

2021-2022

Porum High School

Student Handbook

**Board of Education**

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**PORUM JUNIOR-SENIOR HIGH SCHOOL**

**ADMINISTRATION**

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**Porum Junior-Senior High School**  
410 N 4<sup>th</sup> St.  
Porum, OK 74455

**SCHOOL COLORS**

MAROON & GOLD

**SCHOOL MASCOT**

**PANTHER**

**PRIDE**

**SHOW PRIDE IN YOURSELF AND IN YOUR SCHOOL**

Pride is a tradition at Porum High School. We are proud of our students, our faculty and our facilities. We are proud of what goes on in the classroom and what goes on in our activities.

As a student at Porum High School, you become a part of this tradition and are expected to do only those things which will bring credit to you and our school.

Be proud of your school and do your part in keeping the campus clean and the buildings in excellent condition. You are expected to respect all school property at all times.

**JR. HIGH & HIGH SCHOOL BELL SCHEDULE**

1 <sup>st</sup> Period	8:15-9:10A.M.
2 <sup>nd</sup> Period	9:15-10:10 A.M.
3 <sup>rd</sup> Period	10:15-11:10A.M.
4 <sup>th</sup> Period	11:15-12:05P.M.
LUNCH	12:05-12:30P.M.
5 <sup>th</sup> Period	12:30-1:25P.M.
6 <sup>th</sup> Period	1:30-2:25 P.M.
7 <sup>th</sup> Period	2:30-3:25P.M.

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## **INTRODUCTION**

### **TO THE PARENTS AND STUDENTS OF PORUM HIGH SCHOOL**

This handbook has been prepared for the purpose of helping you and your parents/guardians become better acquainted with your school.

Please take time to read this book and hopefully it will answer any questions you might have concerning school Policies and regulations.

All Board policies supersede Handbook policies in cases of contradictions.

### **PHILOSOPHY OF PORUM SCHOOLS**

A public educational system is one of the most potent safeguards of our American way of life. Our philosophy in the Porum Public Schools is to promote an understanding of this way of life and to emphasize the great value of each individual. Each student should understand the principles of our democratic system and the responsibilities, as well as the privileges inherent therein.

It is of great importance that every student receives the best possible education. Therefore, it is necessary to realize the individual differences of students and develop an education program that includes opportunities to meet the needs of all students regardless of their abilities or future aspirations.

Our school system must provide the proper academic experiences of students who will proceed to post-high school education and for students whose formal education will terminate upon graduation from high school or at an earlier time. It must also provide vocational courses which will enable students to develop marketable skill that may be used immediately or developed to a greater extent after graduation.

Every possible attempt is made to promote adequate physical development, intellectual competency, emotional stability, and spiritual enrichment for all students.

Our general objective is to create an environment in which boys and girls may learn to be successful members of the communities in which they live both now and in the future. More specifically, our goal is to take every student where he/she is when they come to the Porum School System and to develop him/her to the fullest extent of his/her capabilities.

## **GOALS AND OBJECTIVES OF PORUM PUBLIC SCHOOLS**

It is the desire of this school district to achieve the following overall goals in the governance and operation of the school system:

1. To provide an educational program and instructional arrangements which will permit each child to develop to his/her full potential;
2. To achieve what is truly a “community school” in services to the adult community;
3. To provide for the best possible school staff, including both professional and support personnel;
4. To encourage the development of meaningful interpersonal relationships among students, staff, and community;
5. To ensure that staff, students, and parents are afforded opportunities for participation in the development and evaluation of programs and policies; and
6. To strive for maximum efficiency in the use of district resources to meet the goals and objectives of the various programs and services.

## **STATE IDENTIFICATION PROCEDURES**

The State of Oklahoma Department of Education and this school district request the parent(s) or guardian(s) of any student who wishes to enroll, or who is already enrolled in any school within this district, provide the social security account number of the student for the purposes of reporting enrollment data by school sites and by school district. The administration of the Oklahoma School Testing Program Act will conduct the collection of appropriate and necessary data pursuant to the Oklahoma Educational Indicators Program, determining student enrollment, establishing a mobility rate, and/or allocation of State Aid Formula and mid-year adjustments in funding for student growth.

