

Denison School



Expecting Success

2009-2010

Student Handbook

www.denison.k12.ok.us

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2009-2010 STUDENT HANDBOOK

DENISON ELEMENTARY PUBLIC SCHOOL offers a strong academic program and participation in a selection of extra-curricular activities. Each student is encouraged to put forth maximum effort to attain an education.

Available at: www.denison.k12.ok.us

- **Student Compact**
- **Parent's Right to Know**
- **NCLB Report Card**
- **Student Handbook**

OKLAHOMA SCHOOL TESTING PROGRAM ACT OF 1994

This law requires testing of students in 3rd, 4th, 5th, 6th, 7th, and 8th grades. These students will be taking the Oklahoma Core Curriculum Test (OCCT) in April of each year. Eighth grade students are required to pass the reading section before they can receive driver's license. For more information contact the school office.

FREE / APPROPRIATE EDUCATION

SECTION

- 1 The Denison LEA provides a free and appropriate education for all students as defined by state and federal statutes.
- 1.1 All Children with exceptional needs for whom the Denison LEA school is responsible are provided with a free appropriate public education (FAPE) defined by state and federal statutes.
(34 CFR 300.121 (a) (0S70-131-011)

The Denison LEA ensures that special education and related services are provided to all eligible children with exceptional education needs. Services will be provided to the following children.

1. Ages 3 through 21 for severe/profound handicapped who have not completed a secondary program.
 2. Handicapped children equivalent to proportionate number of non-handicapped children.
(34CFR 300. 300; 34 CFR 300.5; 34 CFR 300.13); OS70-13-111 (b)
 3. The individual responsible for Denison LEA School's special programming is the Principal.
- 1.2 The Denison LEA ensures compliance with Section 504 of Rehabilitation Act of 1973, 29 U.S. C. 794: "No otherwise qualified handicapped individual. . .shall, solely by the reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This will be accomplished by enrolling all exceptional students in the most appropriate educational program possible.

- 1.3 The Denison LEA ensures compliance with Title VI of the Civil Rights Act of 1964, 45 U.S.C. 20000d through 20000-4; "no person in the U.S. shall, on the basis of race, color, national origin be excluded from the participation in, or be denied the benefits of, or be subjected to discrimination under an educational program or activity receiving federal financial assistance. This will be accomplished by enrolling all exceptional students in the most appropriate educational program possible.
- 1.4 The Denison LEA ensures compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1683; "No person in the U/S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program, or activity receiving federal financial assistance." (34 CFR 76.500; 34 CFR 106.) (OCR-OSDE-MOU)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Denison School is committed to implement the FERPA policy and follow its procedures.

The Board of Education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise his/her administrative resources to implement the policy as well as to deal with individuals who violate it.

In case a parent of an eligible student or a citizen of the Denison School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education, and Welfare at the following address:

The Family Educational Right and Privacy Act Office
U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202 (202) 732-2058

To Parents:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the Denison School District will publish in the McCurtain Gazette a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year. The notice will include the following:

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Denison School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the Department of Education if the Denison School District violates the FERPA.
5. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Denison School District will arrange for the parent or eligible student to obtain copies of the record.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review that record. The records of other students may not be inspected

FEES FOR COPIES OF RECORDS

The Denison School District will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part or entirely by the board.

SCHOOL DAY

The school day begins at 8:00 a.m. Students should not be at school before 7:45 a.m. Teacher duty begins at 7:30 a.m. Students arriving before 8:15 a.m. are required to be seated in their home room and use the time for quiet study. They do not leave their room without permission from the teachers on duty. Students who come to class late will be required to have a tardy slip from the office. Buses will make their runs at 2:45 p.m. and car riders will be dismissed at 2:55 p.m.

LEAVING SCHOOL GROUNDS

No student shall be permitted to leave the school grounds without permission from the superintendent. If it is necessary to pick up your child during the school hours, come to the superintendent's office and your child will be called to the office to be checked out.

NONDISCRIMINATION STATEMENT

The Denison Elementary School does not discriminate on the basis of race, color, national origin, sex, age, or qualified handicapped.

