Classes Resume
January 21	Martin Luther King Jr. Day (No School)
March 7	P/T Conferences (3-9)
March 15	Snow Day
March 18-22	Spring Break
April 26	Snow Day
May 3	Snow Day
May 9	Last Day of Classes
May 10	High School Graduation
May 13-24	Snow Days (If necessary)

Porter Consolidated School Phone Numbers

Superintendent-----918-483-2401

Middle School/High School-----918-483-7011

Elementary School-----918-483-5231
H.S. Gymnasium-----918-483-5171
Administration Fax -----918-483-2310
High School Fax-----918-483-7202

Porter Junior High/High School Creed

- I AM A PORTER JUNIOR HIGH/ HIGH SCHOOL STUDENT
- I HAVE GREAT EXPECTATIONS FOR MYSELF
- I ACCEPT THE CHALLENGE TO BECOME THE BEST I CAN BE.
- YESTERDAY'S FAILURES ARE BEHIND ME. TODAY'S SUCCESSES ARE NOW BEFORE ME.
- I WILL MAKE TODAY THE VERY BEST DAY OF ALL, FOR THIS DAY BEGINS THE REST OF MY LIFE.
- I DO NOT HAVE THE RIGHT TO INTERFERE WITH THE LEARNING AND WELL BEING OF OTHERS.
- WITH MY FAMILY AND MY TEACHERS, I WILL DETERMINE WHAT I WILL BECOME.
- FOR THE EDUCATION I RECEIVE TODAY WILL MAKE ME A LEADER TOMORROW.

Student Responsibilities

- STUDENTS WILL SHOW PROPER RESPECT FOR AUTHORITY (TEACHERS, ADMINISTRATION, SECRETARIES, ETC.)
- STUDENTS WILL COME TO CLASS WITH NECESSARY MATERIALS, PREPARED TO LEARN.
- STUDENTS WILL BE IN THEIR SEATS WHEN THE BELL RINGS.
- STUDENTS WILL NOT HAVE FOOD OR DRINKS IN THE CLASSROOM.
- STUDENTS WILL NOT LEAVE THE CLASSROOM WITHOUT PERMISSION AND A HALL PASS.
- STUDENTS WILL KEEP TRACK OF THEIR GRADES IN ALL CLASSES.

Attendance

If your child is absent, please call the high school office at 483-7011 to inform them. You may also e-mail Rochelle at rmoores@porter.k12.ok.us. (Make sure you put your child's full name in the subject area.)

Bells and Their Purpose

The first bell of the day at 7:50 a.m. signals that students are allowed to enter the school building. The second bell begins the first five minute passing period before 1st hour. The bell at 8 a.m. is the first tardy bell and signals for class to begin. The next bell will designate a time for the students to be dismissed from the class they are presently in. Students should not automatically get up to leave the class on the bell. They should wait for the teacher's instruction. They can then proceed to the next class. The second bell will ring five (5) minutes later to signal to the students that they should be in the next class, seated and ready to go to

work on an assignment. (The second bell is the tardy bell). Students detained in class need to secure a note from that teacher and give it to the next teacher to be excused from being tardy.

Visitors to Our School

All visitors to Porter Consolidated School District must register with school officials and state their purpose for the visit. **All visitors** must report to the principal's office and obtain a visitor's badge. This policy includes parents/and or guardians. The principal has the prerogative to approve or deny the visit. Student visitors will not be allowed in the classrooms. Exceptions will be granted only by the principal. Visitors on our campus are required to conduct and dress themselves in an appropriate manner.

Rules for Assembly Behavior

Note: This is not a complete list of do's and don'ts. The student conduct rules will also be in effect at all times. The number of assemblies and the privilege of students to attend are contingent upon the ability of students to conduct themselves properly at all times regardless of the type of assembly being viewed. The following points are emphasized:

- Please remain quiet and attentive during all programs.
- A courteous reception should be extended to everyone, regardless of the type of program.
- Students are to remain in their places until the person in charge of the assembly, or the administration has dismissed them.
- Whistling, booing, talking, or other acts of discourtesy show lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body. Violators will be kept from attending future programs.
- Class yells are prohibited except during special pep rally assemblies.
- At pep rally assemblies, all students are urged to enter into and help with school spirit by participation in school yells, etc. Again, however, whistling, booing or any other acts of ill manners have no place in the program. Any student who is disruptive or disrespectful during assemblies will be immediately removed with the possibility of automatic suspension.

Bad Weather

In case of school closings or bad weather information tune in to KJRH, KOTV, AND KTUL television stations in Tulsa, Oklahoma and KRMG 740 am radio in Tulsa, OK.

Tornado and Fire Drill Requirements

State law requires fire and tornado drill at regular intervals.

Fire Drill

The signal used to indicate Fire will be the sounding of the first alarm (short interval blasts). When this happens it is very important that you leave the building as quickly and orderly as possible under the direction of the instructor. Do not take the time to stop at your locker or remove any personal items from the room. If during the evacuation the hall is filled with smoke, get on your hands and knees and continue to the nearest exit. All exits are clearly marked with lighted exit signs and the emergency lights may be on to assist you in seeing.

The signal for an all clear will be one continuous fifteen second (15-sec.) bell.

STUDENTS WHO INTENTIONALLY PULL ALARMS ARE SUBJECT TO LONG TERM SUSPENSION AND POSSIBLE MISDEMEANOR CHARGES.

Tornado Drill

A tornado watch means conditions are favorable for tornadoes to develop. A tornado warning means a tornado has actually been sighted.

Tornado alarm-students will be released with the intercom and will follow posted evacuation procedures in each school building and within each classroom.

Library Book Checkout:

Book checkout will be limited to one library book until that book is checked in. Exceptions will be made concerning research or reading assignments. Library books will be checked out to students for twenty-one days.

Textbook Checkout:

The library will issue all textbooks to students during the first week of school. New students will be issued textbooks when they enroll. All students are responsible for their textbooks. It is the responsibility of the student to return the textbooks in good condition. If a student loses his/her textbook, or if the textbook is damaged, the student is

Responsible for the replacement cost. If a student loses their textbook, no replacement will be issued until the lost book is returned or paid for.

Student Valuables and Lockers

Each student will be assigned a locker. Please use that locker only. It is important that all students lock their lockers. Locks are being provided for your use. These locks should be returned back to the High School Office at the end of the year.

Students should not bring large amounts of money or other valuable items to school. (Porter Consolidated School system cannot be held accountable for items stolen or damaged).

Students are responsible for their own property. We do not allow stickers or other items that may deface the locker to be placed on the locker. Students are not to switch or share lockers with another student. School authorities reserve the right to check student lockers at any time. Students are responsible for any damages to their lockers. If a student loses or damages their assigned lock or locker they will be responsible for paying for the damages.

Any student who loses their assigned lock will be charged \$5.00 for the replacement of the lock.

Student Vehicles on Campus

If any vehicle is driven to school by a student, an adequate place will be provided for parking. Students must register their vehicle(s) with the High School office and obtain a parking permit. This permit must be displayed in all student driven vehicles that are on campus. Driving a vehicle to school is a privilege, not a right. Any damage incurred to vehicles are not the responsibility of the school. Persons who damage other properties will be handled by the Student Code of Ethics (Level 2 vandalism). Vehicles should be parked appropriately and parking permits must be visible.

On arrival, the vehicle must be left parked until the school day is completed. Students will not attempt to move their vehicle or leave the school grounds until school is out or clearance has been obtained through the office. Students are not allowed to return to the parking lot or their cars, or anyone's car during the school day without a permit from the office. Students who drive a vehicle will park in the area and manner prescribed by the administration. All signs pertaining to vehicle safety will be observed on or around the school zone areas.

Students will not park vehicles in areas designed for faculty. Student parking is east of the JH gym. Reckless driving on property will result in loss of privileges to drive the vehicle on school property for five days, second offense results in loss of driving privilege for the school

year. If injury occurs due to the act of driving reckless or property damage is caused by a student driver, driving privileges will be revoked for the remainder of the semester plus a ten (10) day automatic suspension from school. Car stereos will not be heard on school grounds.

The practice of putting foreign objects or substances on vehicles will not be permitted. Toilet paper, shoe polish, shaving cream, etc., does not belong on vehicles. All students will refrain from damaging others' property with said items.

All Vo-tech students must use the provided transportation to and from the Indian Capital Vo-tech School (Vo-tech Bus). **NO STUDENT WILL DRIVE THEIR OWN VEHICLE** without administrative approval.

Student Insurance

Porter Consolidated School District assumes no financial responsibility for medical cost of an accident to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

Student Telephone Use

The office telephone is for school business and emergency calls only. Students will not be called to the telephone during class time, (unless it is a parent or guardian on an emergency call).

Students will not be allowed the use of the office telephone to make personal calls or calls to parents unless it is deemed an emergency. Student must have permission from the classroom teacher to be in the office during instruction time. All long distance calls must be made collect by the students. Any student using the telephone during class time must have written permission from the instructor. Phone privileges will be revoked for violation of telephone use.

High School Office

The High School office will be closed for lunch from 12:40 to 1:10 p.m. If you have an emergency during this time, please call the Central Office at 483-2401.