## ABSENCES/ATTENDANCE/TARDINESS

Regular attendance is necessary to achieve success in the classroom and reflects a positive attitude necessary for success in life. It is your responsibility to make the most of the opportunity that is provided for you. A student that misses more than 15 minutes of any part of an hour will be considered absent. A note or telephone call from the parent or legal guardian must be received by the Principal's office to explain the absence. Each absence must be cleared through the Principal's Office before reporting to class.

Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that these responsibilities are judiciously met by the student and parent alike. Oklahoma statutes hold the parent(s), guardian(s), or other person(s) having legal custody of a school-age child, as defined by law, responsible for the child's enrollment and regular attendance in school. The law provides a means of punishment for those persons who refuse to cause or compel the child both to attend and comply with the rules and regulations of the school. The Superintendent is required to report to proper authorities the names of all children who are not attending school.

It is the policy of this Board that a student shall be allowed to miss any one class period a maximum of ten (9) times per semester and still receive a passing grade and credit in the class. If a student misses a class more than ten times, the parent shall provide a written statement from a doctor stating the exact date(s), time(s), and reason(s) the student was under his/her care in the office or hospital. Such statement must be on file before the school shall consider allowing exemption of the absence(s) and credit in the class. The physician's statement does not guarantee the granting of credit, however, consideration shall not be made at all without it.

It is the responsibility of the student to contact the teacher for make-up work assignments no later than his/her first day back in class. The student shall receive an amount of time equal to the number of days missed plus one additional day in which to complete and submit the make-up work. Grades may not be given for work not completed and submitted within the allotted time.

The parent or guardian is responsible for contacting the school when a student is absent. Absences for which parent/guardian-school contact is not made on the day of the absence shall be considered unexcused/truant. Make-up work will not be accepted for unexcused absences.

Types of absences:

Excused Absences are any absences where the student has provided documentation of whereabouts' but were not present in class. Students will be counted absence but will be allowed to make up work. Excused absences do count toward the student's ten (9) absences. Excused absences consist of but not limited to:

1. Illness or injury;
2. Doctor or dentist appointments;
3. Bereavement, serious illness or emergency in the immediate family;
4. Serving as a page for the Oklahoma Legislature;
5. Recognized religious holidays and appropriate travel to and from;
6. Being out of town with a parent, provide;
  - A. The school is notified in advance;
  - B. Student requests assignments in advance of the absence;
  - C. All assigned work is turned in the day the student returns to school;
  - D. All make-up tests, labs, etc. are completed upon return as directed by teacher(s).

Unexcused Absences are any absences where the student has not provided documentation of whereabouts'. Students will not be allowed to make up work. unexcused absences do count toward the students ten (10) absences.

Activity Absences are any absences where the student is representing the school.

The Principal shall notify a parent of his/her child's absences. The parent may at any time request a conference with the Principal regarding the student's absences. A student is permitted a maximum of ten absences. All students must maintain attendance at the level required by the governing entity and in no case lower than ninety percent (90%).

Students are allowed to miss a class ten times during a school year for participation in school activities. All activity absences shall count toward the maximum of, ten absences annually except those associated with participation in activities at the state or national level for which a student has earned the right to participate through Interscholastic competition.

An examination or test, announced during the student's presence in class or which is regularly scheduled (e.g. nine week or semester), which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is first administered on the day the student returns to class, he/she shall be obligated to take the test on that day.

Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following their return to class. Any exceptions will be made by the Principal.

### **TARDINESS**

Students are to be at their desk when the class bell rings. A student who misses any part of an hour up to 15 minutes will be considered tardy. Teachers will handle student tardiness up to three times in any class: a fourth report of tardiness of any student shall be reported by the specific teacher to the Principal for further disciplinary action. Three tardies equals one unexcused absence.

Students returning from an absence of any length must obtain an Admit from the office.

