

### **MOMENT OF SILENCE**

Pursuant to Senate Bill 815: "The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, or impede other students in the exercise of their individual choices."

### **RESIDENCY REQUIREMENTS**

Eligibility to enroll in McLoud Public Schools is determined only through in-district residence of (1) the child's parent; (2) a court appointed guardian of the child; (3) a court appointed legal custodian of the child; (4) other adults as specified by Title 10, Oklahoma Statutes Section 701; or (5) a child who is entirely self-supporting, with proof of residency on file, subject to verification by school officials, or having a legal transfer. Counselors may require additional information and documentation. Any student found in violation of this requirement will be withdrawn from school.

### **ACCIDENT INSURANCE**

Accident insurance is available to all students at the start of the school year. We suggest you consider this coverage especially if your family is not insured with a separate health policy. The school does not carry accident insurance on students.

### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

#### **REFERRAL**

Students enrolled in Pre-K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local school and other service providers.

#### **SCREENING**

Other screening activities may include: review of records and education history, interviews, observations, and specially developed readiness or educational screening instruments.

**Educational Screening** – Education screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Second through twelfth grade students shall be screened as needed or upon request of the parents, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months of the date of such entry.

#### **EVALUATION**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes

### **ALTERNATIVE EDUCATION ACADEMY VIRTUAL SCHOOL**

McLoud Public Schools has established an Alternative Education Academy and a Virtual School. The academy and the virtual school will be operated under the guidelines established by the Oklahoma State Department of Education and the Alternative Education Plan adopted by the McLoud Board of Education.

#### **Purpose:**

The role of the academy and the virtual school is to provide an alternative education setting for those students whose educational needs are not met by traditional educational services and assist them in completing high school.

#### **Enrollment/Placement:**

Applications and instructions for enrollment into the academy and the virtual school may be obtained from a secondary principal, secondary counselor, or Alternative Education Coordinator. Placement in the academy or the virtual school will be based on an intake and screening process and the availability of space. Enrollment will be limited to students age 12 to 21.

#### **Participation in Activities:**

Academy and virtual students will be allowed to participate in all activities, which their ISP (Individual Success Plan) will permit. They will be allowed to receive all awards and recognition they have earned, this includes participation in graduation and receiving a diploma. The exception for participation is for those students who are under suspension. They **will not** be allowed to participate until the terms of their suspension are met.

### **OKLAHOMA'S PROMISE**

Students may apply for the Oklahoma's Promise. To qualify for Oklahoma's Promise, a student must: be an Oklahoma resident; be the child of parents, custodians or guardians who earn less than \$50,000 per year; graduate from an Oklahoma high school that is accredited by the State Board of Education. Applications must be completed during the school year in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade year and be witnessed by the parent(s), custodian (s), or guardian(s), who agree to help the student comply with Oklahoma's Promise requirements. If all requirements are met, Oklahoma's Promise will pay a student's tuition. An application may be obtained from the school counselor. Refer to the school counselor for classes which are necessary for Oklahoma's Promise eligibility.

### **STUDENT RECOGNITION**

The Board of Education recognizes that the pursuit of excellence is very important to the McLoud Schools, its administration, teachers and students. Achievement resulting from excellent performance, be it academic or extra-curricular activity, deserves to be recognized whether by individual or team. Student achievement also brings positive recognition to our school and community. The school further acknowledges its responsibility to assist our students in receiving public recognition, not only in award assemblies, banquets, and athletic or other competitive performance activities, but also in the local press. McLoud Schools will, as coordinated by the Superintendent and with assistance from the administration, organizational sponsors, coaches, counselors, and teachers, facilitate press releases to the media for excellent academic, extra-curricular, and athletic activity, including individual and team statistics. A special effort should also be made to identify areas of excellence, which may not ordinarily be identified or recognized.

### **ENTRY REQUIREMENTS FOR McLOUD HIGH SCHOOL**

For a student to enter McLoud High School, he/she must have successfully completed a seventh and eighth grade program of study. Successfully completed means passing all required courses (**Math, Science, Social Studies, and Reading**) for both the seventh and eighth grade years.

### **BUILDING HOURS**

NO STUDENT SHOULD ARRIVE AT SCHOOL BEFORE 7:30 a.m. unless they will be directly supervised by a teacher or coach for a school function. (Open at 7:50 a.m., closed at 3:30 p.m.) Students are not to be in the building before or after these hours unless supervised by a faculty member. All students will stay in the designated area. Students eating breakfast should enter the building through their assigned door. After finishing breakfast if the bell has not sounded, student should wait outside until it does.

**(STUDENTS WILL NOT BE ALLOWED IN THEIR ROOMS UNLESS SUPERVISED BY THEIR TEACHER.)**

**MCLLOUD HIGH SCHOOL BELL SCHEDULE**

|  |             |
|--|-------------|
| 1 <sup>st</sup> bell rings                         | 8:00 am     |
| 1 <sup>st</sup> period                             | 8:05-8:55*  |
| 2 <sup>nd</sup> period                             | 9:00-9:45   |
| 3 <sup>rd</sup> period                             | 9:50-10:35  |
| PRIDE  | 10:40-11:00 |
| 1 <sup>st</sup> 4 <sup>th</sup> period (11-12)     | 11:05-11:50 |
| 2 <sup>nd</sup> 4 <sup>th</sup> period (9-10)      | 11:40-12:25 |
| 5 <sup>th</sup> period                             | 12:30-1:15  |
| 6 <sup>th</sup> period                             | 1:20-2:05   |
| 7 <sup>th</sup> period                             | 2:10-3:00*  |
| -----  |             |
| 1 <sup>st</sup> lunch (9-10)                       | 11:00-11:35 |
| 2 <sup>nd</sup> lunch (11-12 <sup>th</sup> grades) | 11:50-12:25 |
| Alternative lunch                                  | 12:25-1:00  |

\*50 minute classes/rest of periods 45 minutes

**MCLLOUD JUNIOR HIGH SCHOOL BELL SCHEDULE**

|                            |             |
|----------------------------|-------------|
| 1 <sup>st</sup> bell rings | 8:00 am     |
| 1 <sup>st</sup> period     | 8:05-8:55*  |
| 2 <sup>nd</sup> period     | 9:00-9:45   |
| 3 <sup>rd</sup> period     | 9:50-10:35  |
| 4 <sup>th</sup> period     | 10:40-11:25 |
| Redskin Readiness          | 11:30-11:50 |
| Junior High lunch          | 11:55-12:25 |
| 5 <sup>th</sup> period     | 12:30-1:15  |
| 6 <sup>th</sup> period     | 1:20-2:05   |
| 7 <sup>th</sup> period     | 2:10-3:00*  |
| -----                      |             |

\*50 minute classes/rest of periods 45 minutes

**HIGH SCHOOL CAMPUS**

**CLOSED CAMPUS FOR FRESHMAN/SOPHOMORE STUDENTS**

Freshman and sophomore students are prohibited from leaving campus unless checked out and accompanied by their parent or guardian. This expectation includes lunch. Freshman and sophomore students are not allowed to ride with other students leaving campus. Disciplinary actions will be taken for any violations.

**While on campus students are to remain in the area directly in front of the cafeteria, in the east building lobby, or on the paved patio area south of the east building lobby.**

Wooded areas, and area east of the J. E. Walker Field house are off limits. Due to heavy bus and automobile traffic, congregating at any entrance gates or parking lots is prohibited.

**Students will NOT be allowed to get into vehicles during passing periods. If a student must get something from their vehicle, they must obtain a pass from the office,**

**JUNIOR HIGH CAMPUS**

CLOSED CAMPUS: After arriving at school, students are not permitted to leave the school ground without permission from the office. Students are to remain on campus in the mowed areas around the buildings. Wooded areas and roadways are off limits. Due to heavy bus and automobile traffic, congregating at any of the entrance gates or parking lots is prohibited. Written parental notification requesting a student to have lunch at his/her own home must be received and filed with the office prior to the student leaving campus for that purpose. Parents/guardians may file letters for their students only. Guests are not allowed. Violation of this policy will be **considered truancy, and students will be punished accordingly. Students must have written parental permission to leave the junior high campus with a high school sibling. Students must be checked out in the Junior High office by parents**

wanting their student to attend athletic events that are being held on the secondary campus. Students at the Junior High are NOT allowed to bring permanent markers of any kind to school.

**DIPLOMA PROGRAMS**

In an effort to encourage all students to plan their class loads so that they can achieve the best education possible, the administration and faculty of McLoud High School have established three (3) diploma programs. Participation in any program is voluntary. Completing the requirements in the program will earn the graduate a **CORE CURRICULUM, COLLEGE PREP/WORK READY, diploma** or an **HONORS diploma**. For the 2017-2018 school year graduates must fulfill one of the listed diploma tracks.