BIRTH CERTIFICATES

Birth certificates shall be required of all students entering Kindergarten and First Grade. A child must be four (4) years old on or before September 1 to be eligible for the Four Year Old Program. A child must be five (5) years old on or before September 1, to be eligible for Kindergarten.

IMMUNIZATION REQUIREMENTS

Title 70, Section 1210, 191, Oklahoma Statutes, 1970: "Rules and Regulations for the Immunization for School Children", as amended June, 1976, requires all children be immunized against Poliomyelitis, Diphtheria, Tetanus, Rubella, and Hepatitis B (for students entering the 7th grade) before entering the public schools of this state. No child shall be admitted to a public or private school in this state that has not been immunized as evidenced by a certificate of a licensed physician, or a public health department, acknowledging same. The following exemptions to the above law are:

1. Medical Contraindications:

A signed statement, using ODH Form 216-A, from a licensed physician the physical condition of the child is such that immunizations would endanger the life or health of the child.

2. Religious Objection:

A signed statement, using ODH Form 216-A, from the head of a religious organization stating immunizations are contrary to the belief of that religion.

3. Parental Objection:

A signed statement using ODH Form 216-A, from a parent or a guardian objecting to required immunizations.

STUDENT RESIDENCY

Denison Public School has a responsibility to provide a free and appropriate educational opportunity to each student of school age who resides in the authorized boundaries of the district and for those students who are legally transferred into our district from other districts. In order to comply with this responsibility and to resolve any residency disputes the following procedures shall be followed:

1. The administration has a responsibility to verify that each student presented for enrollment is a resident of the district or is otherwise entitled to attend for any other reason authorized by law.
2. A parent or guardian shall provide documented evidence (example: utility stub, ad valorem tax receipt, purchase/lease agreement, etc.) to verify that their child resides in the district.
3. A pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term. (70 O.S. Section 18-111)
4. The superintendent is designated as the residency officer and may be contacted at the school or by phone 286-3319 to request a review of a residency dispute. The residency officer is responsible to verify residence and resolve residency disputes.
5. Residency disputes will be resolved using the following guidelines:
 - A. If Denison School denies admittance of a student who claims to be a resident of the Denison School District, the parent of person having care and custody of the student shall be informed that they may request a review of the decision of the local residency officer.
 - B. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in that school until these dispute procedures have been exhausted.
 - C. The parent of the student must notify the residency officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review.
 - D. The residency officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) days of the receipt of the request for review.
 - E. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) days of receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the local board of education. The local board of education will review the decision and the documents submitted on behalf of the district board's decision shall be the final administrative decision.
 - F. In an effort to place students in school as quickly as possible, timelines shall be followed: unless due to emergency circumstances both parties agree to an extension of timelines.

Reference: 70 OS. Supp.1992. Section 1-113
AW RESIDENCY POLICY 3.50

ATTENDANCE POLICY

All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and are much more employable after leaving high school.

Students who are absent must get an admit slip from the office before being admitted to class. Students will be given two days for each day missed to make up work.

It is the responsibility of the student, not the teacher, to make arrangements for make up work. After three (3) absences from any class period during a semester, the teacher will fill out a form letter and forward it to the superintendent, where a copy will be filed and the original mailed to the parents. After the sixth (6) absence, the same procedure will be followed. After accumulating nine (9) absences from any one class during a semester, the student will be reported to the truancy officer.

School-sponsored or school sanctioned activities are exempt and will not count toward the total nine (9) absences.

.A student who is suspended from school will have those days charged against his/her absences.

Three (3) incidents of tardiness to a class will be considered as equal to one absence. Tardiness of thirty (30) minutes or more to a class will be considered an absence. The teacher shall notify the student when such incidents are recorded as absences.

REPORTING PROGRESS

Each nine (9) weeks, progress reports are issued. Please study each report carefully to understand the message it conveys to you. The school will welcome your reaction. The progress report will tell you about your child's efforts in citizenship, work habits, and academic performances.

GRADING POLICY

All students will be given grade points as earned and graded by the same standards with no discrimination. Students will be graded on their own level whether on, above or below grade level.

