

Central High Public Schools prohibits discrimination in employment, education programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, or veteran status. Central High Public Schools also affirms its commitment to providing equal opportunities and equal access to school facilities. For additional information contact Superintendent Bennie Newton at Central High Public Schools at (580 658-6858).

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## **To The Parents**

On behalf of the school faculty and staff, I welcome you to Central High Public Schools. The goal of our school is to prepare each student for a productive and satisfying future, as well as excellence. While striving to reach this goal, there must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth it. Therefore, we urge you to become actively involved in our students and in their extracurricular activities at school.

This student handbook is being written so that all students of Central High Public Schools may have a ready reference to information which is necessary to the understanding of the daily operations of our school. It is essential that all students and parents read the information contained in this folder so that there may be as few misunderstandings as possible. When this handbook does not give you the information you need, please feel free to contact the office for further assistance.

Bennie Newton	LeAnn Johnson	Mark Perry	Donna Jacobs
Superintendent	Pre-K – 6 <sup>th</sup> Principal	7 <sup>TH</sup> – 12 <sup>TH</sup> Principal	Counselor
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## **Mission Statement**

Striving for excellence with integrity and community values.

School Board Members – 2015-2016

Jerry Howell – President

Larry Sallee – Vice President

Clint Russell – Clerk

Laurie Bethune – Member

Bryan Bowles – Member

## **Entrance Requirements**

To gain admission to Central High Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and is willing to abide by the rules and guidelines of the school as maintained by the Central High Board of Education. Proof of residency may be required (example: water bill, electric bill, or phone bill).

## **Immunizations**

State law requires parents of children entering school for the first time to present a copy of immunizations certified by a doctor or the Department of Health before they may attend school. Students will not be allowed to enter Pre-K until the following immunizations have been

administered: 4 DTP, 3 Polio, 1 MMR, 3 Hep B, 2 Hep A and the Varicella Vaccines. Students will not be allowed to enter Kindergarten through 9<sup>th</sup> grade until the following immunizations have been administered: 5 DTP, 4 Polio, 2 MMR's, 1 Varicella, 3 Hep B, and 2 Hep A. Student will not be allowed to enter the 10<sup>th</sup>-12<sup>th</sup> grades until the following immunizations have been administered: 5 DTP (3DTP-12<sup>th</sup> grade), 4 Polio (3 for 12<sup>th</sup> grade), 2 MMR, 2 or 3 HEP B, and 2 HEP A. A copy of a shot record showing proof of these should be given to the office to be placed in the student's permanent record. All students entering the 7<sup>th</sup> grade must present a record of having received one dose of TDAP Vaccine.

### **School Day**

The school day for students begins at 8:20 a.m. and ends at 3:30 p.m. Encore (tutoring) will be provided each day from 8:00 to 8:20 a.m. Students are not permitted to loiter near buildings or streets after arriving on campus. Except for meetings, games or programs about which parents have been notified, no student shall stay at school after it is dismissed. No staff member will be on duty before 7:50 a.m. **Since there will be no teachers on duty after buses leave on their route after school, the school will not be responsible for them.**

### **Parking**

All students will provide tag, insurance verification, and a copy of your driver's license to the office at the beginning of each school year. You must notify the H.S. office if a different vehicle, other than the one registered, is driven to school. Insurance information will be updated yearly.

### **Attendance and Admits**

A student (K-12) shall not have more than ten (10) absences per class semester. Any absence over ten (10) must be approved by the local board of education in order to receive credit, or be promoted. Any student on an approved transfer, emergency or open, could have their transfer cancelled due to 10 or more absences during a semester. Students absent for four or more days or parts of days within a four-week period, or nine or more days or parts of days within a semester; the principal shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county where in the school is located for juvenile proceedings pursuant to title 10 of the Oklahoma statues. (70 O.S. 10-106; S.L.O. s 232). However, when he/she must be absent from school he/she should have his/her parents/guardians call the school the day he/she is absent. Students must also be present for three (3) class periods of the day of the activity to be eligible to participate in that activity. Three (3) tardies in a class will be counted as one absence in grades 3-12. Tardies will be accumulated throughout each semester. A student missing more than one half (1/2) of any class will be counted absent rather than tardy in grades 7-12. Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Stephens or Comanche County District Attorney. (70 O.S. s 10-10-105; S.L.O.s229).

The interstate compact on Educational Opportunities for Military Children provides that a student shall be granted additional excused absences at the discretion of the local school

superintendent or building principal with his or her parent/legal guardian relative to such leave or deployment of the parent/legal guardian.

### **Activity Eligibility**

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, or death in the immediate family, valid reasons for late enrollment, or late with the beginning attendance. (O.S.S.A.A. Rule 2).

### **Activity Absences (10 Day)**

A student shall not be absent for activities from any class period more than ten (10) days in one school year. The following activities are exempt: State & National levels of school sponsored competitions which have the approval of the board; field trips; interscholastic meets; serving as a page in the State Legislature; and school assemblies. No student may take an activity absence beyond ten (10) days unless the absence had been pre-approved by the board. Absence taken beyond ten (10) days without board approval will be unexcused absences. The board will not approve absences beyond 10 days that have been taken without pre-approval from the board. (The board reviews activity absence requests at regular monthly meetings).

**State Attendance Law – H.B. 2055** – *After ten (10) consecutive days of unexcused absences, a student will be dropped from the attendance roster. Consecutive days are days for which attendance is recorded.*

### **Class Admits**

Class admits must be picked up at the principal's office before the class takes up at 8:30 a.m. Any student who misses school for any reason will be required to obtain an admit before being readmitted to class upon their return.