**CORE CURRICULUM DIPLOMA**

The Core Curriculum Diploma is for those students whose parents opt them out of the College Prep/Work Ready Curriculum. Under McLoud High School and State of Oklahoma guidelines, all graduating seniors will be required to earn twenty-three (23) units. This diploma will be issued to students who have earned at least the following:

|                  |   |
|------------------|---|
| Language Arts    | <u>4 units (1 per academic year)</u><br>English I<br>English II<br>English III<br>English IV  |
| Mathematics      | <u>4 units (1 per academic year)</u><br>Algebra 1 (state requirement)<br>Geometry<br>Intermediate Algebra<br>Algebra 2<br>Math of Money with Algebra<br>Trigonometry<br>Pre- Calculus<br>AP Calculus-OSSM (GCVT)  |
| Science          | <u>3 units</u><br>Physical Science (state requirement)<br>Biology (state requirement)<br>Botany<br>Chemistry<br>Zoology<br>Anatomy<br>Animal Science  |
| Social Studies   | <u>4 units (1 per academic year)</u><br>World History-1 unit (Fr)<br>Oklahoma History-1/2 unit (So)<br>US History of American Republic 1860-1920-1/2 unit (So)<br>United States History 1877-present<br>1 unit (Jr)<br>US Government-1/2 unit (Sr)<br>Economics-1/2 unit (Sr) |
| Computer Science | <u>1 unit</u><br>Fundamentals of Technology<br>Desktop Publishing<br>Desktop Publishing 2<br>Digital Media Production   |
| The Arts         | <u>2 units</u><br>Art 1-4, Drama 1-4<br>Instrumental Music 1-4, Music Appreciation,<br>Musical Theater 1-4, Competitive Speech and<br>Debate 1-4, Arts and Crafts, Graphic Design   |
| Electives        | <u>5 units</u><br>The remaining units are selected based on student need and interest.  |
| TOTAL            | <u>23 units</u>   |

**COLLEGE PREP/WORK READY DIPLOMA**

Under McLoud High School and State of Oklahoma guild lines, all graduating seniors will be required to earn twenty-three (23) units. This course of study is designed to prepare students for post-secondary and/or a career in the work place. This diploma will be issued to students who have earned at least the following:

|  |   |
|--|---|
| Language Arts                            | <u>4 units (1 per academic year)</u><br>English I<br>English II<br>English III<br>English IV  |
| Mathematics                              | <u>4 units (1 per academic year)</u><br>Algebra 1* (state requirement)<br>Geometry<br>Algebra 2<br>*Math of Money with Algebra (does not count for Oklahoma Promise)<br>Trigonometry<br>Pre-Calculus<br>AP Calculus-OSSM (GCTC)   |
| Science                                  | <u>3 units</u><br>Physical Science (state requirement)<br>Biology* (state requirement)<br>Botany<br>Chemistry<br>Zoology<br>Anatomy   |
| Social Studies                           | <u>4 units (1 per academic year)</u><br>World History-1 unit (Fr)<br>Oklahoma History or Honors Oklahoma History-1/2 unit (So)<br>US History of the American Republic 1860-1920 or Honors US History of the American Republic 186-1920 (So)<br>US History 1877-present or Honors US History 1877-present -1 unit (Jr)<br>US Government or Honors US Government-1/2 unit (Sr)<br>Economics or Honors Economics-1/2 unit (Sr) |
| The Arts                                 | <u>1 unit</u><br>Art 1-4, Drama 1-4, Instrument Music 1-4, Music Appreciation, Competitive Speech and Debate 1-4, Musical Theater 1-4, Arts and Crafts, Graphic Design  |
| Foreign Language/<br>Computer Technology | <u>2 units of same subject</u><br>Spanish 1<br>Spanish 2<br>Fundamentals of Technology<br>Desktop Publishing<br>Desktop Publishing 2<br>Digital Media Production  |
| Electives                                | <u>5 units</u><br>The remaining units are selected based on student need and interest.  |
| TOTAL                                    | <u>23 units</u>   |

\*\* Students in this diploma program must complete one (1) additional unit in English, Mathematics, Lab Science, Social Studies or Foreign Language/Computer Technology.

**HONORS DIPLOMA**

When a student and his parents feel that a student is capable of meeting more than the standard graduating requirements – that he/she can excel and should therefore be challenged – he/she can voluntarily enter the HONORS PROGRAM.

After the student has finished the requirements for the HONORS program, he/she will receive recognition by a gold seal on his/her diploma. His/her transcript will also reflect that he/she has completed an advanced study course curriculum.

To receive a McLoud Honors Diploma, a student must take a college entrance program, maintain a 3.25 GPA on a 4.0 scale, have no grades lower than C, take a minimum of 2 AP, Honors classes, or concurrent classes and complete twenty-three (23) units.

This diploma will be issued to students who have earned at least the following:

|  |  |
|--|--|
| Language Arts                            | <u>4 units (1 per academic year)</u><br>English I or Honors English I<br>English II or Honors English II<br>English III or AP English III<br>English IV or AP English IV   |
| Mathematics                              | <u>4 units (1 per academic year)</u><br>Algebra 1 (* state requirement)<br>Algebra 2<br>Geometry<br>Trigonometry<br>Pre Calculus<br>AP Calculus-OSSM (GCTC)  |
| Laboratory Science                       | <u>4 units</u><br>Physical Science (state requirement)<br>Biology (* state requirement)<br>Or Honors Biology<br>Chemistry<br>Botany<br>Anatomy<br>Zoology<br>AP Physics (GCTC)   |
| Social Studies                           | <u>4 units (1 per academic year)</u><br>World History-1unit (Fr)<br>Oklahoma History or Honors Oklahoma History-1/2 unit (So)<br>US History of the American Republic 1860-1920 or Honors US History of the American Republic 1860-1920 (So)<br>US History 1877-present or Honors US History 1877-present-1 unit (Jr)<br>US Government or Honors US Government-1/2 unit (Sr)<br>Economics or Honors Economics-1/2 unit (Sr) |
| Arts                                     | <u>1 unit from the following:</u><br>Art 1-4, , Drama 1-4, Instrumental Music 1-4, Music Appreciation, Competitive Speech and Debate 1-4, Musical Theater 1-4, Arts and Crafts, Graphic Design   |
| Foreign Language/<br>Computer Technology | <u>2 units of the same subject</u><br>Spanish 1<br>Spanish 2<br>Fundamentals of Technology<br>Desktop Publishing<br>Desktop Publishing 2<br>Digital Media Production   |
| Electives                                | <u>4 units</u><br>The remaining units are selected based on student need and interest  |
| TOTAL                                    | <u>23 units</u>  |

Those students enrolled in the Pre Engineering program at Gordon Cooper Career Technology Center will have Honors Algebra 2, Honors Chemistry, Honors Physics and Honors Pre- Calculus.

**TESTING –HB 3218**

HB 3218 does away with End of Instruction testing in Oklahoma. The EOI’s will be replaced with Grade 11 assessments in Math, English Language Arts and Science for the 2017-2018 school year. U.S. History must be tested once during high school.

**PROFICIENCY BASED PROMOTION**

Students may earn credit based on proficiency assessment. Proficiency will be demonstrated by an assessment or evaluation that is appropriate to the curriculum area. Students demonstrating proficiency in a set of competencies at the 90% level, shall be advanced to the next level in the appropriate curriculum

area and receive a grading mark of “P”. A mark of “P” will be neutral in computing grade point averages.

The decision to allow proficiency-based promotion will take into consideration such factors as social, emotional, physical and mental growth.

The school will confer with the student’s parents/guardians in making such promotional/acceleration decisions.

Students interested in proficiency promotion should give their counselor written notification three (3) weeks prior to each term’s end. Tests will be given the last week of each term.

### **DUAL ENROLLMENT**

Through a cooperative agreement, a program of Dual Enrollment has been devised. Under this plan, students who are accelerated or who may otherwise benefit from programs offered at either the junior or senior high schools may be enrolled at both sites. Such enrollment is not automatic and would be based on the counselor’s recommendation. Dual enrollment in a high school class would result in High School credit if applicable and would not interfere with existing graduation requirements.

### **GRADUATION EXERCISES**

In keeping with traditional commencement exercises, students will be expected to comply with the following graduation expectations. Graduation exercises will be held at the end of each year for high school seniors. **STUDENTS WHO NEED MORE THAN ONE UNIT FOR GRADUATION WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION EXERCISES.** (Regulation J – Page 79 of the Administrator’s Handbook for Elementary, Middle, Junior High and High Schools – State of Oklahoma Department of Education).

All male students will wear dress pants, a shirt with a collar, tie and dress shoes/boots. All girls will wear dresses, or dress pants and dress shirt, and dress shoes. If a student chooses not to wear appropriate dress, he/she will still receive a diploma, but will not be eligible to participate in the ceremony. Any senior who chooses to participate in graduation exercises must notify the senior sponsor by April 1 and he/she will be required to participate in graduation and baccalaureate practice.

In order to protect the social and physical, as well as the intellectual maturity of the pupil, it is advisable that the student have four (4) years experience in a four-year high school. In exceptional cases (pregnancy, sickness or economic reasons) pupils may be allowed to graduate in less than the time specified above, provided that adequate guidance procedures have been followed and that the student meets all local and state graduation requirements. This must be approved in all cases by the administration.

### **ACADEMIC RANKING**

#### **ADDED WEIGHT**

Pre-Advanced Placement, Advanced Placement, Honors, and Concurrent Enrollment Courses shall be weighted on a 5.0 grade scale. This will start with the graduating class of 2017.