Letter grades will be assigned according to the following percentage basis:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

HONOR ROLL

Only State Department of Education mandated subject areas will be considered for Honor Roll purposes. Those subject areas are: Language Arts; Math; Science; Social Studies; Reading.

Honor rolls will consist of the Superintendent's Honor Roll (Students with A's in all mandated subjects) and the Teacher's Honor Roll (Students with all A's & B's in mandated subjects). Students must be on or above grade level to be considered for Honor Rolls.

Honor Roll: Will not be reported for students below 3rd grade.

VALEDICTORIAN AND SALUTATORIAN

A student must be working on or above grade level to be considered a candidate for Valedictorian or Salutatorian. An accumulated G.P.A. on state mandated subjects (Language Arts; Math; Science; Social Studies and Reading).

The above mentioned for the sixth (6th) grade, seventh (7th) grade, and through the third (3rd) nine (9) weeks of the eighth (8th) grade will be used to determine Valedictorian and Salutatorian. A student must attend Denison School his/her eighth (8th) grade year to be a candidate.

DENISON PROFICIENCY BASED PROMOTION POLICY

- A. Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area.
 2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: Once during the first month of the school term and once during the last month of school at the end of the school term as identified in 70 O.S. 11-103-6. Notification of intent to take test must be given to the student's principal two (2) weeks prior to the testing week.
 3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
 4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as the end of each school term.
 5. Qualifying students are those who are legally enrolled in the local school district.
 6. Students will be allowed to take proficiency assessments in multiple subject areas.
 7. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
 8. Exceptions to standard assessment may be approved by a local committee appointed by the superintendent or IEP Team for those students with disabling conditions.
- B. Students Demonstrating Proficiency in a core curriculum area will given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
1. The school will confer with parents in making such promotion and/or acceleration decisions. Such factors as social and mental growth would be considered.
 2. If a parent or guardian requests promotion and/or acceleration contrary to the recommendations of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 3. Failure to demonstrate proficiency will not be noted on the transcript.
 4. Students must progress through a curriculum area in a sequential manner.
 5. If proficiency is demonstrated in a K-8 curriculum area, appropriate notation will be placed on the school transcript.
 6. Unities earned through proficiency assessment will be transferrable with students among school districts within the state of Oklahoma.
- C. Proficiency assessment will measure mastery of the priority academic student's skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student's needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized Instruction
 2. Independent Study
 3. Cross Grade Grouping
 4. Cluster Grouping
 5. Grade/Course Advancement
 6. Individualized Education Programs
- E. Denison Public School will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district each year. Priority academic student skills and type of assessment or evaluation for each core curriculum area will be made available upon request.
- F. Denison Public School has entered into an agreement with the Riverside Publishing Company to utilize the Riverside Curriculum Tests for students who choose to avail themselves of the opportunity

for proficiency based promotion. Approximately 250 school districts within the state of Oklahoma will use the Riverside Tests which will allow consistency within the school districts for students who then transfer to another district.

PROMOTION AND RETENTION OF STUDENTS

Promotion is a highlight of a school year and affects the teacher, pupil, and parents. Therefore, serious consideration should be given in the following order for promotion: (1) number of years retained in present grade; (2) the chronological age, (3) scholastic achievement, and (4) ability.

Retention of a student should be in agreement between the schools professional staff and the student's parents or guardians. If the parents and staff cannot agree and the school staff recommends the student for retention, then the parent/guardian has the right to appeal the retention to the Board of Education. The School Board's decision will be final.

STUDENT FAILURE AND PROMOTION

- A. A child may not be retained more than one time in any one grade.
- B. If a teacher is considering failing a student, the superintendent shall be notified no later than at the end of the third (3rd) nine weeks.
- C. A superintendent - teacher conference shall be held before a final decision is reached on whether or not to fail a student.
- D. The teacher shall notify the parents when a decision is reached to retain a pupil.

GIFTED AND TALENTED

Gifted and Talented students are served by Denison Public School through a variety of processes.