### **Make Up of Missed Assignments**

It is the student's responsibility to make up all assignments, projects, and tests he/she missed during his/her absence. Early dismissal or late arrival could prevent students from receiving perfect attendance. Students that are absent from school for any reason will be allotted a specific amount of time to turn in and make up classroom assignments, tests, etc. If the test was announced or the assignment made before the absence, it will be made up on the first day back. If the assignment was given on the day of the absence, it will be made up on the second day back. If a student is absent multiple days, assignments made during the absence will be made up within the same number of days missed after the first day back. Students, who know ahead of time that they are going to be gone from school for a school activity, need to gather their assignments from their teachers before the school activity occurs. Instructors will have a sheet for the students to take around to the teachers so that the instructor will know of the school activity that is to take place and when. After the allotted number of days has passed, a grade of zero (0) will be recorded and the make-up opportunity is over.

### **College Visit Days**

Seniors will be granted two (2) days of absence to attend college campuses of their choice. Juniors will be granted one (1) day of absences to attend college campuses of their choice. These days will not be counted against the 90% rule, however, they will be counted as part of the 10-day activity rule. You will be responsible for making up your own work on these days missed.

### **Early Dismissal**

Any student, who needs to be dismissed from school early, shall be checked out through the principal's office before the teacher will dismiss that child from class.

### **Skipping School**

Students who are absent from school without a legitimate excuse as verified by parents and accepted by the principal, will be considered skipping school. Students who leave school without permission shall be considered to be skipping school. Students who are skipping school will receive disciplinary action, and will not be allowed to make up their work.

### **Visitors**

All visitors to the Central High campus must check in at the appropriate school office, at which time they will receive a visitor's pass. Visitors will not be permitted to loiter on the school campus or in school buildings without a pass. Visitors must sign out before leaving campus. Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times they do not interrupt or interfere with a teacher's class. Students are not permitted to have visitors during the day. This policy is to help insure the safety of our students.

### **Withdrawal of Students**

All student withdrawing from school should make arrangements through the principal's office. All textbooks, library books, band instruments, athletic equipment and uniforms, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

### **Illness or Injury at School**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a pass to go to the principal's office. If necessary, we will try to contact his/her parents. All students, who are injured or becomes ill, must check out through the office before leaving school.

## **Medication**

Students needing medication while at school must have a statement of permission signed by the parent/guardian. A labeled bottle with student's name and dosage is required and will be left in the school office. Remember that it is necessary that we know where to reach you at all times at home and at work.

No Central High staff member may issue any medication to any student unless there is a statement of permission signed by the parent/guardian filed in the office. If the parent anticipates that the student will need medication and sends some with the student, the medication will be left in the school office until medication time.

## **Elementary School Parties (Pre/K - 6)**

There will be not more than three (3) holiday parties in the classroom each year. These are Christmas, Valentine's Day, and Easter. End of the year parties will be left up to the teacher's discretion. All parties will have the right of refusal by the principal. There will be no birthday parties at school. Children shall not distribute invitations at school unless enough invitations are provided for every student in the class. All invitations must be turned into the teacher at the beginning of the day to be distributed by the teacher at the end of the day.

All candy, flowers, balloons, or any kind of gift to the student will be delivered to the student from the office in grades pre/k – 6<sup>th</sup>, and grades 7-12 will pick them up from the office at the end of the day.

## **Student Insurance**

Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four hour coverage will be available. An information sheet explaining the program will be distributed at enrollment.

All students participating in athletics are required to be insured. Parents of student not purchasing school accident insurance must sign a waiver stating that they carry their own health insurance before the student will be allowed to participate in athletics.

## **Conduct and Courtesy at School**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other property and equipment. Any student caught destructing, vandalizing, or placing purposed graffiti on school property will miss a class other than Reading, Math, English, Science, or Social Studies in order that he/she can provide assistance in cleaning or fixing that which they have done.

## **Discipline**

To guarantee a good social education climate, it is important that all students understand that acceptable standards of behavior will be accepted at all times. Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn. Teachers and administrators have the right, when necessary, to interview and discipline children. Oklahoma State Law protects this right.

## **Searches**

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 search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70 O.S. s24-103, S.L.O.s 489). Students who drive automobiles onto school property subject the automobile to a search upon "reasonable suspicion". The alert by a drug interdiction canine is considered an example of reasonable suspicion.

## **Lockers and School Property**

Lockers are the property of the school and are assigned to the students for their use. Students hold neither expectation of privacy in their lockers nor other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. (70 O.S. s24-102, S.L.O.s 489)

## **Search and Seizure Policy**

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of 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, any alcoholic beverage, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, and as defined by Section 163.2 of Title 37 of the Oklahoma Statutes. 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 the search must 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.

## **Drug Search**

Throughout the school year drug dogs will be used to search for illegal drugs. A random search of all or part of any school building or room may be done at any time by the local authorities. This may include student's lockers or cars. If drugs are found on school grounds or in the possession of students, the student will be turned over to the local police who will follow and enforce the state law.

## **Vehicles on School Property**

All vehicles on school grounds are subject to search by school officials, or drug dogs and their handlers under supervision of school officials, and/or law enforcement personnel.