Student Areas

High school and middle school students are not allowed on the elementary playgrounds at any time during the school day. High school and middle school student areas are the picnic tables located between the football field and the high school gym, and commons area. Before the first bell rings in the morning, students will follow the same procedure as lunchtime. At no time, are students to be in the parking areas or roaming the campus. No student will be allowed to sit or congregate near building entrances.

Curriculum and Grading Scale

It is our intent to offer as broad a program of studies as possible to help our students identify himself/herself with current life as well as his/her future opportunities, needs, and responsibilities.

Progress reports will be given to the student at the end of the fifth week of each nine weeks. At the end of each nine weeks, a grade card will be issued to the student. Parents/guardians may call the office and specify that they want to come in and pick up the report cards, or they will be handed to the students who are then responsible to give the information to the parent/guardian.

Grade will be established on the following basis (7-12 scale):

From 90-100=A

From 80-90=B

From 70-80=C

From 60-70=D

From 59-below=F (NC) - no credit, class may need to be repeated.

Incomplete grades will change to an "F" after five days.

Scholarships

The main purpose of school is to provide the best opportunity possible for each student to have a well-rounded education and to excel in their personal lives. Each student is urged to put forth his or her very best effort to achieve, to empower themselves to make their own decision and increase their likelihood to succeed.

For scholarship information, concurrent enrollment, armed service information, or college entrance information, each student is encouraged to make an appointment to visit with the school counselor during their junior and senior years to plan their future, whether it includes college or the work force.

Lindsey Nicole Henry Scholarship Program

House Bill 3393 is a new law which became effective August 27, 2010. The law created a scholarship for use at a private school accredited by the State Board of Education for students with Individualized Education Programs (IEPs). The parent or legal guardian of a public school student with a disability may exercise their parental option and request to have a Lindsey Nicole Henry Scholarship awarded for the child to enroll in and attend a private school if certain conditions are met.

Each LEA is responsible under Child Find requirements (34CFR 300.111) to offer a reevaluation to a child with a disability at least every three years. Under the current law, Child Find requirements also apply for children who are receiving the Lindsey Nicole Henry Scholarship. If a student participates in the reevaluation process, the parents and the private school may use the information to meet the child's educational needs; however, the evaluation will not be utilized to produce a new IEP or affect the status of the scholarship.

If you have any questions regarding the Lindsey Nicole Henry Scholarship contact the building principal.

Grade Classification

Students must have the following minimum number of credits at the beginning of the school year, in order to establish grade classification.

Sophomore --- 5

Junior---10

Senior---17

Online Courses

In addition to the Credit Recovery Program offered by the District's Alternative Education Program (MASS), online courses for credit recovery will be offered by the District's contracted vendor, Edgenuity. Courses from higher education institutions such as, but not limited to, Connors State, University of Oklahoma, TCC, and Northeastern State may also be accepted if pre-approved by the counselor and principal. To be eligible for the program the student and legal guardian must sign a contract with the district to ensure that they understand the rules and regulations of the program. The course that the student enrolls in must be approved prior to the student's enrollment. The course must be similar in rigor and academia. The course is

self-paced, and the completion of the course is the sole responsibility of the student. Any fees incurred for tuition or materials by higher educational institutions are the responsibility of the student. If it has been determined that the student has violated the terms set forth by the district's contract, the student will be removed from the program.

COLLEGE PREPARATORY / WORK READY CURRICULUM FOR HIGH SCHOOL GRADUATION

Detailed below is the college-preparatory work-ready curriculum for high school graduation required of all students, beginning with those entering the 9th grade in 2018-2019 school year; in order to receive a diploma from a public high school accredited by the State Board of Education. However, upon written approval of the parent or legal guardian to opt out of these requirements, students may enroll in the core curriculum for high school graduation also provided in state law.

English - (4 Units) - To include Grammar, Composition, Literature, or any English course approved for college admission requirements.

Mathematics - (3 Units) - Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and or rigor above Algebra I and approved for college admission requirements.

**** (Note)** Beginning with students entering the 9th grade, 3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.

Laboratory Science - (3Units) – Must include one laboratory life science, one laboratory physical science and one other laboratory science course limited to Biology, Chemistry, Physics, or any laboratory science course with content and/ or rigor equal to or above Biology and approved for college admission requirements;

History and Citizenship Skills - (3 Units) - To include 1 American History, ½ United States Government, ½ Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements.

Foreign or Non-English Language or Computer Technology - (2 Units)

To include 2 units of the same foreign or non-English language or 2 units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

1 Additional Core Unit- Selected From the Courses Listed Above or career technology education courses approved for college admission requirements.

Fine Arts or Speech - (1 Unit or set of competencies) -Fine arts, such as music, art, drama or speech.

CORE CURRICULUM

(For those opting out of the college preparatory / work ready curriculum)

Language Arts - (4 Units or sets of competencies) - 1 Grammar and Composition and 3 which may include but not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and / or rigor equal to or above grammar and composition.

Mathematics - (3 Units or sets of competencies) - 1 - Algebra I or Algebra I taught in a contextual methodology and 2 - Which may include, but are not limited to the following courses; Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual mathematics courses which enhance technology preparation which taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district

board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and / or rigor equal to or above Algebra I. **** (Note)** Beginning with students entering 9th grade in the 2008-2009 school year, 3 units of mathematics must be taken in Grades 9-12 in addition to any of the courses listed above that were taken prior to Grade 9

Science - (3 Units or sets of competencies) - 1 - Biology I or Biology I taught in a contextual methodology, and 2. In the area of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (included by not limited to Horticulture, Plant and Soil Science, Natural Resources, and Environmental Science and Animal Science,) contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education, or other science courses with content and / or rigor equal to or above Biology I.

Social Studies – (3 Units or sets of competencies) - 1 United States History, ½ to 1 United States Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology or other social studies courses with content and / or vigor equal to or above United

States History, United States Government and Oklahoma History

The Arts - (2 Units or sets of competencies) - Which may include, but are not limited to courses in Visual Arts and General Music

Assessments to Meet Graduation Requirements:

The Every Student Succeeds Act (ESSA) requires that every state administer high-quality annual assessments in reading/language arts, mathematics and science that meet nationally recognized professional and technical standards. States are required to test students in reading or language arts and math annually in grades 3-8 and once in grades 9-12. Science must be tested once in the following grade spans: 3-5, 6-9, and 10-12.

House Bill 3218 (HB 3218) eliminated any non-federally required tests except U.S. History in high school. Therefore, HB3218 repeals the Oklahoma Core Curriculum Tests (OCCT) for grades 5-8, as well as the End of Instruction (EOI) assessments and Achieving Classroom Excellence (ACE) assessment requirements for graduation. In addition, the fine arts assessment once required of districts is also eliminated. The 2018-2019 school year will implement the new requirements with assessments to include: English Language Arts and Math every year in grades 3-8, and once in high school (9-12), Science in grades 5 and 8, and once in high school (10-12), and U.S. History once in high school (9-12). All assessments will measure the currently adopted Oklahoma Academic Standards for the 2018-2019 school year.

Assessment Graduation Proficiency Requirements for Porter Consolidated Schools for 2018-2019 include:

Class of 2019 and beyond: All students will be required to demonstrate basic proficiency in the four core academic areas of English Language Arts, Mathematics, Science and U.S. History. A student may use the following assessments to demonstrate mastery of state academic content standards:

English	<p>English II, III EOI or Project Proficient Level ACT ASPIRE Reading Subtest score of 418 <u>and</u> ACT ASPIRE English Subtest score of 424 Pre ACT Reading Subtest and Pre ACT English subtest combined score of 30 with neither subtest below 14 ACT Reading Subtest and ACT English Subtest combined score of 30 with neither subtest below 14 AP English Language and Composition <u>or</u> AP Literature and Composition score of 2 PSAT/NMSQT Reading Test score of 19 or 480 SAT Critical Reading Subtest 370 ASVAB Word Knowledge Subtest <u>and</u> Paragraph Comprehension Subtest percentile score of 50 or minimum AFQT of 31</p>
Algebra I	<p>Algebra II EOI or Project Proficient Level ACT ASPIRE Math score 420 Pre ACT Math Subtest score of 18 ACT PLAN Math Subtest score of 15 ACT Math Subtest score of 18 AP Calculus score of 2 PSAT/NMSQT Math Subtest score of 460 SAT Math Subtest score of 435 ASVAB Arithmetic Reasoning Subtest <u>and</u> Mathematics Subtest percentile score of 50 or minimum AFQT score of 31</p>
Biology I	<p>ACT ASPIRE Science score of 419 ACT PLAN Science Subtest score of 16 Pre ACT Science Subtest score of 19 ACT Science Subtest score of 19 AP Biology score of 2 ASVAB General Science Subtest percentile score of 50</p>
U.S. History	<p>AP U.S. History score of 2 Current Oklahoma U.S. History Exam</p>

Extenuating circumstances for alternate assessments not listed above, but demonstrates mastery of state academic content standards, such as a district developed assessment, will be considered on an individual basis and approved by the site principal.

PASSPORT TO PERSONAL FINANCIAL LITERACY

Students entering 7th grade, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during grades 7 through 12.

Personal Financial Literacy education shall include, but is not limited to, the following 14 areas of instruction: Understanding interest, credit card debt, and online commerce: rights and responsibilities of renting or buying a home; savings and investing, planning for retirement;

bankruptcy; banking and financial services; balancing a checkbook; understanding loans and borrowing money, including predatory lending and payday loans; understanding insurance; identity fraud and theft; charitable giving; understanding the financial impact and consequences of gambling; earning an income; and understanding state and federal taxes.