### **ALTERNATIVE EDUCATION**

The Alternative School was developed to assist students with nontraditional educational need. It will be assigned by the principal as needed.

### **ADVANCED PLACEMENT/HONOR CLASSES**

Policy for Advanced Placement/Honor

Advanced Placement classes at Porum High School are offered for students during their Junior and Senior years. Admission into an AP class should be determined by teacher approval through grade point, testing, past class performance and previous behavior patterns.

Pre-AP English, English Language, Biology, Statistics, European History, Human Geography, Studio Art, U.S. History, and World History should not be taken before the junior year, and English Literature should not be taken before the senior year.

Admission into an AP class prior to the junior and senior year is at the discretion of administration and AP faculty.

Students are not required to take the College Board Exams in May, but are strongly encouraged to take the exam. Any student with a failing grade in their AP class may take the exam, but will pay the testing fee. Incentive money from the State Department will go into the AP program for the area in which the test score received was a 3 or above.

All AP and Pre-AP classes will be considered with a 5 point weight when determining grade point averages.

AP English Language (Junior) and Literature (Senior) prerequisites

Any student interested in enrolling in an AP English Language or Literature class at Porum must receive approval of the AP staff, and administration. Student's previous English grades, class performance, academic behavior patterns, and testing will be determining factors. Any student wishing to enroll should speak to the AP English teacher prior to enrollment. Any student who fails to meet the requirements can be accepted if his or her parents or guardians submit a written request, meet with the instructor and prospective student and agree to support the student/teacher contract.



## ASBESTOS INSPECTION

From Lonnie H. O'Dell, AHERA Program Manager

"In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems."

The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

## ASSEMBLIES

Assembly programs are a place where the conduct of the entire student body is on display. Each individual is responsible for the impression made by the school as a whole. No hats or caps of any type will be allowed at any school assembly.

## ATHLETICS

The Oklahoma Secondary School Activities Association has adopted eligibility rules. These rules apply to any student participating in any activity that involves competition between schools. The following is an explanation of the rules:

### 1. SEMESTER GRADES

A. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7<sup>th</sup> and 8<sup>th</sup> grade students.)

B. If a student does not meet the minimum scholastic standard; he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.

C. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

D. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 9 week grading period should be obtained from the records in the school last attended.

### 2. STUDENT ELIGIBILITY DURING A SEMESTER

A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of v-tech students and all concurrently enrolled students.

B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student who is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

D. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### 3. SPECIAL PROVISIONS

A. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subject's equivalent to four high school units which are accepted by the Oklahoma state Department of Education.

B. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)

C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work at the end of the semester.

D. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

### **SPECIAL EDUCATION STUDENTS**

Special student, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Education, be accepted as eligible under this rule.

### **AWARDS ASSEMBLY**

An awards assembly is held at the close of the school year. Various awards are made for outstanding accomplishments.

### **BOARD POLICIES**

Porum Public School Board policies are open to public and may be found in the Superintendent's office, and in each of the Porum Schools.

**LOCAL SCHOOL BOARD ADOPTED POLICIES CAN SUPERCEED OSSAA POLICIES.**

### **BUILDING HOURS**

The buildings will be open at 7:45 AM and remain open 15 minutes following the end of the school day. Students are not allowed in the classrooms without teacher supervision.

### **BUSES**

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

The privilege of a student to ride a bus is conditioned on the student's good behavior and observances of all bus rules and regulation. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it will be the duty of the driver to refer such disobedience to the proper disciplinary action.

The Principal will have the authority to restrict any pupil from riding the bus. The Superintendent must be immediately notified by the principal of any pupils that have been denied the privilege of riding the bus. If it is the decision of the administration that these pupils be suspended from riding the bus for a period of time, proper notification will be made to the student's parents.

A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or the student's regular stop. An exception would be an instance of a student physically abusing another person on the bus.

The student bus rider has an important role in bus behavior. The good student will inform himself of all rules and regulations pertaining to riding a bus and will seek to obey them. They will encourage fellow students to do likewise. Students are will aware that most injuries on buses are caused by careless or student horseplay. Students should be safety conscious while riding a bus and should be commended for good behavior.