#### **VALEDICTORIAN/SALUTATORIAN**

Any student with a 4.0 average or higher based on seven (7) semesters (5.0 scale) will be considered Valedictorian of the Senior Class. The Valedictorian must meet all Honors Program requirements. In the event that no one has a 4.0, the highest GPA will be named Valedictorian. The Salutatorian will be the student with the second highest GPA (Must be on the Honor schedule) The above ranking system will be used only to determine valedictorian and salutatorian for graduation ceremony purposes. For college application purposes, all student with a raw GPA of 4.0 (no AP or Concurrent Classes bonus) will be considered valedictorians, and can use such designation for scholarship and application purposes.

### **GRADING SYSTEM**

The grading system is based upon the total number of points accumulated during the full term (semester). Teachers will record a minimum of two (2) grades per week per subject/section taught. All letter grades may be determined in relation to the highest total achieved by any student in the class.

The letter grades A, B, C, D, F and I will be used to indicate the level of achievement of all students at McLoud High School. “I” or incomplete, may not be given for the progress reporting periods. Each teacher will set a deadline for an “I” to be made up. When the grade is changed, the new grade will replace the “I”. No incomplete grades may be given for the semester grades or end of year grade unless approved by an administrator. The grading scale for regular classes is as follows:

|   |                |
|---|----------------|
| A | 90% - 100%     |
| B | 80% - 89%      |
| C | 70% - 79%      |
| D | 60% - 69%      |
| F | 59% - or lower |

The grading scale for AP classes is as follows:

|   |                |
|---|----------------|
| A | 85% - 100%     |
| B | 70% - 84%      |
| C | 60% - 69%      |
| D | 50% - 59%      |
| F | 49% - or lower |

### **REMEDATION**

Remediation for state mandated tests is administered and documented through site counselors. Remediation is offered to all students in preparation for State and federally mandated testing.

### **ACTIVITY PROGRAMS**

**Athletic programs:** Football, Boys and Girls Basketball, Wrestling, Baseball, Softball, Boys and Girls Soccer, Cheerleading, Pom, Powerlifting, Archery.

**Junior High School Clubs and Organizations:** Student Council, Gifted and Talented, Junior High National Honor Society, Ecology Club, Builders Club, FFA.

**High School Clubs and Organizations:** FFA, FCCLA, Business Professionals of America (BPA), Student Council, National Honor Society, Key Club, History Club, Fellowship of Believers, Indian Club, Gifted and Talented, Biology Club, Academic Bowl.

### **NATIONAL HONOR SOCIETY**

A chapter of the National Honor Society is organized at McLoud High School for students in grades 11-12. Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty advisory committee.

According to the National Honor Society Constitution, only those students who have been in the school for at least one term may be considered for membership. The constitution also stipulates that members who transfer to another school or from another school are accepted automatically as members in good standing. Transfer members must meet the chapter’s standards within one term of their transfer in order to retain membership.

There are four areas of consideration for membership. Scholarship is the first basis for selection followed by leadership, service, and character. The scholarship requirement set by the McLoud Chapter of the National Honor Society is an overall grade point of 3.5 based on a 4.0 scale. Leadership exists in offices held in school and community organizations as well as roles of leadership in both areas. Service is determined by contributions made, as well as the attitude toward service. Character is determined by principles of morality and ethics, as well as cooperation, courtesy, and respect for others and demonstration of behavior that exemplifies other desirable qualities of character. The specific guidelines for membership, the Constitution of the National Honor Society, and the McLoud Chapter bylaws are available in the high school office.

### **OKLAHOMA HONOR SOCIETY**

Students who are in the top 10% of the student body (9-12) will be eligible for this honor society. The computation of the top 10% is based on term grades of the last two consecutive terms.

### HONOR ROLL

The Superintendent's Honor Roll, comprised of students who achieve all A's, and the Principal's Honor Roll, comprised of students who achieve all A's and B's with no grade below B, will be published at the end of each semester for grades 7-12.

### INTERSCHOLASTIC COMPETITION

The faculty and administration encourage the student body to compete in as many scholastic events throughout the year as possible. Through competition, McLoud students can receive scholarships and awards for their efforts.

### TRANSCRIPTS

A copy of a student's transcript will be given upon request at the Principal's office as per FERPA guidelines.

### REPORT CARDS

Regular reports of a student's academic progress are made to parents with teacher generated progress reports to students every 6 weeks during each semester and a semester credit report card after the end of each semester. Parents and guardians are also able to view their students progress through online access (contact your child's school for usernames and passwords). Anytime a student's grade falls to a failing grade the teacher will make contact with the parent/guardian by phone or mail. Parents and/or students are encouraged to discuss with teachers and counselors methods and actions to help overcome any educational deficiency or problem that may exist. Parent Teacher conferences will be scheduled in September and February (please check the school calendar for dates). The purpose of these conferences is to have teacher and parent meet face to face to discuss a particular child. The conferences are of great importance for all concerned and should be attended if at all possible.

### CHANGES AND DROPS IN CLASS SCHEDULE

For a student to receive full benefit of a course offering, he/she needs to complete the entire course as scheduled. Therefore, changes in class schedules must be made during the first five (5) days of each term. All schedule changes must meet the approval of the site administration.

### TRUANCY PROCEDURES

IF A STUDENT FINDS IT NECESSARY TO LEAVE SCHOOL DURING THE DAY, HE/SHE MUST CHECK OUT THROUGH THE OFFICE. A PHONE CALL OR VERIFIABLE PARENT NOTE FROM THE PARENT/GUARDIAN IS REQUIRED FOR THE STUDENT TO LEAVE SCHOOL. ANY STUDENT LEAVING SCHOOL WITHOUT PERMISSION FROM THE OFFICE WILL BE CONSIDERED TRUANT. (HIGH SCHOOL ONLY) STUDENTS WHO FAIL TO RETURN FROM LUNCH WITHOUT PRIOR APPROVAL WILL ALSO BE CONSIDERED TRUANT.

### ATTENDANCE

McLoud Public Schools requires that all students be in compliance with the school attendance laws of the State of Oklahoma state below: Violation of the attendance policy may subject student to disciplinary action that may include contacting the District Attorney, referral to the Department of Transportation, and/or administrative discipline. An attendance review committee will be established at MHS to ensure students meet the 90% attendance required by the State of Oklahoma to receive class credit. Students will be notified in writing by the district when they are approaching the absence limit for each semester. The committee will hear appeals by students and parents concerning unverified absences. Parents/Guardians will be notified a minimum of 5 business days prior to the completion of the semester to gather necessary documentation for the hearing.

### RECORDS OF ATTENDANCE OF PUPILS

"If a child is absent without valid excuse for four (4) or more class days within a four week period, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district

attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes and/or the local Juvenile Court.

If a student is absent without excuse for 10 consecutive days or is absent for 15 days or parts of days without excuse within one semester, the school is to notify the Department of Transportation that the student has "withdrawn" and may be subject to loss of driving privileges.

The following are considered valid excuses in this policy:

1. Absences covered by a doctor's statement showing the date or dates the student was under a doctor's care. The statement should be presented within two (2) school days upon the student's return for the absence to be exempt.
2. School Activities
3. Absences that occur as a result of religious holy days.
4. Court appearances
5. Funerals
6. Any absence deemed valid by the principal

Parents must call or contact the appropriate office on the day of the student's absence to report absences. If a parent does not call in, an effort will be made to contact the parent concerning their child's absence. Each student will be allowed a minimum of at least one day for each day missed to make up work. Individual teachers will set the make-up policy for their classes. If work is not made up by the deadline given by the teacher, in accordance with this policy, then a zero will be entered into the grade book for the work, until such time as the work is made up, according to the teacher's policy on make-up work. If a student is absent beyond this policy, the school will send a letter to the parents reminding them that persistent absenteeism is a serious problem in learning the curriculum

If absences continue, the school will contact the District Attorney's office, the Department of Transportation, and/or the local Juvenile Court to help aid in solving the problem of high absenteeism.

### TARDY PROCEDURE

A student is tardy to class if he/she isn't in the room when the tardy bell rings. Students who arrive after the first 10 minutes of class time each period may be considered absent for the class. Three tardies are equal to one Unverified Absence. Consequences for semester class tardies are as follows:

1. First and second offense-warning
2. 3<sup>rd</sup>-5<sup>th</sup> offense-Lunch detention
3. 6<sup>th</sup> offense and each offense after-In School Detention

### IN-SCHOOL DETENTION

The concept guiding the McLoud In-School Detention (ISD) Program is that students need an alternative to out of school suspension. Through individualized instruction, students should be able to complete class work assignments. At the same time, they will be working on a behavior modification program designed to meet individual needs.

Students who are allowed to participate in the ISD program will be required to make acceptable progress toward both of these goals.