## **Weapons Free School**

It is the policy of the Central High School District to fully comply with the Federal Weapons Free School Act. *It is unlawful for any person to possess any firearm or weapon on school property or while in any school bus or vehicle used by any school transportation. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle pursuant to a valid handgun license is not a violation provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. A school administrator may authorize firearms or other weapons to be brought onto school property and used in an Oklahoma Department of wildlife certified hunter training education course or any other hunting, safety or firearms training courses.* (210.S s1289.1 C; S.L.O. s1031). Any student in the Central High School District who brings to, uses, or possesses a firearm or other weapon of any kind at school; any school sponsored event or to or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year. Firearms or weapons include, but are not limited to any pistol, revolver, rifle, shotgun, air gun, or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any knife where the blade is carried in a partially-opened position. No knife of any kind or blade length etc. will be allowed unless under the supervision of a teacher for school related activity, and prior permission of building principal. No chains will be allowed to be worn on the outside of clothing.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

## **Corporal Punishment**

Corporal punishment is not prohibited by the board of education, and may be used as a form of punishment if deemed necessary by the teacher and/or principal. Any corporal punishment administered will be done in the presence of an adult witness. If a parent wishes for their child

not to receive corporal punishment at school either in school or out of school suspension will be the alternative.

### **Harassment, Intimidation and Bullying Policy**

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes at 70 O.S. 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

- A. Harassment, intimidation, and bullying include, but are not limited to a gesture or written, verbal, electronically transmitted(e-mail, texting, etc.) or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- B. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school sponsored, or at school sanctioned events.

The Central High School District specifically prohibits harassment, intimidation, and bullying. Any person, students or staff, violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate. Disciplinary measures to include, but not limited to:

- 1. Immediate referral to site administrator or his/her designee for intervention. Site administrator shall be the building principal. Students may also report any incidents to the school counselor. Also, staff and/or administrators dealing with children in the district that are related to them when it comes to harassment, intimidation, and/or bullying, will turn that incident over to another school administrative official or the county sheriff’s department in order to avoid the appearance of partiality.
- 2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student or staff member on a five-day probationary period, or (b) implement any combination of a,b,c,d, and/or e of the following intervention procedures:
  - a. The student or staff member will be subject to an immediate suspension from school for a minimum of three days.
  - b. The student’s parent(s)/guardian will be notified.
  - c. The Stephens County Sheriff’s department may be notified.
  - d. A mandatory conference will be held with the parent(s)/guardian, student, school officials (including school counselor), and others as deemed necessary. Others may include, but not limited to, the following: Police, County Youth Services, Office of Juvenile Affairs, Department of Human Services and Child Welfare. The conference will take place as soon as possible.
  - e. An onsite conference shall be held with the site administrator, school counselor, and the student, with his/her parent(s)/guardian, prior to the student’s re-entry to

school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

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

Prevention of and education about harassment, intimidation, and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. 24-100. The school counselor shall also be involved in the implementation of intervention programs to help in the prevention of harassment, intimidation, and bullying.

### **Student Behavior**

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all inclusive. Students may be disciplined, suspended, or expelled for any of the following:

1. The possession, distribution, and/or use of any tobacco, drugs, or any alcoholic beverage.
2. Insolence, disrespect, or insubordination, or any form of Public Display of Affection.
3. The use of improper language.
4. Rowdy behavior: running, pushing, shoving, or yelling.
5. Leaving a classroom or leaving school without permission. Any improper use of automobiles in any way by a student.
6. Tardiness or truancy.
7. Vandalizing, damaging, or stealing school or private property.
8. Threatening, intimidating, fighting, or causing bodily harm to any person.
9. Violation of written school rules, regulations or policies.
10. Possession, threat, or use of a dangerous weapon as defined by statute.

These rules are in effect during school hours, at all school sponsored activities, and in transit to and from school.

All students who are sent to the office for disciplinary purposes will receive a written form to take home for the parents to read and sign. The student will then return the form to the school office the next school day. There is a more detailed discipline policy available in the principal's office, and are available upon request.

### **Non - Tobacco Use Policy**

Possession of tobacco or tobacco related products and/or its use by any student or staff member is prohibited at school or school sponsored activities. Possession of tobacco products

by a minor is a misdemeanor and will be reported to law enforcement. (21 O.S. s 21-1241, 1242; S.L.O. 827,288)

Central High School is a 24/7 tobacco free campus.

### **Athletic Conduct**

Students will be responsible for all school equipment issued to them and will return it in good condition and on time. Students will pay for equipment lost or damaged at replacement cost before beginning a new sport.

1. Student/athletes will be expected to follow rules and regulations outlined in the Central High Student Handbook and those of the OSSAA.
2. Conduct by the student/athlete considered detrimental to the success of the program will result in conference with student/athlete, visit with parent, conditioning, and/or suspension. If said conduct is not corrected the student/athlete may be dismissed.
3. Attendance – practice is mandatory. Unexcused absences will result in conditioning, loss of playing time, suspension, etc. Exceptions will be made for family situations of school activities.
4. Attitude – displays of aggression or vulgarity that result in technical or flagrant fouls during games will result in player sitting the remainder of the game, coach/player conference or dismissal. Coach’s judgment will be used in minor cases. In the case of more serious incidents the Athletic Director, Principal and Superintendent will be involved.
5. Appearance – No hats, unless authorized by the Principal, on bus or in building, collared shirts tucked in, no sagging pants. We will refer to the student handbook.

Freshman participating on varsity level. The Coach/sponsor of the Varsity Team/Group shall make a recommendation to the Athletic Director concerning a freshman student playing or participating on the Varsity Team/Group. Upon agreement between the Coach/Sponsor and Athletic Director, the parent of the freshman student or students shall be notified of this recommendation. If the parent agrees with the recommendation of the Coach/Sponsor and Athletic Director, then the freshman student shall be allowed to participate at the Varsity level.

If there is a conflict between the parent and Coach/Sponsor, then the parent must utilize the chain of command in order for that concern to be addressed. If all concerns, ultimately after proceeding through the chain of command, are left unresolved, then it shall appear on the next regularly scheduled school board meeting for action.