Graduation Requirements

The State of Oklahoma requires twenty (20) unites of work for graduation. Local school districts may increase the requirement. Porter Consolidated Schools requires twenty-four (24) units, effective August 1997. The state requires that of the twenty (20) , thirteen and a half (13 ½) of them must be earned in the sophomore, junior, or senior years; and of eighteen (18) units no more than four (4) activity classes may be allowed. Activity classes are physical education, competitive athletics, newspaper, and yearbook. No class offered by Porter High school shall be counted more than ½ credit per semester toward graduation requirements.

Porter High School requires all seniors to be passing all required courses for graduation to participate in Senior Activities. (senior trip, etc.) Exceptions must be approved by the administration and the Board of Education.

The following subjects are required by the state of Oklahoma for graduation: English (4 Units), History (3 Units), Computers/Foreign Language (2 Units), Math (3 Units), Science (3 Units), Additional Core (1 Unit), Fine Arts (1 Unit).

High School Valedictorian and Salutatorian:

The High School Valedictorian and Salutatorian will be determined by the student making the highest grade point average beginning the freshman year through the first semester of the senior year. The first six or twelve weeks of the second semester may also be considered in case of ties. If no student is clearly at the top of the class, then more than one valedictorian will be named. The grade point average is computed by dividing the total points by the number of courses taken. For regular high school courses and non-general education required courses through concurrent enrollment, grade points will be calculated on a non-weighted basis of:

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	

For students participating in concurrent enrollment courses marked “General Education Required Course” or listed as required course on a higher education institution degree plan, AP (Advanced Placement) or H (Honors) on the Porter High School course schedule, weighted grade points will be calculated on a basis of:

A = 5 points	D = 2 point
B = 4 Points	F = 0 points
C = 3 Points	

For students participating in concurrent enrollment courses designated as H (Honors), a weighted grade point will be used. The weighted system is as follows:

A = 6 points	D = 3 points
B = 5 points	F = 0 points
C = 4 points	

Valedictorian and Salutatorian candidates must meet all the following criteria:

- Must have successfully completed graduation requirements with all course work at or above grade level difficulty.
- The candidate must have received no final grade lower than a C in any class. For a student to be eligible for Valedictorian or Salutatorian in the high school, they must enroll at Porter Consolidated High School for the entirety of their junior and senior years.

Schedule Changes

Students will have five (5) days to change their schedules at the beginning of the year/ or semester. The changes must be done by appointment on the first come basis with the counselor.

School to Work Permits/Service Learning

Only seniors that have the necessary credits for graduation will be allowed to check out of school one hour early to leave for employment. The Oklahoma State Department of Education and the Oklahoma Department of Labor require forms to be completed by the student, parent/guardian and employer. These forms may be obtained in the high school office and returned completed before the request will be approved. A credit check by the counselor will be done prior to the principal approving the request.

Seniors will have the opportunity to job out 7th hour if the following requirements are met:

1. Completed 600 and 601 form and on file in the high school office
2. Maintain employment at a place of business during the time enrolled in service learning
3. Signs out daily in the high school office
4. Turn in weekly, bi-monthly or monthly time sheets, pay stubs, or letter of verification from employer to school counselor, ensuring student is employed.
5. Provide correct contact information (name, address, phone, etc.) for employer verification by school counselor no less than once per month.

Seniors that meet the above requirements will not receive a 7th credit on his/her transcript, but will receive a Pass (P) or No Credit (NC) for completing the requirements for service learning. Either score will not affect a student's GPA. If a student becomes unemployed while enrolled in service learning 7th hour, they must notify the school counselor. Appropriate time will be given to student to gain employment as long as the student is actively seeking and applying for employment. If a student is not able to find employment or is not actively seeking employment,

he/she will be unenrolled from service learning, thus receiving a NC for service learning and will be placed in a full 7 hour schedule at Porter High School. Students who do not complete the above requirements to sign and/or verify employment will not be allowed to participate in service learning and will be placed in a full 7 hour schedule and receive a NC for service learning.

Concurrent Enrollment for High School Juniors and Seniors:

Admission Requirements: A high school senior or junior may be admitted to a college or university in the Oklahoma State System of Higher Education, if he or she meets the admission requirements for concurrent enrollment, typically based from ACT or SAT scores, GPA, and/or class ranking, and approved for special admittance by each Higher Education Institution. Students must also have a signed statement from the high school principal stating that are eligible to satisfy graduation requirements for high school no later than spring of his or her senior year. In addition, student must provide a letter of recommendation from school counselor and written permission from his/her parents or legal guardians.

Course Requirements: A concurrent student may not enroll in college course work in which they have not met the requirements for college placement, nor be allowed to enroll in any zero-level college courses.

Course Calculations: A concurrent student may enroll in a combined number of high school and college courses per semester, not exceeding 19 semester credit hours. A concurrent student may enroll in a maximum of nine semester credit hours during summer session or term without the necessity of being currently enrolled in high school courses when high school courses are not regularly offered. If a student wishes to enroll in more than 19 hours of combined college and high school course work, he or she may petition the selected higher education institution. One half high school credit is equivalent to three semester credit hours of college work. Three semester credit hours of college work are equivalent to one half high school credit. Students may use one of the approved concurrent enrollment hours as a travel period, with no more than one travel period allowed per day. When a student earns college credit through concurrent enrollment, academic credit will be given in the high school course that correlates with the academic credit from the higher education institution(70 O.S. SS 628.13). College academic credit received that does not correlate to a high school course credit will be transcribed as an elective (70 O.S. SS 628.13). To meet minimum high school graduation requirements, courses taken through concurrent enrollment may be included (70 O.S. SS 11-103.6). Credit earned through concurrent enrollment for courses designated as "General Education Required Course" or courses listed as required as part of a degree plan at the higher education institution will be calculated as weighted GPA on a 5.0 scale, unless college credit earned is designated as honors, which will be calculated on a 6.0 scale. All other courses taken through concurrent enrollment will be calculated on a non-weighted 4.0 GPA scale. Determination of a concurrent student's full average daily attendance can be a combination of high school course enrollment, college enrollment and travel time.

Grade Reporting: A concurrent student is responsible for maintaining his or her grade and academic progress for college course work. To ensure adequate academic progress, concurrent students must turn in grades for college course work at the following times:

1st 9 weeks/Fall Midterm – By the third week of October

1st Semester/End of fall term-By the last day of high school of the 1st semester

3rd 9 weeks/Spring Midterm – By the third week of March

2nd Semester/End of Spring Term – By the last day of high school of the 2nd semester

INTERNET-BASED INSTRUCTION POLICY

Internet-based instruction program offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Counselor, Principal and Porter Consolidated Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

Definitions:

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Guidelines

Prior to offering an Internet-based instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be views as methods by which the school district can expand the course offering and access to instructional resources.

These technologies should not be views solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

2. The board of education will grant students credit for completion of courses offered by means of Internet-based instruction and will assume all responsibility for such coursework.

3. Only students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district.

4. The principal or designee shall evaluate and approve/disapprove all students' requests to participate in courses delivered by means of Internet-based instruction. Only those approved

enrollments shall be eligible for credit granted by the district.

5. The principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s).

6. Students earning credit by means of Internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. Oklahoma statutes limiting the number of students that teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based and two-way interactive video courses. The number of students each instructor may be required to supervise in asynchronous web-based courses shall be 2.

9. Each teacher for two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.

10. Student progress shall be monitored on a weekly basis by the teacher and grades will be entered and calculated on a weekly basis. Assignments shall be graded by the teacher on a daily basis. A syllabus shall be prepared by the teacher and posted on the school district's web site prior to the commencement of the first class. The syllabus shall provide details to students including assignment grading, testing, and the grading scale used.

11. The security of individual students data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.

12. District level aggregated data obtained through participation in Internet-based instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials. Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)

14. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction cost, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

15. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course cost and equipment.

16. Instructors of Internet-based courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

17. Students at remote sites who participate in the Internet-based courses offered by the

district will be responsible for providing their own equipment and Internet access. Reference***1-111. CROSS-REFERENCE: Policy EEB, Class Size; Policy EFBC, Web Pages; Policy EFEA, Using Copyrighted Material; Policy EHA, Based Instruction Program; Policy EHDE, Interactive Television; Policy EIA, Promotion and Retention; Policy EIED, Graduation Requirements; Policy FL, Student Records; Policy FLE, Transfer and Release of Confidential Information; Policy GBA, Open Records Act

Fifth Year Seniors

Student who lack the required units to graduate may return to school the following year and would be classified as fifth year seniors. This, however, does make them ineligible to participate in extra-curricular activities. All fifth year seniors will require Board Approval and will be placed on contract for grades and discipline.

National Honor Society

- 1 Membership into the Porter Chapter of the National Honor Society is an honor bestowed upon a student of the sophomore, junior, and senior class at Porter Consolidated School. Selection for membership is by a faculty council and is based on outstanding scholarship, character, and is based on leadership, and service. Once selected, members have the responsibility to continue to demonstrate these outstanding qualities.
- 2 Candidates must have a cumulative scholastic average of at least 3.5 in a 4 point system over the past four semesters through the ninth grade. It is the advisor's duty to check grades at the end of each semester for student eligibility. Students who are eligible scholastically are given a student activity information form. This form must be completed and returned by the designated date for the student to receive further consideration for membership. This form is used to aid the faculty council in selection of new members based on the qualities of scholarship, leadership, service and character.