The general regulations governing the ISD program include, but are not limited to, the following:

1. The ISD classroom will be located on the appropriate campus.
2. The hours for ISD are 8:05 a.m. to 3:00 p.m., Monday through Friday. Students are required to attend the entire day.
3. Students in ISD will not be permitted to participate in assemblies, class trips, or any school activity during or after school
4. When a student is placed in ISD an attempt to contact his/her parent or guardian will be made.
5. Teachers are required to submit and evaluate a full day or class period of work per day for each student they have in ISD.
6. The principal will establish the day-to-day rules and regulations of the ISD classroom and determine the student's readiness to return to the regular classroom.
7. Students may not have access to backpacks or bags while in ISD.
8. If a student is removed from ISD he/she may be suspended for 5 days.
9. No hats.

### **RIGHT TO SEARCH**

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant less search.

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

Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school term and the succeeding term. Any such suspension may be appealed to the McLoud Board of Education by any pupil suspended under this section if such request is made in writing by Certified Mail Return Receipt requested within five (5) days of notification of such suspension, written or oral, to the student, parents or legal guardian.

Pupils shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such a search.

### **SAFE SCHOOL REWARDS**

Rewards may be available for information on vandalism, possession of alcohol, tobacco, drugs, drug paraphernalia, dangerous weapons, larceny of school property, or any behavior that would endanger the students, faculty of staff of McLoud Schools. Any information received will be kept confidential.

### **DISRUPTIVE ITEMS**

Items which are disruptive to the educational process are not allowed at school. Examples of such items are: radios, tape players, electronic equipment, toys or other items disruptive to the educational process. The administration reserves the right to add other items which they deem inappropriate in an educational environment. Items brought to school in violation of this policy that are stolen will not be searched for.

### **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES**

PURSUANT TO STATE LAW, IT IS THE EXPECTATION OF THE MCLLOUD BOARD OF EDUCATION THAT NO STUDENT SHALL USE A CELL PHONE, OR OTHER ELECTRONIC COMMUNICATION DEVICE, OR HAVE A VISIBLE CELL PHONE OR OTHER COMMUNICATION DEVICE DURING CLASS TIME. The exception would be when a student has prior written consent of the student's parent or guardian and the superintendent or the superintendent's designee to use a cell phone, or other electronic communication device. Electronic devices will also be allowed at the teacher's discretion for academic purposes. The consequences for cell phones and electronic devices will begin new each semester.

1.1<sup>st</sup> Time – Warning. Teacher or staff will ask students to remove the device from view.

2. 2<sup>nd</sup> time-In School Detention. The wireless device may be picked up in the principal's office by a parent or guardian.

2. Succeeding offense-Suspension. Wireless device may be picked up in the Principal's office by parent or guardian. Student will no longer be allowed to have a wireless device on campus.

Cell phones or other communication devices used during other misconduct may result in suspension and loss of cell privileges and possible law enforcement action.

Use of cell phones or other communication devices in private areas is prohibited.

### **INTERNET RULES AND STUDENT USAGE**

Students are required to follow the rules of usage of the internet at McLoud Secondary Schools. Rules are distributed to students and parents during enrollment each year.

### **DRUG-FREE SCHOOLS**

#### **(Federal Regulation)**

Illegal and Illicit Drugs, (Drug Paraphernalia), Tobacco and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol or tobacco is wrong and harmful; therefore, we advocate a "NO USE, NO TOLERANCE" policy.
  - b. McLoud School has a smoke-free, tobacco-free campus. Use of tobacco by students is prohibited by law. Students are not permitted to smoke, chew, dip, use, or have in their possession any tobacco, tobacco paraphernalia, or tobacco facsimile, including but not limited to vapes and any vaping products, during school hours. This expectation is in effect during all school-sponsored activities.
  - c. Students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcohol beverages, illegal drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event.
  - d. "Illicit drugs" includes steroids and prescription and over the counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
  - e. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current term and the following term.
  - f. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.
2. Necessary Medications
    - a. Students may not retain possession of and self-administer any medication at school for any reason.
    - b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medication to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
    - c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include suspension.
  3. Distribution of Information
    - a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
    - b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.
  4. Illicit use of Drugs and/or Alcohol
    - a. Illicit use of drugs and or alcohol during the school day and or school activities may be subject to drug testing and disciplinary action by school and or law enforcement agencies. Refusal to submit to drug testing will result in disciplinary action.

## **DANGEROUS WEAPONS**

1. In order to provide a safe environment for the students and staff of the McCloud School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas and facsimiles of dangerous weapons.
2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
3. For the foregoing reasons and except as specifically provided in paragraph 13 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity with such person's knowledge or the weapon's location.
5. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles, or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife that can be locked in place, razor, **regular pocket knife**, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, or any replica or facsimile thereof.
6. Any student in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, School District employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy and any negotiated agreement which is applicable to the employee.
8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any student or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.
9. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.
10. If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon, or replica or facsimile, thereof, the principal or designee shall observe the following procedure:
  - a. Immediately investigate the matter and contact the police, if appropriate.
  - b. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee.
  - c. Notify the superintendent of schools or designee.
  - d. In the case of a student, notify the parents.
  - e. Cooperate fully with the police.
  - f. Transfer confiscated weapon to the police department.

Except as may be required by law for disabled and handicapped students, any student in possession of a dangerous weapon, replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education

program, intervention program or be eligible to transfer to another School District school site in lieu of suspension.

12. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon shall not be allowed to attend the McCloud Schools.

13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use of demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required.

14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of handicapped and disabled students must be observed in accordance with applicable law and school board policies.

## **STUDENT DISCIPLINE**

The McCloud Board of Education believes that the school's primary goal is to educate, not discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending a public school has the same rights as a parent or guardian to control and discipline that child while the child is in attendance on campus, on district transportation, or while participating in any school function authorized by the school district.

Each student will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude.
- The seriousness of the offense
- The effect of the offense on other students.
- Whether the incident is isolated or habitual behavior.
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The examples of behavior listed below are not acceptable in society, generally, and in a school environment, particularly. The involvement of a student in these kinds of behaviors will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of an unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school.
2. Unexcused lateness to class.
3. Cutting class or leaving class without permission.
4. Leaving school without permission.
5. Refusing detention and/or in-school detention.
6. Tobacco use.
7. Truancy.
8. Possessing or using alcoholic beverages or other mood-altering chemicals.
9. Stealing.
10. Forger, fraud or embezzlement.
11. Assault, physical and/or verbal.
12. **FIGHTING. FIGHTING AT SCHOOL IS STRICTLY PROHIBITED AND WILL RESULT IN SUSPENSION.** Students should always seek adult help rather than resort to fighting.
13. Students who instigate fights but are not actively involved.
14. Possession of weapons.
15. Distributing obscene literature.
16. Destroying/defacing school property.
17. Open defiance of teacher/administrative authority.
18. Profane language.
19. Public display of affection.
20. Bullying.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measures. In considering alternatives for disciplinary actions, the

faculty/administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance. When administrators have reasonable belief that violations have occurred (i.e. fights, a sexual offense, weapon, drugs, vandalism) the police will be notified immediately.

1. Conference with student.
2. Conference with parents.
3. In-school detention.
4. Detention.
5. Referral to counselor.
6. Behavior contract.
7. Changing student's seat assignment.
8. Requiring a student to make financial restitution for damaged property.
9. Requiring a student to clean or straighten items in facilities damaged by his/her behavior.
10. Restriction of privileges.
11. Involvement of local authorities.
12. Referring student to appropriate social agency.
13. Corporal punishment.
14. Suspension.
15. Expulsion.
16. Other appropriate disciplinary action as required and as indicated by the circumstances.

Teachers will keep records concerning disciplinary actions for each student outlining methods used to deal with the classroom problems (i.e., classroom modifications, telephoning parents, etc.). After classroom disciplinary measures have failed, the teacher will write an office referral and attach classroom disciplinary records. When the student reports to the office the following steps may be taken:

First Offense – Conference with student and/or parent, noon detention or additional detention time may be assigned. The severity of the offense may require more serious consequences, however.

Second Offense – Parents may be notified. One to three days of ISD may be assigned.

Third Offense – Conference with parents may be held. Five days of ISD may be assigned.

Fourth Offense – One to ten days of short-term suspension may be given.

Fifth Offense – Long-term suspension or Alternative Education plan may be assigned.

### **PROCEDURE FOR OUT-OF-SCHOOL SUSPENSION**

The principal of the school shall suspend a student according to the following procedure: The principal may, if deemed in the best interest and/or safety of the school and students, suspend at any time. (Educational plan for out of school suspension will be provided on an individual basis)

Efforts will be made to notify the student and the parent/guardian orally or in writing, stating the reason and terms of the suspension and the student's right of appeal before the Suspension Committee (consisting of two teachers and two other administrators) of a suspension of more than five (5) days. Written notification of an appeal to the Suspension Committee must occur within five school days from the date of the suspension notification. The Suspension Committee will notify the student and his/her parent/guardians of its decision and inform them of the student's right of appeal to the Superintendent.

In the event of an appeal to the Superintendent, a written notification of an appeal must occur within five school days from the date of the Suspension Committee's findings. The Superintendent will notify the student and his/her parents/guardians, in writing, of the Superintendent's decision and the student's right of appeal to the Board of Education.