- A. Highly Qualified Teachers
- B. Content specific teaching
- C. Researched based teaching materials
- D. Multiple software programs researched to serve all levels of academic development
- E. Ongoing assessment to closely monitor student standing

TEXTBOOKS AND EQUIPMENT

Textbooks are property of the school and are for the use of the students. They must be cared for carefully. The abuse of school equipment or property WILL be charged against the student causing the damage.

CAFETERIA

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home.

Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are: (1) observing good dining room standards at the table; (2) leaving the table and surrounding area clean and orderly; (3) putting trash in the proper containers; and (4) not leaving the cafeteria while eating or carrying food.

SCHOOL LUNCHES

The school cafeteria serves well-balanced meals and we encourage all students to participate in our lunch program. Free and reduced-price meals are provided for those students whose family income is within the specific guidelines. Forms are provided at the beginning of school and you are encouraged to make application for these benefits. Lunch prices will be provided to the parents at the beginning of the school year. Lunch bills will be mailed to the parent/guardian at the end of each month. Prompt payment will be appreciated.

SCHOOL TELEPHONE

The school telephone is for business purposes. Please make all necessary plans with children before they leave home in the morning. Messages will be taken to your child if you feel it is necessary. If you wish to speak to a teacher, leave your number and he/she will call you as soon as possible. Students will NOT be allowed to use the telephone. In case of an emergency, parents will be notified by school staff.

FEES

Fees may be asked in lower grades to help offset classroom expenses. Parents are asked to provide their children with certain basic supplies. A supply list is provided for each grade.

CHANGE OF ADDRESS

Inform the office if you have a change of address or phone number in order to help in addressing mailings and in case of emergency.

VISITORS

Students are not allowed to bring visitors to school with them.

Parents are always welcome visitors. Your visit gives the child a feeling of security by knowing there is cooperation between his parents and his teachers. We will appreciate your observing the following suggestions:

1. You must come by the office first and pick up a visitor pass. We like to know who is visiting on the school campus.
2. Please confer with the teacher before school, after school, or during recess, at pre-arranged conference. Many students are easily distracted by conversation between adults.
3. Try not to discuss your child or his problems in his presence.
4. Parent-teacher conferences can be arranged by calling the school.

FIRE DRILL

Signal: A long series of short rings of the bell.

1. Students will use designated exit.
2. Students will move quietly, quickly and orderly.
3. Students will stay in class lines so that roll can be taken outside.
4. Stay at least fifty (50) feet from the school building.
5. Do not return to the building until the signal - three (3) long rings of the bell are sounded.

TORNADO DRILL

Signal: A long, continuing bell.

1. Students will move quietly, quickly, and orderly to pre-assigned areas.
2. Students will get into the correct bodily positions.
3. Students will return to regular classes upon the return signal of **three (3) long rings of the bell.**

****Frequent FIRE DRILLS and TORNADO DRILLS** are held during the school year for the knowledge and safety of our students. Students are requested to be as quiet and orderly as possible so that directions can be heard clearly. *Lives may depend on this.*

LOCK DOWN

Drills will be conducted to help insure safety of our students

SCHOOL EMERGENCIES

Denison School students are not sent home without notice to the parents. In cases of emergency that could arise, and there not be time to send notes home, parents are contacted by phone before sending students home. *Be sure we have a phone number to reach you at home and work.*

We realize most parents work, and we will not send small children home to locked doors and no adults, bad weather, etc. If severe weather should occur suddenly during a school day and children need to be taken home before time, *listen to the radio for news of school turn-out; you will be contacted, before we send them home. Also, listen to the radio for news of school turn-out, or no school, when the weather is too bad for buses to run, or inclement weather happens during the night.*

In case of a major emergency at the school, the students will be evacuated to Trinity Baptist Church and can be picked up there.

WITHDRAWALS

A withdrawal form must be obtained from the office. All school books must be returned. All bills must be paid before records are transferred to another school.

GUIDELINES FOR STUDENT BEHAVIOR

A goal of Denison's educational program is to encourage independence and responsibility which are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire student body.