Oklahoma State Honor Society

All students that are in the top ten (10) % of the High School student body the last semester of the preceding year and the first semester of the current year will receive certificates during awards assembly.

Honorary and Royalty Offices

Students serving in honorary offices or royalty positions may be chosen from those carrying a minimum of five academic subjects maintaining a 2.5 grade point average with no failing grade. In order to be chosen, the rule will apply to the preceding semester. Honorary office will include class offices of any school club or organization. After any student is nominated for any position, his/her grades shall be checked immediately and student will then be informed if he/she is eligible to take an elected office before the election takes place.

Grades will be based on the 4.0 scale: A=4, B=3, C=2, D=1, F=0.

The faculty representative of the activity shall be responsible for verifying the academic standing of the nominee.

Royalty Selections

Football Royalty: A list of all girls in each grade that meet eligibility will be distributed to each High School football player. The football player will choose an attendant from each grade and the senior that is selected will be the homecoming queen. The voting process will be held over a two-day period. The committee will consist of the following: 1. Faculty, 2. Student

Council Representatives, 1 Coach, and 1 Administrator. This committee will be appointed by the Administration at the beginning of the school year.

- Ballots that do not have one selection for each grade or that have more than one selection for each grade, will be discarded.

All ballots will be collected and tallied by the committee member under the direction of the school administration.

Basketball Royalty. A list of all basketball girls in each grade that meet eligibility requirements will be distributed to each basketball player. Each basketball player will select an attendant for each grade and the senior that is selected will be the homecoming queen. If there is no senior attendant, the honor will fall to the next available grade. Voting will be held over a two day period. The committee will consist of the following 1 Faculty, 2 Student Council Representatives, 1 Coach, and 1 Administrator. This committee will be appointment by the Administration at the beginning of the school year.

- Ballots that do not have one selection for each grade or that have more than one selection for each grade, will be discarded.

All ballots will be collected and tallied by the committee members under the direction of the school administration. **Individuals can be participants in numerous royalty courts.

In the instance that no class has a candidate to choose from then the committee shall determine the number of candidates.

Junior and Senior Prom Guidelines

A Porter Junior or Senior may invite one guest from Porter High School in grades 9-12. A Porter Junior or Senior may invite a graduate of Porter High School 21 years and under. A Porter Junior or Senior may invite a student from another school in grades 9-12 that is in good standing with his/her school and a recommendation from their principal. A Porter Junior and Senior may invite a guest currently enrolled in college 21 years and under with a recommendation from their high school. A Porter Junior and Senior may invite a guest 21 years and under that is currently employed and provides a recommendation from their employer to be approved by the Principal. All Porter students must be academically eligible to attend prom. All guests must have a picture ID.

Porter High School / Middle School Code of Conduct

Students are responsible for conducting themselves properly. Student responsibilities for achieving a positive learning environment at school or school related activities include:

1. Attending all classes and being on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Abiding by the discipline policy.
5. Showing respect for yourself and others.
6. No intimate public display of affection will be tolerated.
7. No outside beverages will be brought onto the campus
8. All prescription or over the counter drugs must be checked in at the office upon arrival to school.

The District has authority over its students during the regular day and while going to and from school on District transportation or during any school sponsored event. Students who choose to violate these student policies will be subject to disciplinary action under the Discipline Policy.

High School/Middle School Tardy Policy

1st tardy-Teacher fills referral and files.

2nd tardy-Teacher fills referral, sends 1st & 2nd tardy referral to the principal's office. Students will be assigned 30 minute's am/pm detention and/or 1 swat.

3rd tardy-Teachers fill out tardy referral and send to principal's office. Students will be assigned 1 day of ISD and/or 2 swats.

4th tardy-Teacher fills out referral and sends to principal's office. Student will be assigned 2 days of ISD.

5th tardy-Teacher fills out tardy referral and sends to principal's office. The student will be assigned 5 days of ISD.

6th tardy-Teacher fills out tardy referral and sends to principal's office. The sixth tardy now becomes a Level 2 discipline violation which will result in student suspension determined by the principal.

Cell Phone Use

Cell phone use is prohibited during school hours, unless approved by building principal. Porter Consolidated School District realizes that cell phones have become a part of our culture and have many important uses in the lives of everyone. However, in the school setting, cell phones have become a distraction to the educational process. Students are texting and receiving text messages, cell phones are ringing in the classroom, creating a disruption to the learning process.

On the first cell phone violation (Detention, corporal punishment)

On the second cell phone violation, (1 day ISD, and/or corporal punishment.)

On the third cell phone violation, the student will be placed in ISD for 3 days.

On the fourth cell phone violation, the student will be placed in ISD for 5 days.

Junior High/High School Discipline Policy

1. Teacher will have a classroom plan for corrective action that has been submitted to the principal.
2. After the classroom plan of discipline has been exhausted, the student will be referred to the office for disciplinary action by the principal.

Level 1 Discipline Violations

1. Truancy: A student is truant when he/she is absent and neither their parents nor school officials know their whereabouts. Leaving school grounds nor attending class during the school day without the permission from the office is unauthorized departure from campus.
2. Making obscene gestures toward any student.
3. Verbal or physical harassment that could incite violence (being a Bully).
4. Openly swearing or using vulgar language.
5. Being disrespectful toward another student.
6. Making racial or ethnic slurs or comments that could incite violence.
7. Engaging in sexual harassment.
8. Cutting class (being present on campus and not attending class).
9. Possessing an unauthorized cell phone
10. Throwing objects that caused injury to another person or property.
11. Conspiracy- conspiring with or against others for the purpose of deceit or to cause

harm.

12. Second violation of the dress code.
13. Bringing drinks from off campus.
14. Behavior unbecoming of a student.
15. Gambling or in the possession of items used for gambling.
16. Public display of affection.
17. Failing to attend assigned detention.
18. Driving a vehicle without prior administration approval to VoTech.
19. Disruption of school, class, halls, assemblies; inappropriate use of electronic devices; gestures, spitting, loitering, horseplay; unauthorized sales.
20. Possession of a lighter.
21. Inappropriate use of electronic devices.
22. Inappropriate cafeteria behavior.
23. Being in an unauthorized location on campus, jeopardizing the safety of others, lying, misuse/waste of school materials, equipment, or property.
24. Pets of any kind are not allowed on school grounds without prior administrative approval.
25. Conduct that jeopardizes the safety of others.
26. Disruption of the educational process or operation of the school.

Level 1 Discipline Options

1. Verbal Warning
2. Detention
3. 2 to 3 swats
4. In School Detention
5. Out of School Suspension
6. Alternative placement

Level 2 Violations

1. Committing a theft of any school property of students, employees or guest.
2. Malicious pranks that may result in injury.
3. Vandalism to school or personal property.
4. Creation or possession of obscene material.
5. Displaying or allowing to be displayed any items showing nudity or pornographic images or suggestions. The use of an electronic device to transmit or create pornographic images.
6. Being in possession of paraphernalia deemed to be associated with controlled substances.
7. Making obscene gestures toward any school personnel, student or guest.
8. Willful disobedience of the request of any school personnel in the performance of such official's duties.
9. Conduct unbecoming of a student towards any school personnel, student or guest.
10. False calls, fraud, or misrepresenting the Porter Consolidated Schools.
11. Possession of over- the-counter drugs.
12. Making false accusations toward a staff member.
13. Recording a violent act, inappropriate recordings or images by any electronic device.
14. Computer fraud.

Level 2 Discipline

The following will apply to all students who commit level 2 offenses:

1. Placement in ISD for a period of time to be determined by school administration.
2. Suspension from school for a period of time to be determined by school administration.
3. Probation for the remainder of the year. Any further level 2 or 3 violations may result in suspension for the remainder of the semester.
4. Financial restitution for any damages that occurred.
5. Be referred to law enforcement and court related services.
6. Proof of professional help may be required to re-enter school.
7. Alternative Placement

Level 3 Violations

1. Possession of a dangerous weapon. This includes, but not limited to: a pistol, revolver, rifle, shotgun, air gun, daggers, butterfly knife, razor, ice pick, explosive smoke bomb, or any replica or facsimiles thereof or anything which is used to threaten or harm any person.
2. Selling, giving, delivering, possessing, using or being under the influence of: controlled substances, dangerous drugs, alcoholic beverages, prescription drugs or any volatile chemical.
3. Assaults, or assault and battery physical and/or threaten verbally school employee, student, administrator or guest.
4. Arson in any form
5. Threatening school personnel, student, or guest with a weapon, (knife, gun, etc.)
6. Indecent exposure.

Students in violation of this policy may be suspended for the maximum period authorized by law. The “gun free school act” establishes a mandatory suspension of students for not less than one year if found guilty of possession of a fire arm at school.

Level 3 Discipline

1. Out of School Suspension to be determined by school administration.
2. Alternative Placement.
3. Suspension involving weapons. Any person violating this provision will be suspended. The length of the suspension will be determined by school administration. Any violation involving weapons will be reported to law enforcement authorities.
4. Selling, giving, delivering, possessing, using or being under the influence of a controlled substance or dangerous drug, alcoholic beverages or any other chemical. Students violating this policy will follow the drug and alcohol policy as stated in the handbook.
5. Assaults or assault and battery or threatening a teacher, school employee, administration or guest will be suspended for the maximum period of the law.