### **PROCEDURE OF APPEAL TO THE BOARD OF EDUCATION**

Any student suspended from school for more than five (5) days, will have the right to appeal the decision of the Superintendent to the Board of Education. In the event a student desires to appeal a suspension to the Board of Education, the student will give written notice to the Superintendent at least five (5) days prior to the next regularly scheduled Board of Education meeting. Five days means five (5) business days excluding Saturdays, Sundays, and holidays legally declared by the State of Oklahoma. If such notice of appeal is not received by the designated time, the said suspension will be considered final.

### **SUMMARY**

Nothing in this policy will restrict the administrator or teacher having the same right of control and discipline as that held by the parent in accordance with the laws of the State of Oklahoma. Nothing in this policy will be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension.

This policy will be administered by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action alternatives.

Parents or guardians and the students residing in this school district will be notified at the beginning of each school year that such policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

### **DRESS, GROOMING, AND MORAL STANDARDS**

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. It is the intent to permit students to dress according to current fashion and at the same time restricts extremes and indecency in grooming which will distract from the main purpose of the educational program. Any attire that disrupts the educational process and/or elevates concerns of maintaining a safe school environment is prohibited. The student dress code applies at school, on school vehicles, and at school sponsored or authorized activities including those students participating in Baccalaureate, Graduation, and Prom.

Further appropriate attire for Baccalaureate, Graduation and Prom will be addressed before these events. Extracurricular uniforms must be approved by the administration. The principal will use his/her judgment in cases of questionable attire. Violations may result in disciplinary action. First offense will be a warning, and the student will change clothing and a parent will be contacted. The second offense will result in the student being banned from wearing short type wear to school for the rest of the year. Further violations will result in ISD and/or suspension.

The following is a list of examples of clothing that is prohibited. This list may not be all inclusive.

1. Any public display of nudity
2. Clothing and accessories that advertises or promotes the use of beer, alcohol, tobacco, drugs, profanity or sexual innuendo
3. Clothing or accessories that signify, advocate, or advertise gang related activities or membership
4. Excessively baggy/sagging garments or apparel that is too tight which allow undergarments to show
5. Chains that hang from clothing or are worn as jewelry (bike and animal) collars and bracelets with spikes.
6. Straps must be a minimum of three inches wide. Exposure of skin and bra straps is unacceptable. Tops must reach the top of the pants, with no midriff exposed when arms are raised above the head. The tops of shirts and blouses, both male and female, should adequately cover the chest area and not expose excessive chest, shoulders, or cleavage.
7. Undershirts worn externally (muscle shirts, mesh, see through shirts)
8. No cut off clothing of any type will be permitted. Example: shorts, shirts, sleeves of shirts, blouses, etc.
9. Any short skirts, dresses or shorts that are 6 inches above middle of the knee
10. No hats/caps/bandannas/stocking caps or hoods may be worn inside any campus building by either males or females unless part of a uniform
11. Shoes with wheels or rollers



### VISITING

The administration and faculty encourage visits from parents to discuss the schoolwork of their children. Such visits promote a better understanding of the efforts of the school. However, visitors who desire private conferences with the student or teacher should make their requests through the office. Upon entering the building, all visitors must report to the office. **STUDENTS NOT ENROLLED IN MCLLOUD SCHOOLS WILL NOT BE ALLOWED TO VISIT CLASSES.**

### GORDON COOPER CAREER TECHNOLOGY CENTER

Students attending morning classes who ride the career tech bus need to board the bus by 7:30 a.m. Those attending afternoon classes need to board by 11:45 a.m. It will return to the high school between 4:15 – 4:30 p.m.

It is recommended strongly that every student from McLoud High School ride the bus provided by career tech. However, this is optional for the parents and students. Students riding the career tech bus will have no problem eating lunch at the Home School Cafeteria.

McLoud Schools support and work closely with Gordon Cooper Career Technology Center. Attendance there is just as important as at the home high school. If a student should become an attendance problem, McLoud High School will reserve the right to restrict the student from driving his vehicle to career tech for a period determined by the principal. The student will be placed on the bus provided by career tech.

### DRIVING

Students driving cars or any type of motor vehicle to school MUST have a valid driver's license, insurance verification, and a McLoud school parking permit. The vehicle must be parked when first arriving and cannot be moved until the lunch bell rings unless special authorization is obtained. When returning to school at noon, the vehicle must be parked and not moved until school is dismissed. Passengers are not to be transported in the back of pickup trucks. Any vehicle that is on school property may be subject to search by school officials. Students must park in the painted areas. Students may not park in the JH parking lot. **DOCUMENTATION NEEDED FOR STUDENTS TO GET THEIR PERMIT/LICENSE WILL BE DONE ONCE A WEEK ON FRIDAYS. TO RECEIVE THIS DOCUMENTATION ON FRIDAY, STUDENTS MUST SIGN UP IN THE HSW OFFICE BY WEDNESDAY OF ANY GIVEN WEEK.**

Students are asked not to cut through the parking lots. Violation of this request will jeopardize the student's privilege from driving his or her vehicle on campus for a period determined by the principal.

Every driver is expected to obey all safety rules at all times with special emphasis around the school. **DRIVING TO SCHOOL IS A PRIVILEGE THAT SHOULD NOT BE ABUSED.**

Students will not be permitted to loiter in the parking lot or sit in cars during the lunch period, before or after school, or between classes.

Jr. High students are prohibited from driving and/or riding in automobiles with upperclassmen or others without office permission during school hours.

Violation of this rule will be considered truancy and may result in loss of driving privilege.

### HALL TRAFFIC AND BEHAVIOR

When the first bell rings in the morning or at noon, students should go immediately to their classrooms. The second bell is the tardy bell and students not in the classroom will be considered tardy. Loitering in the halls is not permissible. In the hall at class change time, students are to keep to the right.

All students who are permitted to leave their classroom during class time must have their teacher's permission. This should be kept at an absolute minimum. A hall pass is required before leaving the classroom. Students may be required to maintain a school provided ID in their possession.

While at school and on school functions, students are expected to address all faculty members by their names, preceded by Mr., Mrs., Miss, or Coach.

**PLEASE NOTE: Camera surveillance in the halls, classrooms and parking lots.**

### TEXTBOOKS

District owned textbooks will be available to all students for each class. The student is responsible for the care of his books. They must be turned in at the close of the course. If damaged or lost, the student must pay for the books

before his grades will be recorded on his permanent record. If books are found later, a refund of the charge will be made to the student. Book payment amount will be determined by the replacement cost of the book.

Workbooks in various classes may be purchased by the individual student. Upon completion of the course, the student may keep the workbook.

### LOST AND FOUND

Items found at school will be held in the offices for one semester. Check at individual sites for the designated holding place. Items left in the lost and found will be removed the last day of May.

### FOOD AND DRINKS

Students are not to take food or drink from the school cafeteria or designated student lounge area. No food or drink is allowed to be in any other classroom or hallway without prior approval. Under no circumstances will glass containers be allowed.

### TELEPHONE

7-12 a student phone is provided at the Junior High and High School West office windows for student use prior to first hour, during lunch period, or after school. The office phones are for emergencies only.

### SEVERE WEATHER – SCHOOL CLOSING

In case of severe weather, snow, or low temperatures, the official announcement for school closing may be heard over the radio or television stations prior to 6 a.m. Students should tune in the appropriate stations and should not call the school. School closings will be broadcast on Oklahoma City television channels 4, 5 and 9 and on Oklahoma City radio stations WKY, KYIS, KEBC, and Shawnee radio station KGFF. The District may use School Messenger to call parents in these cases.

School closings as well as other pertinent information can be obtained through the Web site [www.mcloudschools.us](http://www.mcloudschools.us)

### MULTI-MEDIA CENTER

The use of the Multi-Media Center is encouraged for pleasure reading as well as research. There will be a professional librarian on duty all day to help with the uses of the Multi-Media Center.

Students will be taught the proper use of the Multi-Media Center, and projects will be conducted in the Multi-Media Center.

Books may be checked out for 14 school days. In addition, two days grace period are given before the nickel a day fine begins.

Students will pay for lost books. However, if a book is later found, a refund will be given. Book payment will be determined by the replacement cost of the book. No food or drinks are allowed in the Multi-Media Center.

### LOCKERS

Lockers are provided for students in grades 7-12. Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The administration recommends each student have a lock and keep it on at all times. McLoud Schools cannot be held responsible for any items left in the lockers.

Locks for athletic equipment will be checked out by a coach. Athletic equipment or clothes should not be kept in the hall lockers.

Students must provide the office with means of access to all lockers (key, combination, etc.) for emergency or security purposes. Lockers can be searched at any time by school officials.

### RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.

Disciplinary action may follow such conduct.

## **OBLIGATIONS**

Students that have obligations, financial and otherwise, will not receive grade reports until obligations are met.

### **FIRE DRILL/TORNADO DRILL/SECURITY DRILL**

The signal for all drills will be given through the intercom system and through phone message or text message through the School Messenger system to all teachers.

For fire drills students in the buildings will be led out by their teachers. Students should remain in line according to classes so that roll may be checked outside.

For tornado drills teachers will take their students to the secondary campus safe room and will follow prescribed safety precautions. Students are to remain quiet and orderly and follow instructions from proper authority.

Security drills will be conducted according to District procedures.