It is sincerely hoped that parents/guardians will recognize that rules and regulations are for the safety and well-being of all students riding the buses and that parents/guardians will endeavor to administer the bus program.

## CAFETERIA

Good manners, which are found in the home, should be practiced in the school cafeteria. Quiet, pleasant Conversation should be maintained so students and faculty alike may enjoy their meals. No throwing of food will be tolerated.

## CHEERLEADING

Junior High Squad shall consist of grades 7 - 8.

High School Squad shall consist of grades 9 -12.

Tryouts will be held in the spring (March or April) of each school year.

Students must attend a pre-tryout clinic. Parents must attend a parent meeting.

## CLASS LOAD REQUIREMENTS

No freshman, sophomore, or junior will be allowed to enroll in fewer than 7 units. Seniors will be allowed a work study program upon approval of the administration. Work study programs can be terminated with failing grades.

## CLASSIFICATION

Student classification at Porum High School will be as follows:

Freshman-----0 credits

Sophomore-----6 credits

Junior-----11 credits

Senior-----17 credits

## CLASS RINGS

Students may, at his/her own discretion, purchase rings from a representative who will come to the school or from local jewelry stores.

## CLOSINGS (school)

If weather conditions are such that cancellation of classes is necessary, notice will be broadcast on television stations, High School Facebook page, and enote sent out.

## CLUBS AND ORGANIZATIONS

Porum High School has the following organizations:

Archery

Academic Team

Student Council

4-H

FFA

FCA

FCCLA

Yearbook/Newspaper

National Honor Society

Robotics

Drama Club

Our mission for providing school clubs and organizations, such as those listed above, is to ascertain the proper academic experiences for all students. Our objective is to create an environment in which boys and girls may learn to become productive members of their communities in which they live both now and in the future.

## CONDUCT CODE

It is the policy of the administration of Porum Public Schools that the students should conduct themselves in such a way as to be a credit to the school and the community. In order for the students and the parents to be aware of what is considered acceptable conduct, the following code is distributed for your information and consideration.

1. No form of tobacco will be permitted in the building or on school grounds during school hours.
2. Any student engaged in stealing other student's property will be subject to further disciplinary action.
3. To show disrespect by act, word or deed toward faculty members or service personnel will not be tolerated and disciplinary action will be taken in each case.
4. Fighting – violation of this provision calls for immediate disciplinary action to be taken in each case.
5. Bullying, Cyber Bullying or Harassment
6. Possession of alcoholic beverages or drugs on school property or at school-sponsored events, or any student under the influences of alcoholic beverages or drugs is in violation of school policy and will not be tolerated. It shall be the policy of the Porum 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:
  - A. Alcoholic beverages; or
  - B. Drugs or drug paraphernalia;

### **Law enforcement will be notified with violations under conduct code 1 -6.**

As the above are now defined by state law, shall immediately notify the Principal or his or her designee of such suspicion. The Principal shall immediately notify the Superintendent of schools and a parent or legal guardian of said student of the matter.

Suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every teacher employed by the Porum Board of Education, who has reasonable cause to suspect that a student is under the influence, or has in his/her possession alcoholic beverages or a controlled dangerous substances, and who report such information to the appropriate school official, shall be immune from all civil liability.

The school is not the proper place to show affection. Public display of affection is not permitted.

On any school related trip or function, students should conduct themselves at all times in such a manner that no criticism will be brought on Porum Schools by their actions. Misconduct will be dealt with according to school discipline policy

## DIABETES MANAGEMENT IN SCHOOL ACT HB 1051

The Diabetes Management in Schools Act requires that a diabetes medical management plan be developed for each student with diabetes who will seek care for diabetes while at school or while participating in a school activity. The plan would be developed by the personal health care team of each student, which would consist of the principal or designee of the principal, the school nurse, if a school nurse is assigned to the school, the parent or guardian of the student and, to the extent practicable, the physician responsible for the diabetes treatment of the student. The school nurse at each school in which a student with diabetes is enrolled would be required to assist the student with the management of their diabetes care.