Level 3 Violation and Discipline (Firearms on campus)

It shall be unlawful for any person, except a peace officer or other persons authorized by the board of education of the district, to have in his or her possession, or on school property, or while in any school bus or public or private vehicle, any type of firearm. Any person violating this provision will be suspended for the remainder of the current semester plus the succeeding semester, and will be reported to the proper authorities.

Porter Schools Bullying/Harassment Policy

21 O.S. §850.0 70 O.S. §240-100.2

Pursuant to state law Porter Consolidated School is required to furnish a bullying policy to each student, teacher and parent. The entire policy and procedures can be accessed on the Porter Schools web site.

It is the goal of Porter Consolidated Schools to eliminate harassment, bullying, and intimidation from the school environment. Every student should view school and the educational process as one in which all students feel safe and free from conflict.

Bullying is defined when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Negative actions could include, but not limited to: verbal assaults, threatening, teasing, taunting, and calling names. It is negative action when somebody hits, pushes, kicks, pinches, or restrains another - by physical contact. It is also negative actions when someone without using words or physical contact may make faces or dirty gestures. Bullying could also include criminal behavior such as stealing someone's lunch money, vandalizing personal property, or forcing someone to do their schoolwork for them.

Harassment could include using racial slurs, spreading insults, mocking, gossip, and lies. Targeting someone's physical appearance, family, sexuality, or parent's income would also be included as harassment.

Research indicates that bullying and harassment occur most frequently to and from school, however bullying does occur at school despite all the preventions administration and staff can do to prevent it. It is the student's responsibility to inform administrators and staff if bullying and harassment is taking place. Students are provided with a bully/harassment form they can fill out detailing the type of conflict taking place.

Spaces are provided to list witnesses who may have observed this behavior. Once the bullying form is filled out and given to the teacher or principal, an investigation will begin. The principal will interview the victim and others listed as possible witnesses. Once the principal determines the validity of the charges, the principal will interview those responsible for intimidating or bullying the student/s and appropriate discipline will be administered.

Administrators, teachers, and staff are trained in recognizing this type of behavior and instructed to inform the building principal of such behavior directed toward a student. All complaints will be sent to the building principal. The principal will keep the forms on file in his/her office.

It is against school policy for any student to retaliate against persons who report bullying/harassment against another student/s. Those who do will be subject to discipline by the principal.

Porter Schools takes the issue of bullying/harassment very seriously. We will do everything we can to reduce and hopefully eliminate this type of behavior in our schools.

Sexual Harassment Policy

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment or attendance in the Porter Consolidated School system. This policy will set forth the rules and regulations to be followed by all employees, students, and Board members of the school district concerning the issue of sexual harassment.

1. Employee-means any person who is authorized on behalf of the school district. Whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full time or part time basis and including board members and school volunteers.
2. Student-means any person who is enrolled in any school or program of the school district.
3. In the case of an employee of the school district, "sexual harassment" is defined as

unwelcome sexual advances, request of sexual favors, and other verbal or other physical conduct of a sexual nature by one employee towards another employee which (a) is made in explicit or implicit terms or conditions of an employee's employment, or (b) is used as a basis for employment decisions affecting the employment, or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidation, hostile or offensive working environment.

4. In the case of a student of the school district, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors and other unwelcome verbal and physical conduct of a sexual nature by any person towards a student.
5. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and totality of the circumstances such as the nature, extent, context and gravity of such activity incidents.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action, which be imposed under the school district's discipline code.
7. Any employee of student who is or has been subjected to sexual harassment or knows any student or employee who has been subjected to sexual harassment shall report all such incidents to either the superintendent, principal, and/or board member of the school district. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to a personal attention of any of the above-mentioned persons. All such reports should state the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to file a full report and investigation of the matter.
8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission of the Oklahoma Human Rights Commission.

Drug and Alcohol Policy

Reporting students under the influence of or possessing non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances is a policy that shall be in force at school, on school grounds, or any school sponsored activity.

1. Secondary Students- It shall be the policy of the Porter Board of Education that any pupil found to be in possession or control or under the influence of a dangerous substance or alcoholic beverages as defined by the Uniform Controlled Dangerous substance Act of the State of Oklahoma or a non-intoxicating beverage containing more than one-half of one percent (.5% of 1%) alcohol by volume and not more than three and two-tenths percent (3.2%) alcohol by weight shall be suspended from school for ninety (90) days or at the discretion of the school administration, during which time it will be expected that this student will submit to counseling either with school counselors, a state agency, or other private or public agencies. This is a rehabilitation effort. Second offense, the student will be suspended for the balance of the current school semester and up to the succeeding semester. Said suspension may be appealed to the Board of Education as provided by the Oklahoma Statute 70-32-101.
2. The Principal shall immediately notify the Superintendent and a parent or legal guardian

of the student in question.

3. Every teacher employed by the Porter Board of Education, who has reasonable cause to suspect that a student is under the influence of or has possession of non-intoxicating beverage, alcoholic beverages, or controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference O.S. Title 70 section 24-132)

Smoking / Tobacco Use on Campus

The Porter Board of Education believes that smoking and / or the use of smokeless tobacco is harmful to the health of the individual. Porter students are not allowed to possess or use E-Cigarettes or tobacco products on the school grounds or at school sponsored events. No verbal warning will be given.

The first offense for the use of or possession of tobacco products will be a five (5) day ISD.

The second offense will result in a fifteen (15) days ISD.

The third offense will result in a long term suspension as determined by school administration.

Tobacco Law

Section 1. House bill 1685 requires all schools, their vehicles and sanctioned events to be tobacco free.

Section 1241. Any person who shall furnish any minor by gift, sale or otherwise any cigarettes or cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco products, shall be guilty of a misdemeanor and upon conviction thereof shall be sentenced to pay a fine of not less than twenty-five dollars (\$25.00) nor more than two hundred dollars (\$200.00) and be confined in the county jail not less than (90) days for each offense.

Section 2. Amendatory 21. O.S. 1981, Section 1242, is amended to read as follows:

Section 1242. Any minor being in possession of cigarettes or cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any form of tobacco product were obtained, who shall refuse to furnish information shall be guilty of a misdemeanor and upon conviction thereof before the district court, such minor being of age of sixteen (16) years or upwards shall be sentenced to a fine not exceeding five dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both, if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.

Fighting on Campus

Fighting is defined as to engage in or carry on a physical conflict. The Porter Consolidated Board of Education firmly believes that fighting among school age students is harmful to the quality of education and over-all safety of other students and faculty. Porter junior high and high school will work closely with the local and county law enforcement agencies and court systems and the District Attorney to help deter violence on our campus. We are a public institution and for the safety of our public, those who choose to engage in violent acts (fighting) against another student or persons, could be subject to arrest. An attempt will be made to contact a parent/guardian to notify them of a situation. The law enforcement agencies will be called in to assist the Administration and place those involved under arrest. Those who choose to engage in violence will be subject to an automatic out-of-school suspension.

1. First offense is three (3) to five (5) days suspension to be determined by the administrator.
2. Second offense is suspension and/or alternative placement with the days determined by the administrator.
3. Third offense will result in suspension for the remainder of the semester concurrent to the following semester if needed and/or placement in the alternative school for number of days determined by the administrator.

ISD- In School Detention

This program is designed for students who have chronic and or/serious behavior problems. The length of stay in ISD will be determined by the principal. Length of stay will also be determined by attitude, behavior, and completed work. Once enrolled in the program, a student will be expected to do his/her regular assignments as assigned by his/her teachers. No student will be released from ISD until all assignments are completed.

In all cases, parents will be notified. If a student becomes disruptive while in ISD, that student will be suspended. If placement in ISD does not improve the behavior of the student, the student will be suspended and or placed in Alternative School. Alternative In School Placement, In School Detention, and similar disciplinary options are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.

Alternative School Suspension

Students who are placed in alternative education for disciplinary reasons are not permitted to come on campus until they are reinstated. They are not permitted to attend, practice for or participate in any activities at Porter School.

Out of School Suspension

Suspensions are designed to remove the student from the school for his/her benefit and/or the benefit of the general school population. Students will be placed in out-of-school suspension when the other forms of discipline options are no longer effective or the student displays disruptive, disorderly, or illegal behavior.

Students who are placed on out-of-school suspension are not permitted to come on campus until they are reinstated. Students who are suspended are not permitted to attend, practice for, or participate in activities at Porter Schools. It is the responsibility of the student to submit any work missed for credit, during the suspension, as required by school administration.

Section 488-2 B.1 Students suspended ten (10) days or less shall have the right to appeal the decision of the Administration either to a local committee composed of district administrators or teachers or both, or to the Superintendent of schools. Upon full investigation, the committee or Superintendent shall determine the guilt or innocence and the reasonableness of the out-of-school suspension.

Section 488-2 B.2 Students suspended out-of-school for more than ten (10) days shall have the right to appeal the decision of the Administration directly to the district Board of Education.

1. An appeal can be presented by letter to the Principal or the Superintendent of Schools. A request by the guardian for an appeal hearing must be in writing and must cite the specific part of the suspension decision about which there is an alleged inequity.