### **Detention**

Detention may be assigned for students in grades 3-12 by teachers and/or principal in order to correct disruptive behavioral patterns or when a student fails to complete assigned work. Detention shall be held in the mornings from 7:50 a.m. – 8:15 a.m. or after school from 3:30 p.m. – 4:00 p.m. Parents will be responsible for providing transportation for their child who is kept after school to serve detention. There will be a one (1) day period to arrange for parental confirmation of the detention. For every day of detention missed, there will be one (1) day of

detention added. Once five (5) days of detention are reached, the student will receive either in-school suspension, corporal punishment, or suspension. Detention will be served by study hall, and/or grounds maintenance may be assigned at discretion of principal.

### **In-School Suspension**

ISS (In-School Suspension) will be a disciplinary means for all students Pre/K-12. It is a form of social discipline that enables a student to stay in school and better maintain the student's academic status rather than facing a home-based suspension. While a student is in ISS, they will not be permitted to attend any class extra activity, participate in any extra-curricular activities, recess, or lunch with their peers. ISS will be supervised by the building principal. The goal of ISS at Central High Schools is to redirect the student's behavior toward more acceptable standards.

The end result is to return them to the regular classroom with the opportunity to exhibit an improved behavior pattern.

### **Administrative Placement**

Student will be removed from class during the normal school hours. Student is assigned Administrative Placement from 3:30 p.m. to 5:00 p.m. Assigned class work will be completed during this time. Students will be provided tutors from 3:30 p.m. to 4:00 p.m. if needed for instruction. Students who do not complete assignments or fail to attend Administrative Placement will receive no credit for their assignments. Any student in administrative placement will not be allowed to participate in the practices or contest or any extracurricular activity during the term of the placement. Eligibility will be restored the day after placement is served.

### **Suspension**

When it is determined that a student should be suspended, the parent/guardian will be notified. Arrangements will be made for the student to get all the work that will be missed during the suspension, and for that work to be returned to the teachers. Assignments will be due upon the student's return to school that day unless the rest of the class has not reached their deadline. The first day of the suspension, the student can receive up to 60% of the credit for each assignment. On days 2 through 5 of the suspension, the student can receive up to 50% of the credit for each assignment. Students suspended for six (6) days or more, can receive up to 100% of the credit for each assignment after day five (5). If the student does not meet the deadlines, a grade of zero (0) will be given for each assignment not turned in. Upon the out of school suspension of six(6) days or more being assigned, the parent or guardian of a student who is suspended, shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school, which provides only for the core units in

which the student is enrolled. If the suspended student does not meet the deadlines, a grade of zero (0) will be given for each assignment not turned in.

Regardless of the length of suspension, before a student will be allowed to return to school, he/she and their parent/guardian must hold a conference either formal or informal, with the building principal to determine disciplinary status of the student.

Any student who is suspended will not be allowed to participate in any practices or any contests, or any extra-curricular activity during the term of the suspension. Students, who are suspended, are not allowed on school grounds during the term of their suspension. Eligibility will be restored the day after the suspension term is served.

Violation of written school rules, regulations, policies, or acts to consist of but not limited to:

1. Immorality or profanity
2. Truancy or Excessive Tardiness
3. Assault upon another student or person
4. Possession, threat or use of a dangerous weapon as defined by state statute.
5. Possession, distribution, or under the influence of any controlled dangerous or any mind altering substance, alcoholic beverage, or any tobacco products.
6. Conduct disruptive to the operation of school.
7. Conduct, which jeopardized the safety of others.
8. Willful disobedience of the request of any school official in the performance of such school official's duties.
9. Harassment, Intimidation, or Bullying.

Any student suspended for a violent crime directed towards the classroom teacher, cannot be readmitted to that teacher's class without the teacher's permission.

Suspensions of over ten (10) days cannot extend beyond two semesters unless the student is found in possession of a firearm, and these students will be suspended for no less than one year. The term of suspension may be modified by the superintendent on a case-by-case basis.

For any student suspended out of school for more than five (5) days, the following is required:

1. The school administrator will provide the student with an education plan for that student.
2. The education plan will set out the procedure for education and address academic credit for work satisfactorily completed while suspended.
3. A copy of the education plan must be provided to the suspended student and the student's parent or guardian.
4. The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.
5. A local committee shall conduct an appeals process for any short term suspension.

Students suspended out of school for more than ten (10) days may request a review of the suspension with the district administration. If the administration does not withdraw the suspension, the student has the right to an appeal to the board.

### **Expulsion**

Students who have experienced a short suspension of ten (10) days or less face the possibility of long term suspension. Repeated disruptions of the education environment will result in the student being suspended / expelled for the remainder of the current school semester and/or the following semester.

### **Suspension for Weapons**

Any student found in possession of a weapon while on any public school property or while in any school bus or other vehicle used by the school shall be suspended out-of-school for a period of not less than one year, to be determined by the board of education. The term of the suspension may be modified by the superintendent based on a case-by-case basis. (70 O.S. s 24-101.3; S.L.O. s 488.2)

### **Reporting Students Under the Influence**

It shall be the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession any intoxicating beverage, controlled dangerous substance, or dangerous weapon, missing or stolen property, missing or stolen from the school grounds as the above are now defined by state law, shall immediately notify the principal or his designee of such suspicions, and shall be immune from all civil liability.

### **Candy, Food, and Drinks**

Students are not allowed to consume or take candy, food, or drinks into the classrooms, hall, lockers, or gymnasium. All students will be responsible for putting their trash in the proper place. No student 7-12 shall be allowed to go to the vending room except for: 1. Before school, 2. During their assigned lunch period and 3. After school. Students Pre/K – 6 will not be permitted to use the vending room until the end of the school day. Students riding the school bus home, will not be allowed in the vending room after school. Violation of any of these rules will result in the closing of the snack machines for a period of time decided by the principal. Gum will not be allowed during school hours.