1. A constant respect for persons whether they be teachers, other students, staff, visitors or others.
2. A respect for personal and school property is a visible sign of this respect.
3. An atmosphere of quiet must be maintained to create a situation conducive to learning.
4. A ban against gambling on school property or on school sponsored activities.

RULES AND REGULATIONS

1. No running will be permitted unless instructed.
2. Do not leave the school grounds unless under the direction of a teacher.
3. All toys, trading cards, and electronic devices are to be left at home. Toys, cards, and electronic devices will be taken and returned only to the parent.
4. Students do not change buses or bus runs unless a note is sent from home.
5. Bus riders do not walk home unless a parent sends a note to school giving them permission to do so.
6. Students must be in at least the fifth (5th) grade to attend ball games without a parent. Arrangements must be made to pick up such students as soon as the game is over.
7. Parents should send a note or notify the school if your child is to be picked up from school by someone other than the parent.
8. Birthday parties are not given at school. No invitations may be given out at school, unless all classroom students are invited, or all boys for a boy's party or all girls for a girl's party are invited.
9. Do not climb the fence to recover a ball. Report the lost ball to the person on playground duty.

DISCIPLINE POLICY

School laws of Oklahoma, Section 652: "Ordinary Force for Discipline of Children Permitted." Provided, however, that nothing contained in this act shall prohibit any parent, teacher, or other person using ordinary force as a means of discipline.

School laws of Oklahoma, Section 125: Control and Discipline of Child: "The teacher of a child attending a public school have the same right as a parent or guardian to control and discipline such a child during the time the child is in attendance or in transit to or from school or any other school functions authorized by the district or classroom presided over by the teacher."

When behavior is related to a handicapping condition, a change in program or removal from a current program may be recommended—necessitating a revision in the individualized education program and

placement. Behavior non-related to the handicapping condition will be handled according to procedures for regular students. In an emergency situation when a student is endangering themselves or others, the school has the authority to remove the child from school immediately, and the IEP/placement team will determine further appropriate action. All will be recorded in the student's file.

A student choosing to misbehave may have one or more of the following disciplinary actions imposed on him/her.

1. Counseled and warned of misbehavior and possible results.
2. Deprived from extra activities—Basketball / P.E.
3. Parent called in for conference.
4. In school suspension.
5. Shadowing.
6. After school detention (parents would be responsible for making transportation arrangements).
7. Suspension.
8. Corporal punishment.

STUDENT DRESS CODE

1. Suitable shorts and skirts are shorts and skirts that come down to just above the knee - no more than 6 inches above the knee.
2. Each student is required to wear a shirt or blouse that covers the back, midriff, and most of the shoulder areas. No spaghetti straps are allowed.
3. No hats or caps worn in the building.
4. No clothing with offensive or unsuitable pictures or writings will be allowed.
5. No undergarments may be showing.

Students wearing unsuitable clothing will be sent home to change. Final decision of any apparel worn will be at the discretion of the school staff.

These rules apply to any function (regular or extra curricular) that Denison school is responsible for.

AFTER SCHOOL DETENTION

After school detention will be used as a form of discipline at the discretion of the school staff.

Parents will be notified prior to their child being put in detention and parents must provide transportation home.

If your child misses two consecutive days of detention, he/she will be suspended for one school day.

SUSPENSION AND EXPULSION

Students may be suspended by the superintendent when he feels that their behavior warrants it. Students that have been suspended will receive an automatic "F" for class work missed. To be reinstated, the student must return to school on the day indicated in the suspension with one of his parents or legal guardian, preferably both parents. Failure to return to school on this day may result in expulsion. Expulsion is for the remainder of the school year. Students that are suspended will not be allowed to attend any school activities.

SCHOOL PARKING

Traffic **enters** the school drive through the **east gate** and **exits** through the **south gate** on Highway 3. Please park correctly between the parking lines. Please be considerate of the loading or unloading buses and others picking up children when you are driving on the parking lot. **DRIVE SLOWLY AND SAFELY!**

EXTRA CURRICULAR ACTIVITIES

Denison School offers extra-curricular activities. Participation in these activities necessitates good behavior at all times and observing of school rules. Good bus behavior must be maintained at all times on away-from-home games. Misbehavior on the bus, or while at games, will result in suspension from games.