### **CAFETERIA MEAL PRICES FOR 2017-2018**

#### Breakfast

|        |             |
|--------|-------------|
|        | <b>7-12</b> |
| Daily  | \$1.20      |
| Weekly | \$6.00      |

#### Lunch

|        |             |           |
|--------|-------------|-----------|
| Daily  | <b>7-12</b> | (\$2.45)  |
| Weekly | <b>7-12</b> | (\$12.25) |
| Adult  |             | \$3.50    |

#### Reduced meal prices K-12

|        | Breakfast | Lunch  |
|--------|-----------|--------|
| Daily  | .30       | .40    |
| Weekly | \$1.50    | \$2.00 |

Free and reduced lunch applications are available to all students. Criteria and eligibility information are determined by federal and state regulations. Information is available on these programs in the principal's office.

Refunds for overpayment of cafeteria bills will be given per written request by parent.

Students not wishing to purchase meals may bring their lunch and must eat in the cafeteria or in the student lounge. Students must adhere to the following rules during lunch:

1. Respect the rights of others; do not "cut" in the lunch line.
2. After eating, leave the table as clean as possible for the next person.
3. Take tray, eating utensils, and empty cartons to the receiving window.
4. Cafeteria food must remain in the cafeteria.

There is no place where the lack of proper social training will manifest itself more obviously than at the table. McCloud students are expected to conduct themselves as ladies and gentlemen. Hats will not be worn in the cafeteria.

**STUDENTS MAY CHARGE UP TO 10 DAYS. AFTER THAT TIME ALL CHARGES MUST BE PAID OR THE STUDENT WILL BE SERVED AN ALTERNATE MEAL.**

## **TRANSPORTATION**

McCloud Public Schools provides safe transportation to all students who are legally eligible to ride to and from school. Students living more than 1.5 miles away from all school sites are eligible for bus service. Please feel free to call the Transportation office (964-3642) for any questions concerning the transportation program.

1. Students may be required to walk a short distance to a consolidated bus stop (possibly up to 0.5 miles). The bus will not travel down private roads
2. Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is ample.

Schedules should normally be consistent, within a minute or two, except, of course, for the first week or so of school, until routes are "firmed up", and in case of a substitute driver or unforeseen traffic delays, or during severe weather conditions.

3. "Honk service" or "door to door" is not feasible. Of course, there may be days, especially during the bitter cold of winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus without delay at the regular stop when the bus arrives.
4. Students wanting to ride on a bus other than their assigned bus will only be granted in emergency situations. Those students who wish to ride a bus other than their assigned bus (i.e. going home with a friend, going to a babysitter, etc.) should provide their own transportation. This means that parents are responsible for providing this type of transportation.
5. Students cannot get off the bus at any stop but their assigned bus stop without permission from the parent and the Transportation Office (964-3642). Students in grades 7-12 are not permitted to get off the bus at the elementary school without permission from the Transportation Office (964-3642).
6. Students must board their bus at the school site. Students cannot walk from the Secondary campus to the Elementary campus to board their bus.
7. Parents and students are responsible for the cost of repairs for damaged bus property caused by vandalism by the student.
8. When weather conditions in the school indicate a possibility of an existence of dangerous road conditions, every effort will be made to notify the news media by 6 am. Further, every effort will be made to return the pupil home at the regularly scheduled time.
9. The school district cannot be held responsible for items left on the bus.

### **TRANSPORTATION PROCEDURES FOR DISCIPLINING PUPILS**

**Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rider rules. The driver of the school bus has the same control over pupils as the teacher in the classroom.**

Pupil misconduct on a school bus can endanger the lives of the pupils, driver, and the general public. The driver shall report such incidents to the Director of Transportation by using a conduct report. The Director of Transportation will give each Building Principal a copy of each report and contact parents. Types of passenger misconduct which may result in the student loss of riding privileges include:

- a. Deliberate defiance-refusal to cooperate with the driver.
- b. Obscene and unacceptable language, gestures, remarks or literature.
- c. Unusually loud talking or other undue noise.
- d. Throwing/shooting items of any kind.
- e. Scuffling/teasing/tormenting other students on the bus or at bus stop.
- f. Fighting on the bus or at the bus stop.
- g. Deliberate delay of loading and unloading.
- h. Refusal to stay seated/turned around in the seat/standing/or moving around in the bus.
- i. Use of tobacco or tobacco products/matches/drugs/alcohol on the bus.
- j. Extending any part of the body or objects out of the window.
- k. Tampering with bus equipment.
- l. Vandalism and destruction of property.
- m. Restricted materials or items on the bus.
- n. Other violations endangering safe operation on the bus.

Consequences of misconduct may include:

1. The first time a student creates a disturbance, the driver will verbally warn the student and may issue a conduct notice
2. If a second conduct notice is issued, a pupil's bus privileges may be suspended for three days.
3. Upon receiving a third conduct report: the pupil may receive a five (5) day bus suspension.
4. If a student receives a fourth conduct report: the pupil may be suspended for ten (10) school days
5. In the event that any student receives their fifth conduct report, they may be suspended for thirty (30) school days from the bus.
6. SEVERE CLAUSE: Immediate suspension from bus will occur if the incident is serious and jeopardizes the safety of the passengers.

7. Other appropriate Disciplinary action is conducted at the discretion of the Administrator.
8. **Appeal Procedure: All appeals should be initiated through the McCloud Transportation Director (964-3314 ext. 5514).**

A parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the Transportation Director (405-964-3314 ext. 5514) The Transportation Office shall notify the Building Principal of such a request. The appeal shall be heard within five school days of the request unless an extension is requested in writing by the parent. The request for an appeal hearing shall temporarily restrain the implementation of a suspension unless the Director of Transportation or the Building Principal determines that in the interests of bus safety and/or good order the suspension is necessary or the hearing cannot be conducted in a timely manner.

### BUS RIDER RULES

**PRIOR TO LOADING**, students should:

1. Be on time at the designated school bus stop. 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. Respect people and their property while waiting on the bus.
6. Receive proper school official authorization to be discharged at places other than the regular bus stop.
7. Students shall cross at least 10 feet in front of the bus, never behind.

**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 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. 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 smaller children.
10. Not throw objects in or out of the bus.
11. Remain in their 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 any 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.
16. Follow the directions of the driver in case of an accident or breakdown.

**AFTER LEAVING THE BUS**, students should:

1. Go at least ten (10) feet in front of the bus, never behind, stop, check traffic, and wait for bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of smaller children.

The above rules and regulations apply to any extra-curricular trips.

### **SECTION 304.050, RSMO SCHOOL BUSES:**

The driver of a vehicle upon a highway upon meeting or overtaking from either direction any school bus which has stopped on the highway for the purpose of receiving or discharging any school children and whose driver has in the manner prescribed by law given the signal to stop, shall not proceed until such school bus resumes motion, or until signaled by its driver to proceed.

### ATTENDANCE/ACTIVITIES EXPECTATIONS

The Superintendent and the Board of Education will annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a child.

The Board of Education will appoint an Internal Activities Review Committee. The committee will be responsible for reviewing and approving any deviation from the activities policy. The committee will consist of all building principals, transportation director, athletic director, and one classroom teacher from each of the following: elementary (K-6), junior high (7-8), high school (9-12). The committee will recommend changes in policy to the Board of Education. The maximum number of absences for activities, whether sponsored by the school or outside agency/organizations, which removes the student from the classroom will be ten (10) for any one class period of each school year. Activity absences are recorded by teachers on period absence slips. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Board of Education.

### ELIGIBILITY

Oklahoma Secondary School Activities Association Academic scholarship eligibility standards are required of all students participating in extra-curricular activity programs. There are two considerations:

1. Term Grades
  - a. A student must have received a passing grade in any three subjects counted for graduation that he/she was enrolled in during the last term he/she attended fifteen or more days. (This requirement would be five school credits for traditional).
  - 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 term 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 the six-week period.
  - d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding term should be obtained from the records in the school last attended.
2. Student Eligibility during a Term
  - e. Scholastic eligibility for students will be checked at the end of the third week of a term and each succeeding week thereafter.
  - f. A student must be passing in all subjects he/she is enrolled in during a term. If a student is not passing all subjects enrolled in at the end of a week, they 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 their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
  - g. A student who has lost eligibility under this provision must be passing all subjects in order to gain eligibility.
  - h. "Passing grade" means work of such character that credit would be entered on the records were the term to close at that time.

### Activity/Field Trips

For a student to be eligible to participate in any activity or field trip that takes him/her outside class time, including weekends, he/she must be in good standing academically with each teacher (Eligibility List). Correct classroom behavior will also be taken into account to qualify for field trips.

**Students must go and return in school transportation if provided.** Special arrangements must be made with the activity sponsor if students wish to go or return in a manner other than school provided transportation. Such request must

be made in writing and given to the activity sponsor. Trips are generally scheduled during the spring term. Trips will be educational in nature.