### **Dress Code**

The board of education may adopt a dress code including any rules that have a reasonable connection with the education function entrusted to the board and shall not unreasonably interfere with common clothing fads of students. (700.S. s 6-114; S.L.O. s 154). Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages or tobacco

products or containing inappropriate language and/or messages will not be worn. Clothing should also provide for the safety of your child. Extra-curricular activities such as athletics may have more restrictive dress codes for reasons such as safety, imprimatur of the school, esprit de corps; etc. students hold no 14<sup>th</sup> amendment property interest in extra-curricular activities. The following guidelines have been set:

1. Students, grades 3-12 are not permitted to wear tank tops, spaghetti straps, halter tops, see-through shirts or burnouts worn by itself, or midriff tops of any kind.
2. Leggings or tights cannot be worn by themselves.
3. Shirts will be worn at all times
4. Sunglasses will not be worn inside the school building.
5. All students must wear shoes at all times for health and safety
6. Students will not wear hats, caps or other head coverings inside the building. Students wearing caps on school trips or at school functions will be required to wear the caps with the bill of the cap facing frontwards.
7. No miniskirts will be permitted.
8. Shorts and skirts will come no higher than mid-thigh when in a seated position and the thigh is parallel to the ground.

Common sense should be used at all times concerning dress. Students may be asked to return home if apparel is not appropriate. The principal will make the final determination as to what is appropriate. When clothing, jewelry, or accessories interfere with their educational process, then it will not be allowed.

### **Grade Reports**

Central High School operates a nine-week reporting system. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss their student's progress or lack of progress. The grading scale used on report cards for students in grades K-12 is as follows:

- A .....Superior work. .... 90-100
- B .....Above Average work .....80-89
- C .....Average work .....70-79
- D ..... Below Average work ..... 60-69
- F ..... Failing work. ....0-59
- I. ....Incomplete .... Excessive absences or failure to turn in work.

Nine (9) weeks tests will count as 20% of the students 9 weeks grade.

## **Five Week Reports**

Progress reports will be prepared after five weeks through each nine-week grading period. These will be given to the student to bring home. If your child fails to bring one home, please feel free to contact the teacher in that class for information regarding your child's progress. Teachers may require that these be signed by a parent or guardian and returned.

## **Moment of Silence**

Each school site within the district shall observe one moment of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silence activity that does not interfere with, distract, or impede other students in the exercise of their choice. The moment of silence will be held at the start of the school day. The moment of silence will be at the appointed time of each classroom teacher during the first class period.

## **Eligibility**

In order to participate in any athletics, technology, FFA, 4-H, music, art, Jr./Sr. Prom, or any extracurricular school activities, the student must be passing with at least a "D" in all classes. A student will be classified as "I" ineligible if they are incomplete in any subject area. A student will not be able to participate in any extracurricular activity until academic standards are met regardless of their grade level. Ineligible students will not be allowed to participate in any activities other than daily scheduled class work. A student who is ineligible will not be allowed to ride the bus either to or from the game, and will not be allowed to stand on the sideline or sit on the bench during the time he/she is ineligible. (I.E. no plays, concerts, meetings, games, parties, banquets, prom, etc.) Also, students will not be allowed to show livestock. In order to participate in any of the above activities, a student must be in attendance three (3) class periods of the school day on which the activity occurs or be excused from school on a school sponsored activity. A student may not attend the Jr./Sr. Prom if he/she has exceeded the maximum allowance for absentees.

## **School Bus Policy**

Riding the school bus is a privilege for all students. Therefore, this privilege can be taken away by improper conduct on the bus. The school bus driver has authority of the passengers on the bus. Students who ride the daily bus routes must ride the bus to and from school unless a note from the parents/guardians is on file that they have permission to be picked up by someone else. The note must contain all names of those who have permission to pick the student up. This includes the name of the other parent if child does not live with biological parents. All students in our school system who ride a bus (route, shuttle, or activities), are subject to the following regulations:

1. Enter and leave the bus in an orderly manner.
2. Follow the instructions of your school bus driver.
3. Remain in your seat facing forward while the bus is in motion.
4. Keep your head and arms inside the bus at all times.

5. Keep aisles clear at all times.
6. Yelling or screaming is not permitted on the bus.
7. Be courteous to your bus driver and fellow passengers.
8. Sunflower seeds will not be permitted on the bus, and drinks and candy will only be permitted by bus driver approval.
9. All students will obey and follow instructions given by the teacher on duty while students board and un-board the bus.
10. Throwing of any object while riding the bus will not be permitted.
11. Students will assist in keeping the bus safe and clean at all times. Books, backpacks, lunch pails, or any other item belonging to the student should not be left on the bus.
12. Any disruptive or unsafe behavior will not be tolerated or permitted in or around the bus.
13. No vandalizing the bus inside or out, (includes tearing or cutting of seats writing on seats or the walls of the bus, breaking windows, lights, etc...) any damage done by a student will require restitution from that student. Disciplinary action will be referred to the student disciplinary policy.
14. No balloons will be allowed on the school bus at any time.

Students going on activity trips (Pre/K-12) must go and return in the bus or school vehicle provided by the school unless a note/phone call from the parents/guardian is on file that they have permission to be picked up by someone else. Please note that if the parent/guardian is not able to reach the trip sponsor, then they should contact the administrator in charge.

The bus driver will report any student who violates the above safety regulations to the building principal. The principal will follow the following disciplinary policy, except for item number 13.