Students will be told what time buses will return to the school after out-of-district games, and their parents should be at the school to pick them up at that time.

ELIGIBLE CANDIDATES FOR MR. AND MISS DENISON

Any eighth grade student will be an eligible candidate for Mr. or Miss Denison. Mr. and Miss Denison will be decided by a majority vote of the fifth through eighth grade students and all teachers.

Academic eligibility will be the same as for any other extra-curricular activity.

SCHOLASTIC ELIGIBILITY

Section I. Semester Grades

- A. A student must have received a passing grade in any five subjects he/she was enrolled in during the last semester he/she attended fifteen or more days.
- B. If 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 nine-week period.

Section 2. Student Eligibility During a Semester

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- 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, he will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of his probationary one week period, he will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- D. A student must be in school 90% of the semester to remain eligible.

Section 3. Student Eligibility for Extra Curricular Activities

- A. All the above mentioned requirements apply but are not limited to the following extra curricular activities
 - a. Basketball
 - b. Cheerleading
 - c. Track
 - d. Baseball
 - e. Golf
 - f. Girl's Softball
 - g. Football
 - h. 4-H

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program. Teachers will sit in the audience at all assemblies to help with students' behavior.

Prior to a general assembly, students are to report to their classes unless instructed otherwise.

HEAD LICE

Section 703, Oklahoma School Law

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice.

GAMBLING

Gambling will not be permitted on school property or on school-sponsored activities.

DRUGS AND ALCOHOL

1. First Offense:

Usage of drugs and/or under the influence or having in possession will result in suspension of five school days with no make-up work.

2. Second Offense:

Usage of drugs and/or under the influence or having in possession will result in suspension for one calendar year from date of second offense and being stripped of office or positions held.

TOBACCO POLICY

A new state law prohibits minors from possessing tobacco or tobacco products at any time while they are under the supervision of the school. This includes normal school hours, school-sponsored activities at school and away from school, and while riding the school bus to and from school.

The penalty for breaking this policy will be a five day school suspension for the first offense and the penalty for the second offense will be for twenty school days or the remainder of the semester.

FELONY

The board reserves the right to review cases of misconduct and improper behavior as it pertains to school activities. All persons convicted of a felony on school premises, school activities and/or outside school activities or school hours will be subject to a hearing before the Board of Education. Each case will be judged on its individual merits as to rules he/she will abide by on admittance back into school.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Denison Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent/guardian, and the principal or superintendent. Students will be provided a wireless telecommunications consent form upon enrollment. This written consent must be filled out and on file in the building principal's office. Principal approved wireless telecommunication devices must be turned off and out of sight between the hours of 8:00 am and 3:00 pm.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

Consequences for students violating the policy:

- **First Offense** – confiscation of the wireless telecommunication device and parent/guardian coming to school to pick up the wireless telecommunication device and sign letter explaining they understand the consequences of the second offense.
- **Second Offense** – confiscation of wireless telecommunication device and 2 days suspension.
- **Third Offense** – confiscation of the wireless telecommunication device and 3 day suspension. The wireless telecommunication devices will no longer be allowed at school for any reason.
- **Fourth Offense** is “administration discretion.”
- Retrieval of wireless telecommunication device can only be made by the parent by making an appointment with the Administrator or his designee. This process will apply to all four violations.

DANGEROUS ARTICLES

No dangerous articles will be permitted. This includes, but is not limited to: any knives, sharp pointed objects, explosives, including fireworks, lighters or matches. They will be immediately removed and returned only to the parent. The penalty for breaking this policy will be a five day suspension for the first offense and for the second offense a twenty day suspension or the remainder of the semester.

Gun - Free School Act

A goal of Denison's educational program is to provide a safe and pleasant learning environment for our students. Therefore, the following rules and regulations will be enforced for any student being in possession of a weapon at school or at school sponsored functions. For the purpose of this policy, a "weapon" means a firearm as defined in section 921 of Title 18 of the United States Code.