## DISCIPLINE POLICY

The primary goal of Porum Public Schools is to educate, not discipline. However, when the behavior of an individual student is in conflict with the rights of other, corrective actions are necessary for the benefit of the individual and of the school. The goal of this disciplinary policy is to correct any misconduct of the individual and to promote adherence (by that student and by no other student) to policies and regulations of the district.

Research indicates that all students perform better and achieve more when in an environment that expects responsible behavior. It is the belief of the Board of Education that parents expect their children to conform to acceptable standards of behavior, and that all students have the right to receive and education in an environment free from disruption.

1 Reference; O.S., Title 70 & 133.

2 Reference; O.S., Title 70 & 24-132.

Oklahoma Statutes have given to the schools the same authority as parents and guardians to control and discipline a child during the time the child is in attendance in, or in transit to or from, school or any other school function authorized by the school district or classroom presided over by employees, or while the child is on the grounds of the school district. Students shall be subject to the authority of all persons acting as an agent of the district.

Behavior considered to be outside standards determined as acceptable shall include, but shall not be limited to, the following:

1. Bullying
2. Tardiness
3. Truancy
4. Horseplay (pushing, shoving, scuffling, etc.)
5. Possession of laser light during school hours, or at any school-related activity
6. Fighting
7. Classroom misconduct
8. Bus misconduct
9. Cafeteria misconduct
10. Playground misconduct
11. Defacing property
12. Stealing
13. Disrespect to school personnel
14. Possession of tobacco
15. Possession of obscene material
16. Substance possession and/or use or abuse
17. Possession of drug paraphernalia defined as any article which may be used for the use or distribution of drugs
18. Possession of a weapon
19. Behavior that disrupts the smooth operation of the school
20. Cheating and/or copying
21. Inappropriate displays of affection
22. Profanity
23. Vandalism
24. Harassment of any other student or any adult personnel
25. Immoral conduct
26. Threatening remarks or acts
27. Improper dress.

To correct deviant behavior, appropriate disciplinary action(s) shall result, which may include, but are not limited to, the following:

1. Warn student(s)
2. Advise parent(s)
3. Removal of extracurricular privileges
4. Before or After-School Detention
  - A. Detention is (7:30am-8:15am) or (3:30p.m. – 3:55p.m.)
  - B. The student and parent are responsible for transportation; and
  - C. The student and parent are responsible for the student's work assignments.
5. In-School Detention
  - A. Porum Public Schools has an alternate plan to suspending students. Instead of sending students home for certain rule violations, the students will be kept at school in a structured academic environment. The students will have assignments for each class and will be expected to work on these assignments and nothing else during school hours. These assignments will be turned in and graded at the end of the detention period. Any violations while in In-School Detention (i.e. tardiness, unexcused absence, failure to do assignments, etc.) will result in additional days being added or other disciplinary action. A student who is absent, whether excused or unexcused, will be required to spend the full number of days assigned.

Administrators will determine who is assigned to In-School Detention. Any student receiving In-School Detention is required to be present on campus at the assigned location between 8:00a.m. And 4:00p.m.

- B. A student assigned to In-School Detention is not to be present on campus after 4:00 p.m. during the term of detention. This includes participation in all activities and observation.
- 6. Parent conference
- 7. Remove student from class or group (temporarily or permanently)
- 8. Alternative School
- 9. Restitution
- 10. Involvement of law enforcement
- 11. Referral to other social agencies
- 12. Probationary period
- 13. Suspension
- 14. Expulsion
- 15. Any other disciplinary action deemed appropriate to circumstances.

This policy is administered pursuant to applicable state and federal statutes. Determination of discipline to be administered shall be made only by certified personnel.

Nothing in this disciplinary schedule shall be construed to deny the student right to fair and orderly hearing, Appeals, counsel, and due process in cases that may end in suspension or expulsion.

This schedule shall be interpreted by the principals and their designees in a manner which is deemed just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which is found warranted by situations not covered in the schedule. Before a student is suspended for an infraction, a full investigation and hearing of the matter will be held. If it is determined that a suspension or expulsion is in order, an attempt will be made to notify the parents.