- 1<sup>st</sup> Offense - Warning or other disciplinary action deemed necessary.
- 2<sup>nd</sup> Offense - Suspended from the bus for one (1) week which is defined as five (5) school days.
- 3<sup>rd</sup> Offense - Suspended from the bus for one (1) month which is 20 school days.
- 4<sup>th</sup> Offense - Suspended from the bus for the remainder of school year.

When a student is suspended from riding the route or activity bus, it will be the responsibility of the parents/guardian to provide transportation to and from school.

### **SCHOOL BUS CAMERA REGULATIONS**

The Central High School Board of Education has approved bus cameras to be installed on all route buses for Central High School. The following regulations have been set forth by the Central High School Board of Education:

1. Keys to the bus cameras will be housed in the offices of the Superintendent and building Principals.
2. The respective building principal and/or Superintendent will have access to the recordings. Any other school employee, students, or parents/guardian will be allowed to view the recording only upon approval of the respective building principal and/or Superintendent.

No student or parent/guardian will be allowed to view the recording unless they are directly involved in a disciplinary issue. No Parent/guardian will be allowed to view the recording of any student other than their own student without consent from the other parent/guardian of other students involved. When parents/guardian view the recording, all student images, other than their own student, shall have distorted images.

3. All recordings will be downloaded every 60 days by the Bus Mechanic or Transportation Director.
4. All recordings will be downloaded onto memory sticks, and the memory sticks will be kept in a secure location on school premises.
5. All memory sticks will be destroyed after three (3) years.

The decision made to view the recordings with anyone other than school officials will be strictly determined by the respective building Principal and/or Superintendent.

### **Activity Bus Guidelines**

Students that are not part of the athletic team in season will not be allowed to ride the athletic activity bus to an athletic event. Students will conduct themselves in an orderly manner when traveling to and from a school sponsored activity.

### **Vo- Tech Transportation**

Central High school will provide transportation to and from the Red-River Technology center in Duncan only for those students who are enrolled in the Technology center. A student may drive to the Technology center provided the parent has filled out a release form. No other student will be permitted to ride with that student to or from the Technology center. Any student caught giving another student a ride to and from the Technology center will ride the bus to the Technology center for one (1) week for the 1<sup>st</sup> offense and for the semester for the 2<sup>nd</sup> offense.

### **Head Lice**

If your child is determined to have head lice, they will be sent home for treatment. This policy also pertains to any other contagious diseases which may be obtained during the course of the year the child will not return to school without the parent/guardian for a re-check by principal or the principal's designee, and parent/guardian must remain present until the student has been cleared to re-enter. Proof of treatment must be brought to the principal in order to reenter school. (ex: box top). When head lice is found at school, there will be a generalized letter sent home to all parents indicating that there was such found, and therefore notifying parents as such.

### **Toys**

Students are asked not to bring toys, or audio/video devices such as but not limited to the following:MP3 players, Ipods, walkmans, radios, headphones, skateboards, candy or gum to school for any reason without prior approval from the principal. If items such as these are

brought to school without permission, they may be kept in the principal's office until the end of the school year.

### **Pets**

No pets will be allowed at school or any school activity unless it is a service animal or unless approved before hand by either the building principal or superintendent.

### **School Assignments**

All students (K-12) at Central High are expected to complete all assignments on time. When work is not turned in when it is due, there will be a 20-point deduction for being one day late. After that, work will not be accepted and a zero (0) will be recorded for that particular assignment. Teachers will have the option to make an exception only with the approval of the principal.

### **Cheating/Plagiarism**

A grade of zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat. Any student found to have committed or assisted another student in committing cheating or plagiarism shall be ineligible for any academic honor or award for the current semester. The parents of all students involved will be notified.

### **Misinformation**

Any student willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) will be disciplined according to principal's discretion.

### **Awards**

At the end of the school year, an awards assembly is held. At this time, various awards are presented to students who excel in various areas.

### **Lost and Found**

Articles, which have been found, other than library books, should be turned into the office where they will be kept for thirty days. If they are not claimed within that time, they may be discarded or given to the person who turned them into the office.

### **Telephone**

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friend, etc. will not be permitted. These matters should be taken care of at home. You must have permission before you use the school phone. No student will be called out of a class to the telephone except in the case of an

emergency. Important messages will be delivered to the students. Students are not to be excused from any class to make phone calls.

### **Lockers**

Lockers are assigned during enrollment. Each student will be held responsible for the condition of his/her locker. Students who damage their lockers will be financially responsible for repair of the locker. Locks will not be furnished by the school, but may be furnished by the student. Lockers will be inspected periodically at the discretion of the administration. Students will not change lockers during the school year without permission from the principal. Students should not go to their lockers during the class period. Lockers will not be decorated on the outside, and inside decorations will be done in good taste. Students must furnish locks for their athletic lockers.

### **Emergency Drills**

In case of a fire emergency, the signal to evacuate the building will be a series of short rings of the bell. In case of a storm emergency, the signal will be one long ring of the bell. After hearing the signal, each student will rise and proceed in single file along the proper route. There will be a minimum of two (2) fire and storm drills conducted during the school year. Lockdown drills will also be performed at least twice a year. Intruder on Campus drills will also be performed at least twice a year. In addition to school bells intercom announcement may be used to initiate emergency drills.

### **Parent Conferences**

Parent- Teacher conferences will be scheduled at various times through the year. In addition to these scheduled conferences, parents are welcomed and encouraged to come to school and talk with teachers any time during the year. Call the school office to set up a conference with a teacher.