Any student being in possession of a weapon while under the supervision of the school (this includes normal school hours, school-sponsored activities at school and away from school, and while riding the school bus to and from school) will be expelled from school for a period of not less than one year.

Discipline for students with disabilities will be determined on a case by case basis in accordance with the disability laws as required by part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

PARENT-TEACHER ORGANIZATION

Denison School has an active and productive PTO that meets monthly at the school. Money raised is used for school projects and improvements.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Policy:

It is policy that sexual harassment by an individual under jurisdiction of the **Denison Public School** is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which sanctions may include dismissal as an employee and/or as a student.

Bad faith use of this policy to harass employees or students shall be considered sexual harassment for purposes of this policy and its attendant procedures.

Each Site Principal shall select at the beginning of the school year two (2) Title IX Officers. The officers shall have the authority to handle any case involving allegation of sexual harassment referred to him or her without regarding sex of the complainant. Employees chosen by the local directors to be Title IX Officers shall be presented to the Board for final approval.

DEFINITION:

PREGNANT STUDENTS

The Board of Education affirms the right of pregnant students to continue their participation in the public school program.

Reasonable efforts will be made to insure that the educational program of all students shall be disrupted as little as possible. Pregnant students should advise their counselor so that any necessary adjustments may be considered. With the counselor, the student may elect one of the following educational plans:

The student may remain in her present program, with any necessary modifications, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health.

The student may temporarily withdraw from school at the direction of her physician and receive homebound instruction until her physician certifies that she is physically able to return to school.

Any modification to a student's normal school curriculum will be based only upon recommendation from the student's physician or upon the student's request. Absent such recommendation or request, no modification to any student's normal school activity will be permitted.

No student will be prohibited from seeking or qualifying for any honor program, class officer position, or any other student activity based solely upon pregnancy or parental status.

Sexual harassment is behavior which is not welcome, which is personally offensive, which debilitates morale and which therefore interferes with the work and/or learning effectiveness of its victims.

SEXUAL HARASSMENT ACTIONS

Sexual harassment actions include, but are not limited to the following:

1. Unwelcome sexual flirtation, advances, or propositions.
2. Verbal or written abuse of sexual nature, including suggestive jokes and innuendos.
3. Explicit verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual's body.
5. Sexually suggestive adjectives or pictures in the workplace.
6. Unreasonable differential treatment based on gender.

Possible Levels at Which Sexual Harassment May Occur:

1. Among peers or co-workers
2. Between supervisors and subordinates
3. Imposed by non-employees on employees or students
4. Imposed by an employee on a student or a non-employee

POLICY:

The Superintendent shall make the intent and procedures of the sexual harassment policy and sexual harassment procedure known to all employees and all students of **Denison Public School**. The Superintendent shall do this by directing appropriate procedures to be followed.

COMPLAINT PROCEDURES:

Any employee or student who believes he or she has suffered sexual harassment by any other student or employee, including supervisors and co-workers, may bring the problem to the attention of a Title IX Officer.

The complaint will be made in writing. It is helpful if details of dates, times, places and witnesses, if any, to the harassment can be provided.

At all times strict confidentiality shall be required of Title IX Officers. Said officers shall also caution the complainant, the accused, and any witnesses to maintain confidentiality. Any writing or other physical evidence connected with any complaint shall be kept locked away by the appropriate Title IX Officer and shall be made available only to the Superintendent, the officer conducting the investigation, the complainant, the accused, and the attorneys involved. If the complainant or the accused is a minor, then the information and any redress requested by the complainant shall be made available also to that minor's parent or guardian.