### **BAND**

**HIGH SCHOOL BAND** is composed of those students in grades 9-12 who have met the requirements in Junior High Band and who have the permission of the band director. The High School Band presents concerts for the school and general public and performs at several contests representing the many facets of the band program. The High School Band provides spirit for all football games and pep assemblies. The aim of the program is to help build responsible individuals and better citizens while giving them knowledge of music and how it works. Students may be required to attend extra rehearsals and are required to be present at all performances. Absence at performances of the band without good cause, such as illness or death in the family, is grounds **FOR A PROBATIONARY STATUS** in band. Attendance constitutes a majority of the student's grades.

**JUNIOR HIGH BAND** is composed of seventh and eighth grade band students, as well as any older students, who are ineligible for High School Band and have the permission of the band director. This band performs in most school music concerts. Grades are determined largely by class grades and daily work.

**CONCERT BAND** is optional although woodwind players must be enrolled in regular band classes. Regular attendance at rehearsals which are held outside regular class hours is required. The group performs in concerts, contests, and as entertainment when requested.

### **STUDENT COUNCIL**

**High School Student Council** representatives will be elected from each designated homeroom in grades 9-12. Representatives must meet grade and conduct requirements as stated in the Student Council Constitution. Only grades 9-12 will be voting members. The purpose of this organization is to provide government and unity to students, teachers, and administration.

**Junior High Student Council** representatives will be elected from each homeroom in grades 7-8. Only eighth graders may hold the office of president and vice-president. Representatives must meet grade and conduct requirements as stated in the Student Council Constitution.

### **PROCEDURES FOR ELECTION/REMOVAL OF OFFICERS**

These procedures shall apply to all class elections and any organizations not governed by a state or national charter.

- **FILING:** Offices are open for all members of the class or organization. Students interested in filing for office must come by the sponsor's classroom to file for office. The filing period will be one school day, from 8:15 a.m. until 3:15 p.m. Students will receive a copy of the duties, responsibilities and qualifications (if any) for the office for which they are filing.
- **CAMPAINING:** A meeting of the class or organization will be held within one week of the filing period. At this meeting, each candidate who filed for office will make a campaign speech, noting their qualifications for office. Following the meeting, campaigning may take place. The day for casting of ballots will be no more than one week from the previous meeting, and campaigning may be conducted in the interim, as long as it is not disruptive to the learning process.
- **BALLOTING:** The voting period will be one school day from 8:15 a.m. until 3:15 p.m. A list of those eligible to vote will be given to the supervisor of the polling place. Students will sign a voter's registration sheet before being given a ballot. All ballots will be cast in a private polling area and will be deposited into a slotted ballot box.
- **RESULTS:** At the closing of the polls, a committee of three, two teachers and one student, will count the ballots and post the results on the door of the balloting area and in the student bulletin case. Should no student receive a majority, the same procedure will be duplicated within the two top candidates.
- **REMOVAL FROM OFFICE:** All elected officers must realize that the holding of an elected office requires service to that position and organization.

An elected officer may be recalled from the office with 25% of the membership signing a recall petition showing cause. Prior to any recall petition being circulated by the class or organization membership, a meeting will be held with officer in question, the sponsor of the class/organization and the building administrator to explain the charges and the process to be followed, insuring that the officer is afforded his/her due process rights.

The signed petition will be presented to the building Student Council sponsor; the sponsor will present the petition to the Student Council for their investigation. Parties to both sides of the dispute will be allowed to address the Student Council if they so desire. At the request of the officer being recalled, the hearing before the Student Council may be a closed hearing. If, upon completion of their investigation, the Student Council determines cause to exist, the recall will be allowed to proceed. The vote of the Student Council will be by secret ballot. This investigation will take place no more than five (5) school days after presentation of the recall petition to the Student Council sponsor.

At any time during this process, either party may visit with the sponsor in charge, the building counselor, or the building principal.

### **PROCEDURE FOR ELECTING QUEEN CANDIDATES**

To be a queen candidate, a student must be currently enrolled in grades 9-12 and must not be on the ineligible list, either probation or ineligible from the time of selection until the completion of the coronation. The athletes (basketball players for basketball, football players for football, wrestlers for wrestling, and soccer players for soccer) will nominate \*THREE senior queen candidates and two attendants from each class. The student body will then elect a senior as queen. Once a person has served as queen during the school year, she may not be considered as a candidate for any queen position that school year.

In basketball and soccer, boys will nominate two candidates one year while the girls will nominate one candidate. The following year girls will nominate two candidates with the boys nominating one candidate. The following will be the schedule:

2017-2018 girls two---boys one  
2018-2019 boys two---girls one  
2019-2020 girls two---boys one  
2020-2021 boys two---girls one

### **OFFICIAL MCLLOUD LETTER JACKET**

The official McLoud Letter Jacket has a red body with white sleeves. A McLoud Letter "M" may not be displayed on any other color-combination letter jacket worn at school or during school functions. The school shall contract with a supplier at least once per school year to provide an opportunity for students to purchase a letter jacket at a competitive price.

### **ACADEMIC LETTER JACKET QUALIFICATION**

In order for a student to be eligible to apply for an academic letter, the following requirements must be met:

1. Determine eligibility.
  - a. Top 10% based on Academic Ranking after 6 semesters.
  - b. Must have attended McLoud High School at least the previous year.
  - c. Must have fulfilled or be enrolled in the Honor Tier program.
2. Obtain an application form and the deadline date from the high school principal
3. Obtain a copy of transcript from the high school office to be submitted with application.
4. Compose a letter to accompany application that explains the reasons for applying for this award. This letter should detail participation in organizations, school and community services, extra-curricular activities, honor classes, and any other honors received.
5. Submit signed and completed application form, personal letter, and transcript copy to the high school principal prior to the deadline date.

## **VETERANS DAY OBSERVANCE**

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II or the Korean War, an Oklahoma state law has been enacted which authorizes school districts to grant high school diplomas to those veterans who are eligible. To be eligible for a high school diploma pursuant to this act a veteran shall:

1. Have been honorably discharged from the Armed Forces of the United States of America.
2. Have served on active duty or have been discharged with a service-connected disability between the dates of September 16, 1940 and December 31, 1946 or between the dates of June 17, 1950 and January 31, 1955.
3. Be a resident of the state of Oklahoma.

The date of November 11 is hereby designated "Veterans Day" in and for the public schools of this state. In any year in which the date of November 11 is a Saturday or Sunday or classes are not in regular session, the public schools of this state shall observe the previous school day as "Veterans Day" as provided for in this section.

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)**

The McLoud Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the education system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social emotional well being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their live or situation, commit suicide.

6. Substantially disrupt school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupt school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying" as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. 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.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality, or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the disciplinary history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by and individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, or other violent acts, and homicide.

B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, which such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity, or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by McLoud Public Schools.

#### Procedures Applicable to the Understanding of and Prevention of Bullying of Students

##### A. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. McLoud Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

##### B. McLoud Public Schools Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease

student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding; identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communications; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC)

##### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation or bullying.

##### Staff Reporting

An important duty of the staff is to report acts or behaviors that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student. Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

##### Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

##### Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities

12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extra-curricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

#### Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.mcloudschools.us](http://www.mcloudschools.us) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

### **ACTIVITY STUDENT/STUDENT DRIVER DRUG TESTING POLICY**

The McCloud Board of Education adopts this policy for drug testing in an effort to:

1. Protect the health and safety of students participating in extracurricular activities from illegal and/or performance-enhancing drug use and abuse, and because of the distinction participation brings to students, set an example of being drug-free to other students. And
2. Protect the health and safety of those on parking areas on District premises from the adverse affects drug use may have on the operation of motor vehicles.

#### **STATEMENT OF PURPOSE AND INTENT**

Although the Board of Education, administration, and staff desire that every student in the McCloud Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities and student drivers. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities and/or drive a motor vehicle on any McCloud School campus. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the McCloud Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Permission to drive a motor vehicle onto and park on District premises is a privilege granted to students. This privilege is conditioned upon the student driver complying with several rules, such as providing evidence the student has a license to operate a motor vehicle, having verification of insurance, and ensuring whatever vehicle the student drives onto school property, regardless of who owns the vehicle or rides in the vehicle, is clean of all items not allowed on District property under school discipline codes and handbooks. The privilege of driving a vehicle onto District property may be taken away for failure to comply with these requirements and may also be taken away for failure to operate a vehicle in a safe manner on District premises. The District has a vital interest in seeing that students, staff, patrons, and visitors on District premises are not subjected to harm due to the operation of vehicles. That interest in safety is adversely affected if drivers on District premises have performance-enhancing or illegal drugs or alcohol or other mood-altering chemicals in their system. In summation, the purpose of this policy's application to students who drive vehicles onto District premises is to protect the health and well being of students, staff, patrons, and visitors who drive onto District premises or walk across District parking lots and other areas in which motor vehicles are permitted.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the McCloud Public School District. For the safety, health and well being of students in extracurricular activities the McCloud Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

#### **I. Definitions**

*"Activity Student"* means a member of any middle school or high school McCloud Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents McCloud Schools in any extra-curricular activity in interscholastic competitions, such as FFA, FHA, Academic Team, Band, Vocal, Pom, Cheerleader and Athletics.

*"Student Driver"* means any student who operates a motor vehicle on District premises.