A suspended student who has been suspended 10 days or less has the right to appeal to the Local Committee. A suspension of over 10 days must be appealed directly to the Board of Education. Upon appeal to the board of education, a student will remain in school until a decision is reached. The decision of the Board shall be final. (House Bill 2130)

Porum Public Schools will provide for an education plan for any student suspended or the education plan will include the core units for which the student is enrolled. The plan will set out the procedure for the education and address the academic credit for the work satisfactorily completed. A copy of the education plan must be providing to the student, parent or guardian.

A student who has been suspended for a violent act or acts of deliberate or reckless disregard for the health or safety of the faculty or other students shall not be entitled to enroll in an Oklahoma public school until the terms of the suspension have been met or the time of suspension has expired. A student who has been suspended for a violent offense directed toward a teacher shall not be allowed to return to the teacher's classroom without the approval of that teacher.

A suspension of over 10 days cannot extend beyond two semesters unless the student is found in possession of a firearm, drugs or drug paraphernalia. For any student suspended out of school for five days or more, the following is required:

- 1. The school administrator will provide the student with an education plan which provides only for the core units in which the child is enrolled.
- 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 will 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.

A suspended student is not to be on campus during suspension; this includes participation in all activities.

Expulsion is different from suspension in that the school attendance of the student has been closed for the current school year. (Suspension is a number of days.) Such student suspended shall have the right to appeal.

## DISCIPLINE GRID

Consequence depending on the severity and the cooperation of the student misbehavior at the administrator's discretion.

All offenses will be documented and filed in the office. These offenses are cumulative school-wide, regardless of with whom.

During a period of suspension, students are not allowed to participate or attend in any school activities and are not allowed on school grounds.

## DRESS CODE

It is the policy of this district that students shall comply with dress and cleanliness standards as follows. These standards shall apply both at school and school-related activities.

Appropriate dress code is required for specific events such as banquets, assemblies, and trips. The dress code will be determined by the sponsor and the principal. The appropriate dress code shall be released well in advance of the specific event. Anyone not conforming to the specific dress code will not be permitted to participate in the activity.

Participation in senior events and graduations are voluntary, not mandatory. However, if a student chooses to participate the following dress codes will be strictly enforced. Regular school day rules will apply in addition:

Senior Panel and Yearbook: Seniors wanting their picture on the panel and in the yearbook will abide by the following dress code:

Collared, black buttoned-up shirt or wrap provided. No spaghetti strap shirts will be allowed.

OR

Collared, white buttoned-up shirt with tie or shirt and tie provided. No hats will be allowed.

8<sup>th</sup> Grade and Senior Graduation:

There will be no alterations to or additional attire added to cap or gown except for valedictorian, salutatorian, or Porum Public Schools recognized academic awards.

Dress or skirt and top with dress shoes or button up dress shirt with collar, tie optional, slacks with leather dress shoes or dress boots are required for graduation. **NO** spaghetti strap shirts, strapless, denim jeans, flip flops, or tennis shoes will be allowed.

### **Regular School Day Wear:**

*Shorts/Skirts/Pants/Pant Skirts/Dresses/Holes In Pants/Jeggings/Leggings:* Shall be long enough not to be distracting or indecent, they should be no shorter than the tip of the longest finger with the hand hanging at the student's side.

*Cheerleading Uniforms:* Will not be distracting or indecent and will be worn at the discretion of the administrator.

*Tops/Blouses/Shirts/Sweaters:* (1) Tank tops, muscle, or other sleeveless T-shirts may only be worn with a shirt or blouse underneath; (2) thin or see-through tops, blouses, shirts or sweaters may not be worn; (3) shirts, tops and blouses shall be properly buttoned; (4) any top with profanity, wording, illustration, sign, slogan, or monogram or patch considered unsuitable may not be worn; (5) any article of clothing which exposes the shoulders, back, midriff, or sides when arms are raised, or which is tattered or torn, or cause a distraction that may disrupt the education process may not be worn.