2. If no appeal is received within three (3) calendar days after the principal's decision is received by the parent or student, the principal's out of school suspension will be final. Oklahoma statute 70-24-101. Any pupil who is guilty of immorality or violation of the regulations of the public school may be suspended by the Principal of such school, which provided, the pupil suspended shall have the right to appeal the full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final.

Due Process

All students have the right of due process. Students will be provided assignments while on suspension. Oklahoma state law leaves penalty of suspension up to the local districts. It is the responsibility of the parent/guardian to pick up the schoolwork and arrange for it to be turned in upon return to school. Parents/guardians and student must meet with the administration before the student is permitted to be reinstated following a long-term suspension. Students are allowed to stay in school until the due process hearing convenes unless the administration deems the student a physical threat to the other students, teachers, employees, or property.

Dress and Grooming Code

The development of individual pride is an important phase of education. Individual dress and grooming play an important role in this development. Furthermore, it is important that each student dress and groom himself/herself in such a manner that he/she will be a credit to himself/herself as well as to his/her fellow students.

Garments that distract from the learning process are unacceptable and will not be worn on the Porter High/Junior High campus.

The school has the right to ask a student to change his or her apparel, whether or not it is listed below, if it is of such nature as to distract from the from the educational atmosphere within the school.

The dress and grooming code is in effect during school hours and at all school sponsored activities. Due to the nature of some athletic and formal events, some exceptions will be permitted by the Administration and Board of Education.

The following regulations will serve as a guide to implement the dress/grooming policy, but is not intended to be a complete or exhaustive listing of prohibited wear or appearance.

Special Note: Gang colors, symbols, hate related signs or symbols are prohibited.

1. No student may expose his or her abdomen at any time.
2. Appropriate undergarments are to be worn at all times and not visible.
3. Sunglasses, combs, caps, and hats are not to be worn in the building or in the gyms except on authorized days (all genders). Sweatbands may be worn.
4. Belts worn must be buckled.
5. Shirts that have straps must be two inches across.
6. Shirts or jackets with lettering or decorations that distract or present an image not desirable in school surroundings are prohibited.
7. Clothing advertising beer, alcohol, tobacco, sexual suggestions or drugs.
8. Shoes designed for strings or buckles should be laced or buckled at all times. Soft-soled house shoes or slippers are prohibited.
9. Tank tops, muscle shirts, and mesh shirts cannot be worn as primary garments.
10. Wallet chains, or billfold chains cannot be worn which hang down below the pocket.
11. Only clear spacers are allowed for body piercings. Exception: Ear rings.
12. Skirts, dresses and shorts should be no shorter than the measurement of five (5)

inches from the top of the kneecap to the clothing item. Slits must conform and be within the above description.

13. Pants that sag will not be allowed.
14. Hair color which has been deemed a distraction by the administration is prohibited.
15. Shirts and blouses must be properly buttoned.
16. Shirts with sleeve openings must not expose the torso, chest, and undergarments.
17. Pajamas are only to be worn on special activity days.
18. Jeans with holes located above the knee are prohibited.
19. Form fitting pants such as leggings or jeggings cannot be worn as a primary bottom garment. Tops or shirts worn with legging/jeggings must be long enough to cover the entire bottom.
20. Sheer or see through blouses must conform to wearing a shirt underneath with straps at least 2 inches across and undergarments should not be visible.

**If any school personnel determines that a student's clothing or grooming violates the dress code, the student shall be given the opportunity to correct the problem.

Oklahoma Secondary School Activity Association Rules Governing Interscholastic Activities in High School

Rule 1 - Age, Physician, and Parent/s/Guardians Certificate, and Approval of Activity Groups.

Section 1 - Any student who reaches his/her nineteenth birthday before September 1st will not be eligible for athletic competition. Non-athletics: any student who reaches his/her nineteenth birthday before September 1st will not be eligible.

Section 2 - No pupil shall be eligible to represent his school in athletics until there is on file with the principal a physical form and parental/guardian consent certificate on a form prescribed by the Association on which the examining physician shall certify as to his findings and that the pupil is physically fit at the time to participate in the various athletic sport for the current school year. The physical examination would be required for students entering the first year of junior high and the first year of high school. In intervening years, only a pertinent history or screening shall be required.

One or both parents or legal guardians must sign the parental consent form each year the pupil participates in athletic contest.

Section 3 - Each non-athletic activity organization which assist in the sponsorship of interscholastic activities may operate a constitution or set of rules, which complies with the constitution and rules of the Oklahoma Secondary School Activities Association.

This constitution must be approved by the board of Education of the Oklahoma Secondary School Activities Association.

Rule 2. Attendance For Interscholastic Eligibility

A student who has not attending classes ninety percent (90%) of the time for the semester becomes ineligible. Exceptions may be made by the principal due to serious illness, injury, death in the family or valid reason for late enrollment. Verification must be brought to the office by the parent or guardian as to the reason for the exception.

A student must be present at school or on a school activity for four hours in order to participate in interscholastic activities for that day. If a student is absent during that time and returns to school, the student must provide a doctor's note to participate in an interscholastic activity.

Rule 3 Scholastic Eligibility

Oklahoma Secondary School Activities Association scholastic eligibility standards are required of all students' participation in extra-curricular activity programs. Local school boards

may make exception for only those students participating in non-competitive activities. Porter High School will send a letter home to advise parents when their student is placed on academic probation.

Section 1- Semester Grades

- A. A student must have received a passing grade in any five subjects counted for graduation that he/she attended fifteen or more days. This requirement would be five school credits for the 7th & 8th grade students.
- B. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- D. Pupils enrolled for the first time must comply with the same requirements as scholarship. The passing grade required for the preceding semester should be obtained for the records in the school last attended.

Section 2 - Student Eligibility during a Semester

- A. Scholastic eligibility for the students will be checked at the end of the third week of a semester and succeeding week hereafter.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing in all subjects enrolled in at the end of a week, they will be placed on probation for or the next one week period. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible during the next one week period. The ineligibility period will begin on Monday and end of Sunday. Grades will be calculated weekly to determine eligibility for the following week.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility under Rule 3 with the first class of new one-week period (Monday through Sunday.)
- D. "Passing Grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3 - Special Provisions

- A. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four (4). A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum of four subjects needed to maintain eligibility. These may be a combination of high school and college subject's equivalent to four high school units which are accepted by the Oklahoma State Department of Education. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility for achieving the scholastic standard in Rule 3, Section 2b at the end of a three-week period.
- B. Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (rule 3 Section 3c) if the complete grade was caused by an unavoidable hardship (i.e. illness, injury, death in family, and natural disaster.) (Board Policy allows a maximum of two weeks to apply this exception.)
- C. One summer school credit (½ units or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3 Section 1 A for the end of the spring semester.

Scholastic Eligibility Policy Concerning Non-Competitive Activities

Students must be academically eligible in all classes to participate in school activities. Examples are but not limited to: Field Trips, Prom, Class Trips, Organizational Events or Conventions, and/ or any activity which is school sponsored.

Athletic Grading Policy

* An athlete who is currently participating in a sport and is dismissed from the team for violating team/school policy and/or quits the team shall receive a failing grade up to that point in the season. The student will not be permitted to participate in another sport until that sport is completed in which the student was dismissed from or the student chose to quit.

* A student who is enrolled in athletics and passes the class will receive a .5 credit per semester.

Extracurricular Clubs and Organizations

Dear Parent: Listed below are the extracurricular clubs and organizations that are offered at Porter High School. We encourage all students to be involved in a group or organization.

- | | |
|--------------------------------|--------------------------|
| * Poetry Club/Troop Support | * Competitive Athletics |
| * Academic Team | * Cheerleading |
| * Journalism | * FCCLA |
| * FFA | * National Honor Society |
| * Native American Culture Club | * Student Council |
| * SWAT | * Yearbook |

School Activity/Absence Rules

“School Activities” are those activities sponsored by, through the school, or outside agency/organization associated with the school, which removes the student from the class and/or the school campus.

1. The total number of absences allowed from one class period shall be ten (10) unless it is for an activity which has been approved by the Oklahoma Secondary Schools Activity Association and has been scheduled by that association.
2. Teachers shall keep a careful record of all absences and school activities (S.A.)

Activity Absence

An assignment sheet will need to be handed to each student who will absent from school for any school activity. The sponsor will be responsible to see that each student receives an assignment sheet to be taken around to classes at least one day before the activity to get assignments for the periods missed. Students will be given the same number of days to make up work as missed for activity absences. Example 2 - days out for activity absence, then 2 days to make up the missed work.

Attendance Policy

The Porter High School and Junior High teachers, staff and administration believe that a student must attend in order to receive a proper education. A student cannot retain knowledge that he/she has not had the opportunity to be exposed to. Therefore, it is imperative that all students are in attendance in order to gain a complete and useful education that will help them to compete today's society.

In Oklahoma, children between the ages of 7 and 18 years of age, who are absent from school fifteen (15) days of a semester or four (4) days in any four week period without a valid

excuse, must be reported to the District Attorney's office by the Principal for Court action (P.L. 234, section 193)

In order for a student to receive credit in a class, the student cannot be absent over (10) days per semester. Severe and extenuating circumstances will be taken into consideration by the administration. All absences will count towards the ten day rule, or 90 attendance requirements, except the following: 1) Illness, substantiated by a doctor's statement. The doctor statement must be turned in to the office within 5 days of returning to school. 2) School activities (Per State Regulations) 3) Suspension including those covered in Alternative Education. 4) "Any absence of an emergency nature deemed unavoidable by the school principal: When such a condition exists, the student and/or parent must petition (in writing within (5) days following the student's return to school) the building principal to request a waiver of penalty. 5) At a parent's request, a student's absence from school on a recognized religious holiday.