*"Drug use test"* means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

*"Random Selection Basis"* means a mechanism for selecting activity students/student drivers for drug testing that:

- A. result in an equal probability that any activity student/student driver from a group of activity student/student drivers subject to the selection mechanism will be selected and
- B. does not give the School District discretion to waive the selection of any activity student/student driver selected under the mechanism.

*"Performance-enhancing drugs"* include anabolic steroids, and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.

*"Positive"* when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“*Reasonable suspicion*” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student/student driver; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student/student driver supplied to school officials by other students, staff members, or patrons.

## II. Procedures

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed and dated by the student, parental or custodial guardian and coach/sponsor/principal or designee before such student shall be eligible to practice or participate in any extra-curricular activities/drive a motor vehicle on any McLoud School campus. The consent requires the activity student/student driver to provide a urine sample: (a) as part of the student’s annual physical or for eligibility for participation; (b) when the activity student/student driver is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition or to drive a motor vehicle on any McLoud School campus unless the student has returned the properly signed “Student Drug Testing Consent Form.”

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student/Student Driver to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student/student driver and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach/sponsor/principal or designee shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students/Student Drivers will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities and from a list of all student drivers. The McLoud Public School District will determine a monthly number of student names to be drawn at random to provide a sample for drug testing for illegal drugs or performance enhancing drugs.

In addition to the drug tests required above, any Activity Student/Student Driver may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by a particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the McLoud Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal, and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind closed stall. The principal/athletic director or designee shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director or designee who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any

medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

## III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student’s opportunity to submit additional information to the principal/athletic director or designee or to the lab. The McLoud Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student’s other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

## IV. Appeal

An Activity Student/Student Driver who has been determined by the principal/athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent’s decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

## V. Consequences

Any Activity Student/Student Driver who tests positive in a drug test under this policy shall be subject to the following restrictions:

### A. For the First Offense

The activity student shall miss one (1) school-sponsored event and return a negative drug use test before reinstatement to the program. Before resuming the activity, the student must show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. This will be done at the student’s expense. If the student is not in an activity during the period of ineligibility for a positive drug test due to injury, academic ineligibility or the games or competition for that activity are finished or have not begun for that school year and, therefore, does not miss the minimum, then the student will be required to miss the minimum after he/she returns from the injury, becomes eligible or the activity resumes in the following school year or begins later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such period of ineligibility will extend into a succeeding school year if necessary to fulfill the period of ineligibility.

A student driver will not be allowed to drive on campus for one (1) month and must return a negative test and show proof the student received drug counseling from a qualified drug treatment program or counseling entity before driving privileges are reinstated.

Each student who tests positive will be required to pay for the additional tests.

### B. For the Second Offense (In the same school year):



The activity student who tests positive a second time will be prohibited from participating in any school sponsored event until he/she can provide verification that he/she has been drug free for three (3) months. In addition, the student must successfully complete at least 4 hours of substance abuse education/counseling from a qualified drug treatment or counseling entity. This will be done at the student's expense. The ability for the student to provide three (3) negative drug use tests will serve as verification. The third (3<sup>rd</sup>) test must come at the end of the penalty.

The student driver who tests positive a second time will be prohibited from driving a motor vehicle on any McLoud School campus until he/she can provide verification that he/she has been drug free for three (3) months. In addition, the student must successfully complete at least 4 hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity. This will be done at the student's expense. The ability for the student to provide three (3) negative drug use tests will serve as verification. The third (3<sup>rd</sup>) test must come at the end of the penalty. Such period of ineligibility will extend into a succeeding school year if necessary to fulfill the period of ineligibility. Offenses shall not accumulate from school year to school year, the three (3) month period of ineligibility from participation in all school activities or driving on campus shall come into play only when two (2) offenses are committed in the same school year.

**C. For the Third Offense (in the same school year):**

If an activity student tests positive for the third time during a school year, the student will be unable to participate in any activity for eighteen (18) weeks and he/she returns three (3) negative test results. The third (3<sup>rd</sup>) negative test must come at the end of the penalty.

If a student driver tests positive for the third time during a school year, the student will be unable to drive on campus for eighteen (18) weeks and he/she returns three (3) negative test results. The third (3<sup>rd</sup>) negative test must come at the end of the penalty.

Such period of ineligibility will extend into a succeeding school year if necessary to fulfill the period of ineligibility. Offenses shall not accumulate from school year to school year; the eighteen (18) weeks period of ineligibility from participation in all school activities or driving on campus shall come into play only when three (3) offenses are committed in the same school year.

**VI. Sample Provision**

Students unable to provide a sample in a reasonable amount of time (2 hours) shall be ineligible to participate in activities or driving until a negative test can be provided. It will be the responsibility of the student or parent to provide transportation to the testing company used by McLoud Public Schools.

**VII. Refusal to Submit to Drug Use Test**

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

*McLoud Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The McLoud Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.*

**POLICY NOTIFICATION**

It is the policy of the McLoud Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its education programs and activities. This includes, but is not limited to, admission, education services, financial aid, and employment.

**NON-DISCRIMINATION STATEMENT**

The McLoud Schools do not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status. This institution is an

equal opportunity employer. McLoud Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For information concerning this policy contact Steve Stanley (405) 964-3314, P.O. Box 240, McLoud, OK 74851.

**IMMUNIZATION REQUIREMENTS**

TITLE 70, Section 1210.191, Oklahoma Statutes, 1970: "Rules & Regulations for Immunization for School Children," As Amended June 1976

**Legal Requirements**

The law requires that parents or guardian of all minor children in grades pre-K through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma present a certificate of required immunization upon school entry. PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION

| Vaccines   | 7-12  |
|--|---|
|  | One time Tdap booster   |
| DTaP (diphtheria, tetanus, pertussis)<br>PCV (pneumococcal conjugate vaccine)<br>IPV/OPV (inactivated polio/oral polio)<br>MMR (measles, mumps, rubella)<br>Hib (Haemophilus influenza type b)<br>Hep B (hepatitis B)<br>Hep A (hepatitis A)<br>Varciella (chickenpox) | No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule |

\* Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend seventh through twelfth grade. Additional vaccines may be recommended but are not required.
- It is not necessary to restart the series of any vaccine if the next dose due was not given on schedule because longer than recommended time intervals between doses does not affect final immunity.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process of receiving" immunizations.

For further immunization information please call the Immunization Service at 405-271-4073 or visit our website at <http://imm.health.ok.gov>

The official certification or immunization record card, ODH218B, is distributed by the Oklahoma State Department of Health. Other certification forms are acceptable only if they have the type and date of immunization given. The signature of a licensed physician or authorized representative of the State or local health department is required. *Releases from these immunization requirements by parental request, religious reasons, or due to health are acceptable. Forms for these releases may be obtained at the principal's office. New students are to bring immunization records when enrolling.*

## MENINGOCOCCAL DISEASE

### *What is meningococcal disease?*

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

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

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

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

### *How is the disease spread?*

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

### *Is meningococcal disease dangerous?*

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

### *Signs and Symptoms of Meningitis*

- Headaches
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

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

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

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories
- Other people at high risk 11-through 55-years- of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

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

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

## HEADLICE

McLoud Public Schools supports a no nit standard. Students with live head lice or nits will be sent home. Students sent home for this problem will not be allowed to return to school without being seen by a health care professional (i.e., Health department official or personal doctor) or may produce a label from an approved lice shampoo treatment bottle. Parents who produce a label must

bring their children to school and allow the nurse or office personnel to examine the student to make certain treatment has been accomplished. If not treated the student will be returned home until the majority of the nits are gone and no live lice exist. A note from a health care professional must state that no live lice exist on the student. In addition, nits must be combed free of the hair.

## Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Education Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's educational records.
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- To consent to disclosure education records, except where consent is not required to authorize disclosure.
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67).
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact Special Services Director, McLoud Public Schools, PO Box 240, McLoud, Ok 74851, 405-964-3314.

## ANNUAL NOTICE OF FERPA RIGHTS

The School Board of McLoud Public Schools has adopted a "Student Record Policies and Procedures" policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office and in each principal's office. In the course of a child's education, the McLoud School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. It is the right of the student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's 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. The procedure for this is part of the "Student Records Policies and Procedures" policy. It is the intent of the McLoud School District to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA.

The McLoud School District proposes to designate the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent: (1) the student's name; (2) the names of the student's parents; (3) the student's date of birth; (4) the student's class designation (i.e., first grade, tenth grade etc.); (5) the student's extra-curricular participation; (6) the student's achievement awards or honors; (7) the students weight and height, if a member of an athletic team; (8) the student's photograph; and (9) the school or school district the student attended before he or she enrolled in this school district.

Opt out provision – Upon request, military recruiters and institutions of higher learning shall have access to secondary student's names, addresses and

telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parent(s)/guardian(s) that they may make this objection.

In case the parent of a student, a student or a former student who is 18 years old, or a citizen of the McLoud School District believes that the district is violating the Family Rights and Privacy Act (FERPA), that person has the right to file a complaint with the U.S. Department of Education. The address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.cd.gov/offices/OM/fpco](http://www.cd.gov/offices/OM/fpco)

*A translation will be provided for anyone not able to read and understand the policy or anyone not able to read and understand English*