THE TITLE IX OFFICER'S INVESTIGATION PROCEDURE:

1. Meet with the complainant to determine the nature and the extent of alleged incident.
2. Keep a thorough, written record of the complaint, including:
 - A. name of the complainant;
 - B. the person or persons accused of sexual harassment,
 - C. date,
 - D. time

- E. location
 - F. description of the incident or incidents,
 - G. witnesses and their statements, and
 - H. any redress sought by the complainant.
3. Meet with the person accused of sexual harassment and inform him or her that a complainant of sexual harassment has been made against him or her.
 4. After gathering all information the Title IX Officer believes relevant from the complainant, the accused, and other witnesses, the Title IX Officer will determine whether or not in his or her opinion, sexual harassment has taken place.
 5. After receiving the formal complaint the Title IX Officer shall submit a written opinion concerning its validity, to the Superintendent within fifteen (15) classroom days.
 6. The superintendent shall then render a decision as to what action is to be taken, respecting all legal and constitutional rights due both the complainant and accused.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding the bus rider rules.

Previous to loading students should:

1. Be on time at the designated school bus stops—keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. **Refrain from eating and drinking on the bus.**
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own).
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. **Do not throw objects in or out of the bus.**
11. Remain in seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

RESPONSIBILITY OF THE PUPIL

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice classroom conduct (except for ordinary conversation) while using a school bus.
3. To obey the driver cheerfully and to report promptly to the school official when instructed to do so by the driver.
4. To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. To be in the place designated both morning and evening ready to board the bus at the time shown on the schedule. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.

Personal Safety

1. To stay off the traveled roadway at all times while waiting for a bus.
2. To wait until the bus has come to a stop before attempting to get on or off.
3. To leave the bus only at the consent of the driver.
4. To enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. To cross the traveled highway if necessary after leaving the bus in the following manner.
 - a. Make certain the bus is stationary.
 - b. When unloading, go to front of bus within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, look both to the right and left and proceed across the highway in front of the bus.
 - d. Walk (not run) in front of the bus when crossing the highway.
6. Keep hands and head inside bus at all times.
7. Inform driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. Help keep bus clean, sanitary, and orderly.

STUDENT DISCIPLINE THREATENING BEHAVIOR (REGULATION)

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure.
 - A. The student will be subject to an immediate suspension from school for a minimum of three days.
 - B. The student's parent(s)/guardian will be notified.
 - C. The Idabel Police Department shall be notified.
 - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
 - E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.

F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

A site administrator shall file a report on any student disciplined under this policy and sent the report to the superintendent.

REFERENCE: 70 O.S. §24-100.2

CROSS REFERENCE: **Policy CK, Safety Program**
 Policy CK-R, Safety Program, Regulation
 Policy FNCD, Harassment

HARASSMENT

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

**REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2**

CROSS REFERENCE:

- Policy CK, Safety Program**
- Policy DAA-R, Racial Harassment**
- Policy FB, Sexual Harassment of Students**
- Policy FBA, Grievance Procedure,
Sex Discrimination/Harassment**
- Policy FBB, Student Complaints and Grievances**
- Policy FNCC, Hazing**
- Policy FO-R4, Student Discipline, Threatening Behavior, Regulation**

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Denison School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- A. Uses that violate the law or encourage others to violate the law. Don't by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- B. Uses that cause harm of others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/ her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other unauthorized access to other computers, networks, or information systems.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. **General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" or the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to

copyright, trade secrets, the distribution of obscene or pornographic material, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card number and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (1) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of legitimate research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h[7], as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to any interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and to no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and

Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.74

**Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254 [h], [l])
Elementary and Secondary Education Act of 1965, as amended
(20 U.S.C. 6801 et seq., Part F)**

**CROSS REFERENCE: Policy DOBC, Disciplinary Procedures,
Certified Employees
Policy EFBC, Computer Use
Policy EFEA, Using Copyrighted Materials**

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.

11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

RESPONSIBILITY OF THE PARENTS

The responsibility of parents whose children are transported at public expense.

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection of their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district, but that the school district is not required to do so. Therefore, by law, it is a privilege to ride a school bus.

Violations of bus riding rules and regulations on the previous pages may result in the loss of riding privileges in addition to other disciplinary action.

ASBESTOS NOTIFICATION

The Environmental Protection Agency required the school district to inspect all buildings for asbestos. This was first completed in 1988. Every three years, a re-inspection is required. We are in full compliance with this requirement. The inspections are on file in the superintendent's office. If you need to review this information, please let the office know.