*Shoes:* Shall be worn at all times, and shall be appropriate for the activity.

*Hairstyles:* Which are distracting, or which constitute a safety or health hazard are prohibited.

*Sunglasses:* Are not allowed except for medical reasons.

*Hats, Caps or other distracting head coverings*, except for those required by an established religious rule, shall not be worn, or carried, in the school building other than before school, after school, or during the lunch period.

*Jewelry/Accessories/Other Materials* that are distracting, obscene, vulgar, or imply or suggest immoral behavior, or have meanings or implications not conducive to a school environment, are prohibited.

*Clothing/ Accessories/ Other Materials* that illustrates, advertises, promotes the use of alcohol, illegal drugs, or tobacco products; or that illustrates or implies or suggests immoral behavior, profanity, obscenity, or gang involvement is prohibited.

Any student who violates any provision of this policy may be subject to disciplinary action.

### **DRUG-FREE SCHOOL – STUDENTS**

In recognition of the clear danger resulting from drug and alcohol abuse and in a good faith effort to promote the health, safety, and well being of students, employees, and the community as a whole, the Porum Board of Education mandates a Drug and Alcohol Education Prevention Program for Grades K-12.

Students are hereby notified that the use, possession or distribution of drugs or alcohol is harmful and in violation of school policy, and state and federal laws.

No student shall use, possess or distribute drugs or alcohol on the school premises or in any school conveyance, or at any school activity.

Possession of any type of drug paraphernalia is not permitted on the school premises or in any school conveyance, or at any school activity. Drug paraphernalia includes, but is not limited to, roach clips, needles or syringes, cigarette papers, and pipes.

Disciplinary action to be imposed on students who violate the terms of this policy shall be consistent with local, state and federal laws, and may include probation, suspension, and expulsion from school and/or the filing of formal criminal charges. A student who has been suspended or expelled may also have to provide proof of having successfully completed an appropriate rehabilitation program.

The school shall make available information about drug and alcohol counseling, and rehabilitation and re-entry programs.

Parents shall be notified of the standards of conduct expected of students and the options of discipline for violation.

### **ENROLLMENT**

All students must have a birth certificate, Immunization records, the student's legal name and social security number, and proof of residence. 70 O.S. & 24-102 states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired. All student must attend school for the full term or school year.

### **EXTRACURRICULAR/INTERSCHOLASTIC ACTIVITIES**

Extracurricular/interscholastic activities are an important part of the educational system and students should be encouraged to avail themselves of the opportunity to participate in these activities.

The activities should not interfere with the learning process of the student, or monopolize the student's time to the detriment of the curriculum of the school.

In order to encourage our students to excel in both the classroom and in the activities, the following eligibility requirements must be met to participate in extracurricular/interscholastic activities.



1. No student who is failing in any course will represent Porum Schools in an extracurricular/interscholastic activity. These activities will include, but not limited to, athletics, speech, FFA, Student Council, FCCLA, cheerleading, scholastic meets, etc.
2. A student is allowed to miss a class ten (10) times during a school year for participation in school activities. All activity absences shall count except those absences for participation in activities at the state or national level for which a student has earned the right to participate through interscholastic competition.

### **FAMILY RIGHTS AND PRIVACY ACT**

The revised Family Rights and Privacy Act became a Federal Law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals who have legitimate access to records, and release of records and/or information from records will only be made in accordance with the Family and Educational Rights and Privacy Act, Public Law 93-380 and guidelines adopted by the Porum Public Schools. Copies of this policy are located in the offices of the High School Principal and Superintendent.

Any student of Porum Public Schools who has been adjudicated to be in need of supervision due to absences from school, the court will require a school district to evaluate the student to determine possible need for special education. Prior to adjudication, or as directed by law enforcement subpoena or court order, a school district may disclose education records to the court or juvenile justice system for purposes of determining the ability of the juvenile justice system to effectively serve a child. Any disclosure of education records will be in accordance with the requirements of the FERPA.