In case of long-term sickness, a doctor's note must be provided to the administration. This note must be provided upon 5 school days of returning to school. The doctor's statement must provide a reason that the student could not attend school.

Parent / Students: Please Read This Important Item, the Following Guidelines Apply To Student Absences

1. On the day of a student's absence, the parent must call the Principal's office and report that their child will not attend for that day. (Oklahoma State Law). This should be done before 9:00 a.m. that same day.
2. If a student is absent and the parent does not notify the office by 9:00 a.m., an attempt will be made to call the parent. If no contact is made, the parent has the responsibility to call the office before 8:00 a.m. the next morning to excuse the absence or the parent can give the student a written excuse to present to the office before 8:00 a.m. If a student is absent and no parent contact is made, by either telephone or note, the student's unexcused absence will remain on the register and will not be changed. **It is the Parent's and Student's responsibility to make sure that phone contact or written excuse is provided before the student re-enters school.**
3. If a student is given an "unexcused absence", they will not be allowed to make up the class work for the day (s) missed.
4. If a student receives an "excused absence" they will have a time period equal to the absence to make up the work. (One day for one day absent). Work not completed and turned in on time will receive a failing grade. Individual instructors will consider extenuating circumstances.
5. If a student misses more than ten (10) days during a semester, a grade of "NC" (No credit) will be recorded for that class and the class will have to be repeated if it is a state requirement for graduation.

Attendance Policy for Military-Connected Students

Porter Public Schools may grant up to (5) additional days of excused absences for military-connected students whose parents experience a deployment. This policy permit's a student whose parent/legal guardian has been called to duty, is on leave from, or has immediately returned from deployment of a combat zone. The conditions under which Porter Public Schools may grant up to (5) additional days of excused absences are:

1. The absence is pre-approved.
2. The student is in good standing.
3. The student has a prior record of good attendance.

4. Missed work is completed and turned in according to school policy for excused absences.
5. The absence is not during standardized testing dates.
6. The superintendent of schools or his designee must approve all requests.

Attendance Definitions

A. *TRUANCY* - Includes but not limited to the following actions:

1. Not being present for all or any part of a school day without previous knowledge or consent of a parent or guardian.
2. Leaving the campus during any part of a school day without receiving permission to leave from the administration in advance of the departure. Student must sign out in the Principal's office.
3. Failing to return to a designated area (i.e.) classroom, gym, office, counselor, etc.) After being instructed to.
4. Failing to attend assigned classes or school sponsored activities (i.e. assemblies, etc.).
5. (Section 510) The Board of Education shall notify in writing the Department of Human Services the name of any child who has not been present for instruction at least eighty percent (80%) of the time without valid parental/guardian excuse.
6. Students who fail a class due to absences must continue to attend that class or will be considered truant which is a Level 1 violation.

B. *TARDINESS* - Includes but not limited to the following action:

All students are expected to be in class on time and prepared to begin the educational process at the time of the last bell of the passing period. This includes having materials expected for each particular class. Students will be tardy if less than 10 minutes late and absent if over 10 minutes late, for that period.

C. *CLASS ATTENDANCE* - Student who have been gone from school or arrive late will be given an absence for the periods missed if arrival time is 10 minutes past the beginning of the period. To receive attendance for the class period, the student will remain for the full period.

D. *COLLEGE DAYS* - Seniors are allowed to take two college visitation days per year. Juniors are allowed to take one college visitation day per year. Arrangements and verification will be processed through the counselor.

Student Sign - Out

If a student wishes to sign out (check out) of school, the office must have telephone verification from a parent or guardian. Students will not be allowed to call home on the office telephone to gain this verification. All students will be considered truant if they leave campus without checking out at the office first.

Homebound Students

Students who are incapacitated to the extent that they are unable to attend classes may be eligible for homebound status. Application for homebound status must be made by the student's parent or guardian in the Principal's office. The administration has the right to approve or deny the application. The administration has the right to determine the status of the illness or disability as a short or long term illness. If duration of the absence.

Short Term Illness: Parents will carry assignments, test, etc., to the student and back. Classroom teacher will award grade.

Long Term Illness: Homebound teacher will teach subject, following the general outline provided, award the grade, and have the student ready to re-enter the class upon returning to

school.

Student Exemptions

Student exemptions are a reward for good attendance and good grades. If a student meets the following criteria, the student will be exempt from taking semester tests. Students that are exempt from taking semester tests will not be counted absent.

A student who is not exempt is required to attend class and take semester tests. A zero will be administered to the student who is truant during semester tests. The following criteria will determine if a student is exempt.

1. A student must be exempt from all classes to be exempt from taking semester tests.
Example: If a student is exempt in 1st, 2nd, and 3rd periods but is not exempt in the remainder of their classes, they will be required to take ALL semester tests. This rule applies to all 7-12 students at Porter Jr./Sr. High School. This rule is "ALL OR NONE". A student MUST be exempt in ALL classes.
2. Student makes an "A" in a class and misses no more than 3 days
3. Student makes a "B" in class and misses no more than 2 days.
4. Student makes a "C" in class and misses 1 day.(Students with a grade lower than a C cannot be exempt from exams.)
5. Student must be in attendance the full semester to be eligible for test exemptions.

The days missed do not include activity absences. All other absences will be counted against the student toward exemptions.

Students that have been suspended or enrolled in alternative school will not be exempt from semester tests.

Students that are required to take a semester test must be present in that class both days of testing. Students that are exempt from test, after arriving at school, must follow proper check out procedures.

Each semester test will be given at a scheduled time. Semester test count 20% toward the final grade.

Retention

Any student (9-12) that fails a subject will be required to repeat that same subject the following year, if the subject is required.

Bus Riding Privileges

The bus driver has complete authority on the bus. Bus riding is a privilege---not a state law. The District may furnish transportation for students that want to ride the bus and are willing to follow the rules and regulations established by State Law and the School District, and the bus driver.

Driving a school bus loaded with students from ages four to eighteen is a tough job and huge responsibility. The district is simply not going to tolerate with horseplay or disobedience. For the safety and protection of all involved, the school bus driver has complete authority on the bus. If a student is not following the rules of safety, they will report to the building principal for discipline action.

The following order of discipline will be followed:

- A. The student will receive a written warning.
- B. The student will lose bus privilege for one day.
- C. The student will lose bus privilege for five days.
- D. The student will lose bus privilege for 30 days.
- E. The student will lose bus privilege for the remainder of the year.

If the student displays an overt act of defiance or failure to follow the rules on the bus, for

the safety of the other riders, the building principal has the discretion of decide which level of punishment the student will receive.

Students who are assigned After School Detention will lose their bus riding privilege that afternoon. The student must arrange to be picked up by a parent/guardian on that day. (after A.S.D. is served)

Students riding on the bus must remain on campus after arriving at school.

General Regulations

Section 1041 Assaults at Athletic contest

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commit an assault, battery, or assault and battery upon the person of a referee, umpire, timekeeper, coach, player, participant, official, sports reporter or any person having authority in connection with any amateur or professional athletic contest, upon conviction, could receive imprisonment in the county jail not exceeding six (6) months or by a fine not exceeding one thousand dollars (\$1,000.00) or both fine and imprisonment.

Section 1041.1

Every person who, without justifiable or excusable cause knowingly commits an aggravated assault and battery upon the person of a school employee while such person is in the performance of their duties, shall upon conviction be guilty of a felony. The provisions of this act became effective October 1, 1978.

- A. It shall be unlawful for any person in attendance at an athletic or other public entertainment event to project in any manner an object, which could cause bodily harm to another person.
- B. Any person violating the provision of this section shall be subject to ejection from the event by officials supervising the event.
- C. A violation of this section shall be a felony punishable by a fine not exceeding five thousand dollars and a maximum one year in the county jail.

The provisions of this section shall not apply to the participants in the athletic or other public entertainment event. This act became effective October 1, 1978.

House Bill 1550 Health and School

Passed by the Oklahoma Legislature on May 7, 1984, provides that any child prohibited from attending school due to "head lice" shall present to the appropriate school authorities, before said child may enter school, certification from a health profession, or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice.

Searches by School Officials

It shall be noted in this board policy that the principal is removed from making a determination of punishment; it is mandated by a policy. This eliminates the principal from the position of having to make a determination of the punishment for such a serious offense.

1. Requires "Reasonable Suspicion". The school official must be in possession of some information that is likely to lead to finding a dangerous substance.
2. Requires isolation. Avoid searching in front of other students. Search must be done in front of a certified person as a witness.
3. "Pat Search" is to be done by a member of the same sex as the student. "Strip Searches" are to be avoided.
4. Provide a certified witness who can verify the substance found on or in possession

of the student.

5. Document all procedures and findings.
6. Protect the rights of the student:
 - A. Notify the student's parents/guardian.
 - B. Provide a certified witness at all times.