### **Leaving Campus**

After boarding the bus or arriving on campus, a student is considered to be the responsibility of the school system and is not allowed to leave without checking out in the school office. A student may not leave campus, including the lunch period, without permission from the principal and parent. Students will not be allowed to return home because they forgot something without approval from the principal.

### **School Cancellation**

At times it is necessary to cancel school due to bad weather conditions. The decision to cancel will be made no later than 6:30 a.m. and will be broadcast on KSWO- TV 7 in Lawton, KFOR - TV, KOCO - TV and KWTW of Oklahoma City. It will be on Marlow radio

station KFXI 92.1. The Parent notification system will also be used. Please to not call the school, superintendent, principal, or teacher. The phones will be busy trying to make proper arrangements to turn out school.

### **Change of Schedule**

Students will have the opportunity to request a change in their schedule during the first three (3) days of the semester. Schedules will only be changed if a valid reason, in the opinion of the principal or counselor is given. After that period of time, changes will only be made in extreme emergencies by the administration only.

### **Textbooks**

You are expected to take good care of textbooks and to pay for lost or damaged books. You will be required to pay for lost or damaged books along with any special supplies or individual requirements as needed. Once a book is checked out to you, it is your responsibility. Regardless of who you may claim lost the book, you must pay for the book. The school may hold a student's grades until textbooks are paid for or returned.

### **Breakfast and Lunches**

The price for school lunches will be \$1.75 a meal for students (Pre/ K -12). The price for breakfast will be \$1.00 for all students. Students may add an extra milk or juice for \$.40. Students should pay the secretary at the first of the week or month for lunches. Should a student forget his/her money, he/she will be allowed to charge for that day. All charges must be paid in full by the end of each nine (9) weeks. Parents who wish to apply for free or reduced price lunches for their children may do so by completing an application and returning it to the school. Parents are welcome to eat with their child. The price for adult lunches is \$3.25 and adult's breakfasts are \$1.75.

Students may bring their lunch. If students eat outside at the picnic tables, all trash will be disposed of properly. There will be no trays taken out of the cafeteria. Students will not be permitted to leave the campus during the lunch period unless checked out by a parent or guardian. Breakfast will start being served at 7:50a.m. each morning.

The same kind of conduct will be expected in the cafeteria as in the classroom. There will be no cutting line, shoving, pushing or excessive loud noise. Students who violate these rules will be disciplined. All students are encouraged to eat in the cafeteria.

### **Wireless Telecommunications**

The transmission, and/or use of any wireless telecommunication device, or any electronic device, during school hours on school grounds shall be permitted at school for students in grades 7-12, but only during the following times:

1. Anytime before school up until the tardy bell rings to begin first hour.

2. During students assigned lunch period.
3. Anytime after the bell rings to end the school day.

Students will place any/all wireless telecommunication devices, and electronic devices on their desk during every class period, and they will be turned off, with the only exception being a fire pager. The use of any or all wireless telecommunication and or electronic devices during times other than those listed above, must have approval from the teacher and/or building principal.

If a violation of this occurs, the wireless telecommunication device and/or electronic device will be taken, and the parents/guardian will be notified. On the first offense, the device will be given back to the student after notification of the parent/guardian has been made. On the second offense, the parent/guardian will have to come to school and pick up the wireless telecommunication device and/or electronic device. On the third offense and every time thereafter, the device will be taken and the student will be subject to other disciplinary actions as assigned by the building principal or superintendent, which could include out of school suspension.

### **Fire Pager**

A student with written parental/guardian consent shall wear a fire pager to school, and be allowed to leave school in order to be accessible to help fight fires in the community. The student must be a member of a volunteer fire department within our school district boundary. Any student who is paged from school in order to fight a fire shall not be counted absent for that cause.

### **Graduation Requirements**

The minimum graduation requirements from Central High School are 24 units of approved course work taken in high school from the ninth through twelfth (9-12) grades.

Central High School Reading Policy - Grades 9-12. Each student shall read six (6) books a year from the school library with the approval of the English teacher. Students not completing their six (6) books, and having satisfactorily passed all assessments by the last day of school will repeat the English course currently enrolled in, unless the principal approves makeup work or remediation before April 15<sup>th</sup> of the current school year. Three (3) are required each semester. Seniors will be required to have read 24 books to graduate. Assessment will be through the successful completion of Accelerated Reading tests (two (2) per semester) and written/oral reports (one (1) per semester) in English class. This policy will take effect on January 3, 2005. Requirements will be counted for each class beginning January 3, 2005. The Librarian and English teacher will certify requirements fulfilled each year. If three (3) books are not certified each semester, the principal as specified by the handbook must approve make-up work.

## **Valedictorian and Salutatorian Policy**

Valedictorian and Salutatorian shall be Senior Students with the highest grade point average. Class rankings will be determined by grade point averages. The grade point average shall be computed from the grades of the first semester of the ninth through the first semester of the twelfth grade. (seven (7) semesters)

1. Students must have attended Central High School for the three (3) previous semesters to be considered for Valedictorian and Salutatorian.
2. Classes not to compute in the student's point average include the following: P.E., Band, and Yearbook.
3. Student shall be on the college curriculum not the core curriculum to be eligible.
4. Concurrent courses and AP classes will be weighted on a 5.0 scale before being added to the transcript.
5. Alternative School students are not eligible for Valedictorian or Salutatorian.
6. Grade Point Averages. The students with the highest GPA will give the speeches at graduation. Number of speeches will be determined by the principal.

Eighth grade Valedictorian and Salutatorian will be computed using the same standards. Grade point will be computed from second semester Sixth grade through first semester of the Eighth grade with three consecutive semesters of attendance at Central High.

## **FERPA**

The Family Educational Rights and Privacy Act (FERP A) affords parents and students over 18 years of age ("Eligible Students") certain rights with respect to the students education records. These rights are:

(1)The right to inspect and review the students education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERP A.

Parents or eligible students who wish to ask the school to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the

student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[optional] upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5920

### **Asbestos**

Central High Public Schools is in compliance with the AHERA regulations. At this time we have no friable materials on our campus. A copy of our management plan is available in the superintendent's office.

### **Fees**

Oklahoma Constitution's XIII-I: Establishment and Maintenance of Public Schools. The legislature shall establish and maintain a system of free public schools wherein all the children of the state may be educated. Fees should not be collected for courses required for graduation. Policy should provide alternatives to students who cannot afford fees for other courses and activities. The Oklahoma Constitution prevents public school districts from making a gift with public funds or loaning or pledging the school district's credit. (Okla. Const. Art. 10s 15) students/parents should be held accountable for books, property, fundraiser, product, etc. Return of school property and fundraiser activities - students who fail to return school property (e.g. books, fundraiser products, uniforms, etc) will not be allowed to participate in fundraisers, activities relating to fundraisers or other extra-

curricular activities until the property or funds are returned or paid to the school. Withholding records for nonpayment of fees - Oklahoma law requires a school district to forward the educational records of a student to the school district in which the student is currently enrolled within three business days of receipt of the request. (70 O.S. s 24-101.4; S.L.O. s 488.3(A). Federal law (FERPA) prevents a school district from withholding a student's records from the student or parent of the student. (20U.S.C. s 123g(a)(1)(A)(B).

### **Library Theft**

Any student who removes, attempts to remove, mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials are misdemeanors subject to a fine and restitution. (21 O.S. s 1739; S.L.O. s 1040).

### **Assault on School Employee**

A school employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Central High School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine. (70 O.S. s 5-146; S.L.O.) s 111.01).

### **Technology and Internet Usage Policy**

The purpose of providing Internet and other computer network access in this district is to promote exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of the district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. Internet use by students must be supervised by a school staff member.

Central High School will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response, as required by the Protection Children in the 21<sup>st</sup> Century Act.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.

4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Illegal activities are strictly prohibited.
7. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
8. No charges for services, products, or information are to be incurred without appropriate permission.
9. Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
10. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Respect the privacy of others. Do not read the mail or files of others without their permission. All communications and information accessible via the network should be assumed to be private property. Copyright and licensing laws will not be intentionally violated and will be complied with.
12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher or system administrator.
14. Access to any site that contains material that is illegal, offensive or defamatory is prohibited.
15. The copying of software is prohibited.
16. All data stored on the school district's hardware or on disks or other storage formats, remains the property of the district and is subject to review at any time, without prior notice.
17. The use of technology equipment for commercial purposes is prohibited.
18. The use of private equipment to access the electronic network without prior written authorization is prohibited. If authorization is granted, the user waives any right to privacy, which may exist in any file, data or e-mail.
19. E-mail is district property and that there is no right to privacy in e-mail. E-mail may be subject to disclosure under the Open Records Act, subpoena, or court order.
20. The tampering with the accounts of another user is prohibited. This includes changing settings, passwords, making user accounts, etc...
21. The posting of photographs, personal addresses, or telephone numbers is prohibited.
22. Every user is required to comply with state and federal laws.
23. The use of the Internet is a privilege, not a right, and the superintendent or his/her designee can revoke it at any time.
24. The use, posting, or access to any offensive, abusive or slanderous text, graphics, or images is prohibited.

25. Chain letters, "spam", letter bombs or any political activity is prohibited.

### **Saturday School**

Saturday school will be assigned during the school year to students who have an "F" in any subject, and/or as disciplinary measure assigned by the building principal. The guidelines for Saturday school will be as follows:

1. Saturday school will be from 8:30 a.m. - 11:30 a.m. Staff on duty will report at 8:15a.m.
2. There will be one (1) five (5) minute break at 10:00 a.m.
3. Students must be in the room and seated at 8:30 a.m. and have paper, pencil and books with them.
4. Students will not be allowed to talk, leave the room, nor have any of the following: gum, candy, drinks, food, magazines, newspapers, I-pods, Radios, walkmans, MP3 players, or any other technological devices.
5. Parents are responsible for transportation.
6. Students assigned to Saturday school may not be excused for work or school activities; however, the session may be delayed until the next Saturday providing the student/parent makes arrangements with the building principal.
7. Students can participate in a school activity on the Saturday that the student is assigned to Saturday school providing the activity takes place after the conclusion of Saturday school. Students will not be allowed to leave Saturday School early for school activities.
8. Students who miss Saturday school because of illness or emergencies must have their parent/guardian call the building principal the Monday after the missed Saturday school, and they will be assigned the next Saturday.
9. Cell phones must be placed on the desk from 8:30a.m. - 11:30a.m.
10. Supervision will be provided by professional staff members to be assigned by the administration. Each staff member will supervise one (1) Saturday a school year. Students will be supervised from 8:30 a.m. - 11:30a.m.
11. The number of Saturdays assigned will be determined by the building principal depending upon the offense, and the student's previous disciplinary and/or attendance record.
12. Being on time is mandatory. Students who are tardy will be reported to the principal for possible additional disciplinary action.
13. Seats may be assigned by the Saturday school staff member.
14. Students who do not comply with the guidelines of the Saturday School will be dismissed and subject to five (5) days of in school suspension. Students who skip and/or miss Saturday School, without approval from the principal will be assigned five (5) days of in school suspension.
15. Saturday school will not be offered during any holiday weekend, including fall break and spring break.