Locker Searches

1. Blanket searches of all lockers are permitted to insure the proper safety of the student body. When contraband, drugs and other dangerous weapons are to be seized by the school official conducting the locker search, a witness must be present. Notification of enforcement officers may be warranted and the proper warrants obtained.
2. The student's due process is to be strictly protected by informing him/her of the reason of search; informing him/her of the evidence against him/her and allowing him/her to present his/her side of the story.

General Search of the Student Body

1. General searches of the student body are permitted to insure the protection and welfare of all students.
2. General searches may include the use of mechanical devices, such as metal detectors and drug detectors including smelling animals. Students suspected of contraband, drugs or dangerous weapons may be detained and isolated pending receipt of warrant.

Seizure of Student by a Police Officer

1. The school will cooperate with the local and state law enforcement agencies. The principal or his/her designee will be available for questioning and/or arrest any relative to an incident.
2. When a student is to be questioned by a police officer the school will:
 - A. Notify the parent/guardian
 - B. Provide a certified witness to all questioning.
 - C. Document all procedures, including the name of the questioning officer, also the school shall request the officer of said student be as discreet as possible.
3. When a student is to be arrested by a police officer, the school will:
 - A. Verify all warrants
 - B. Notify the parents/guardians of the student
 - C. Document all procedures, including the name of the arresting officer.

Family Educational Rights & privacy Act (FERPA) Public Notice

The Porter Consolidated School District has developed and procedures designed to meet the provisions of the Family Educational Rights & Privacy Act. These policies may be found under section 500.15 student records. Copies of the district policy are available for review in the superintendent's office. The Porter School district will provide the parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The rights of a student's parents/guardians and eligible students to inspect and review the student's education records. (Also see Statement of Rights).
2. The intent of the Porter school district is to limit the disclosure of information contained in a student's education records except: (1) By prior written consent of the student's parent/guardian of the eligible student. (2) As directory information. (3) Under certain

limited circumstances, as permitted by FERPA.

3. The right of the student's parent/guardian or an eligible student to seek to correct parts of the student's education records, which he/she believes to be inaccurate, misleading, or in violation of students rights. This right includes the right to a hearing to present evidence that the record should be changes if the district decides not to alter it according to the parent/guardian or eligible student's request.
4. It is the right of any person to file a complaint with the U.S. Department of Education and Porter Consolidated Superintendent's officer if the Porter Consolidated School district violates the FERPA.
5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to correct procedure to follow in requesting action about a student's record. The district will arrange to provide translations of this notice to non-English speaking parents/guardians in their native language.

Carl Perkins Act

An orientation of Indian Capitol Vo-Tech in Muskogee will be set up as a yearly field trip for all students, eighth grade and up who are interested in Vo Tech schools for training.

Child Find

In accordance with Public Law 94-142, Porter Schools provides free appropriate education for all handicapped children.

Porter Consolidated Schools has an ongoing system for the purpose of identifying, locating, and evaluating any individual suspected of having any handicapping condition from birth through the age of 21.

If you know or have any knowledge of any person suspected of needing services call Chris Sherwood @ 483-5231 or Jerry Walker @ 483-7011.

Proficiency Based Promotion

Proficiency Based Promotion, as set forth in HB 1017, Section 6, allows students to progress in their educational endeavors by subject, course, and/or grade level based upon mastery of the completion of assignments, or pre-requisites. All legally enrolled Porter Consolidated School students in K-12 are eligible for proficiency based promotion. Students who can demonstrate content knowledge in lieu of instruction can progress under proficiency based promotion. Students shall have the opportunity to demonstrate proficiency in the following areas: Social Studies, Language Arts, Language, Mathematics, Science, Arts.

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% on the Oklahoma Proficiency test developed by riverside Publishing Company or other appropriate assessments as approved by the superintendent of schools.

Social and mental growth shall be considered. If the parents/guardians request promotion contrary to the recommendations of the school principal, the parent/guardians shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

If the student is promoted to the next level, a notation of P/Numerical percentage shall be included on the student's transcript.

Porter Consolidated School will provide students with the opportunity for assessment twice per school year. The testing date will be in December and April. Students shall be notified one month previous of the testing date and given instructions on the procedure. Students must sign in up to two (2) weeks before testing date so the test can be prepared. Students not signing up on time will have to wait until the next testing date. Any questions concerning

proficiency-based promotion can be directed to the principal or counselor.

Asbestos Notification

In response to the Asbestos Hazard emergency Response Act, P.L. 99-519, and EPA regulations, we have completed a survey of our buildings for asbestos containing materials. As a result of our survey, we are pleased to announce that areas that contain asbestos pose no health problem. The management Plan will be available for your viewing during office hours in the superintendent's office. Please call to make an appointment to view the plan.

Child Abuse and Neglect Reporting

In accordance with HB 1022 - Every teacher of any child under the age of eighteen (18) years, and every other person having reason to believe that a child under the age of eighteen (18) years has had physical injuries inflicted upon him or her by other than accidental means where the injury appears to have been caused as result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred.

Provided it shall be a misdemeanor for any person to knowingly and willfully fail to promptly report an incident, as provided above.

Any employee of Porter Consolidated Schools who has reason to believe under the age of eighteen (18) has had physical abuse shall use the following procedure in reporting the "incident".

1. Contact the building administrator.
2. Fill out the Child Abuse/Neglect form.
3. Call Wagoner County Department of Human Services.

Medical Consideration

Any medical problems or special conditions should be on record. If a student is required by a Physician to take prescribed or over the counter medications during school hours, and administrator or the administrator's designee may administer the medication in compliance with the following regulations:

1. No medication will be administered by school personnel without a written request by a parent or guardian.
2. These requests must indicate the purpose of the medication time to be administered, and termination date.
3. Prescription medication must be in a container that indicates the following:
 - Student's name
 - Name of medication
 - Dosage and directions for administering
 - Name of physician
 - Date and name of pharmacy
4. Over the counter medicines must be in a container and contain the following:
 - Student's name
 - Name of medication
 - Directions for administering dosage.
5. School district I-365, Porter Consolidated Schools, retains the right of discretion to reject request for administration of medicine.

Communicable Diseases: IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE

AND VACCINE

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- * Fever
- * Headache
- * Stiff neck
- * Red rash
- * Drowsiness
- * Nausea and Vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine is recommended for all children, 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to: www.cdc.gov/vaccines.

Immunization Requirements

All incoming student must have proper immunizations as deemed by the state of Oklahoma. Documentation will be kept on file in the High School Office. Any student who does not fulfill this requirement will not be allowed to enroll. THIS PROCEDURE SHOULD BE COMPLETED PRIOR TO THE BEGINNING OF SCHOOL.

Porter Consolidated Schools Concussion and Head Injury Awareness/Management Plan

As required by Oklahoma Statute 24-155 of Title 70 each school district must have a policy related to sports-related concussions or head injuries. Porter Consolidated Schools will provide each parent/guardian and student/athlete with information related to head injuries. The Concussion and Head Injury Acknowledgement form must be signed by the parent/guardian and student/athlete and returned to the Athletic Department before the athlete will be allowed to practice. A concussion/head injury fact sheet will be made available to all student/athletes and parent/guardians for their review. A student/athlete which is suspected of sustaining a concussion or head injury will be removed immediately from a practice or game. The student/athlete will not be allowed to return to competition or practice until they have "written clearance" by a licensed health care provider trained in the evaluation and management of concussions. A licensed health care provider is defined as a Certified Athletic Trainer, a licensed M.D., licensed D.O., licensed nurse practitioner, or a licensed physician's assistance.

Porter Consolidated Schools Cafeteria: Meal Charge Policy - Lunch Charge Program

Students are allowed to charge as follows:

Individual: \$15.00

Family: 2 member family \$30.00, 3 member family \$45.00, 4 member or more family \$50.00. Maximum charge amount \$50.00

Lunch Form Applications

Lunch form applications will be provided with the enrollment packets. Lunch forms are also available on the Porter Consolidated Schools website <http://www.porter.k12.ok.us/> under the Administration tab with the enrollment packages or stand-alone lunch forms interactive and non-interactive, are located under the Cafeteria tab. Lunch form applications are available in each of the following offices, Superintendent, High School, Elementary, and the Cafeteria throughout the year. All new students throughout the year will be provided a Lunch form application at enrollment.

Notice of Account Balance

Wednesday's students will receive a notice of balance due. PK-4th grade will receive the notice from the teachers. The notices will be sent to the teachers to hand out to take home. The 5th grade thru 12th grade will receive a receipt through the cafeteria line. The Child Nutrition Director will contact parents for unpaid balances via email and phone calls weekly if students continue to have a negative balance. If the account is not paid current or a payment plan is not set-up for the negative balance the parent/guardian may be asked to provide a sack lunch for the student from home until the account is paid current. No alternative meals will be offered.

Online balance verification will be available to parents to track student balances. Parents can go to EZSchoolpay.com and create an account, add their student using the students State ID number. Once their account has been created they will be able to view the account balance and see the last seven (7) days of transactions. It is encourage for parents to pay their students account ahead to avoid negative balances.

All questions concerning lunch forms, account balances, etc. should be directed to the Child Nutrition Director, Gloria James gjames@porter.k12.ok.us , phone number 918-483-2401 ext. 30 or in person at the Cafeteria Monday-Friday 6:30-3:00.

See the Delinquent Debt Policy for additional information.