### **FIRE AND STORM DRILLS**

Drills will be conducted in accordance with state law. Fire exits and general information concerning signals, actions to take, etc. are posted in each classroom. Each student should familiarize himself/herself with these.

### **FUND-RAISING GUIDELINES**

All fund-raising requests must be submitted to Board of Education for approval prior to the fund-raising event.

### **GRADUATION REQUIREMENTS**

COURSES	UNITS	DESCRIPTION
ENGLISH	4	1 unit – English 9 1 unit – English 10 1 unit – English 11 1 unit – English 12
MATHEMATICS	3	1 unit – Algebra I and 2 unit – selected from ACT- recommended core courses, Geometry, Algebra II, Contextual Algebra, Contextual Geometry, Trigonometry, Calculus, Computer Math, Computer Science, Math Finance, and courses beyond Algebra II
SCIENCE	3	1 unit – Biology I 2 units – in the areas of life, physical, or earth science or technology which may include but not limited to: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry: Applied Physical Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil science, Natural Resources and Environmental Science and Animal Science; contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh and twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; or other science course with content and/or rigor

		equal to or above Biology I.
SOCIAL STUDIES	3	1 units – American History .5 unit – Oklahoma History .5 unit - American Government and 1 units – selected from ACT- recommended core courses: American Government, Geography, Psychology, Economics, Current Events or other History
COMPUTER TECH.	1	1 unit of Computer Technology
THE ARTS	1	1 units or sets of competencies
ELECTIVES	9	9 electives
TOTAL	24	

### **GUN-FREE SCHOOLS**

On March 31, 1994, new federal legislation was enacted that amends the Elementary and Secondary Education Act of 1965 (ESEA) to include the Gun-Free Schools Act.

The Gun-Free Schools act specifically states that as a condition of receiving any federal financial assistance under ESEA, each local education agency must require the expulsion from school, for a period of not less than one year, of any student who brings a firearm to school, with the exception that the District’s Superintendent of Schools may modify the expulsion requirement on a case-by-case basis.

The Gun-Free Schools Act also requires, as insurance of compliance with the Act, that this district include in each application for assistance under ESEA to the Oklahoma Department of education a state of the following:

1. Assurance that the required policy is in effect;
2. A description of the circumstances surrounding any expulsions imposed under the policy, including:
  - A. The name of the school concerned;
  - B. The number of students expelled from the school; and
  - C. The type of weapons concerned.

For the purposes of the Gun-Free Schools Act, a weapon is defined as a firearm in U.S.C. Title 16 & 921. Expulsion, while not specifically defined in the Act, is determined by the legislative history of the Act to mean removal from the regular school program at the location where the violation occurred.

In accordance with the mandate of the Gun-Free Schools Act, it is the policy of the Board of Education, Porum School District I-88 to comply with all provisions set forth in the Act, and to maintain proper records for the period of time statutorily required so that the district may continue to receive its necessary federal financial assistance.

3 Reference: Elementary and Secondary Education Act of 1965 as amended; 18 U.S.C. & 921

A copy of this policy shall be deemed part of the bylaws of all organizations operating within the school district.

### **HAZING, HARASSMENT, AND BULLYING PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING**

The Porum Public Schools district is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

Physically harms a student or damages the student’s property: or

Has the effect of substantially interfering with a student’s education: or

Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment: or

Has the effect of substantially disrupting the orderly operation of the school.

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

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact of the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

### **HONOR CLASSES**

The following classes are designated as honor classes and receive the following points:  
Trigonometry, Calculus, Anatomy, Chemistry, Physics, Honor or AP English, Biology,  
World History, European History, American History, Human Geography,  
Statistics, Pre-AP) English and Approved College Courses.

A- 5pts  
B- 4pts  
C- 3pts  
D- 2pts  
F- 0

### **CONCURRENT CLASSES**

Students may concurrently enroll in (2) hours of approved college courses per semester during their Junior and Senior year. (Only as approved by the principal).4 Reference: 21 O.S. &1190

### **HONOR ROLL**

Students receiving all A's for a grading period will be listed on the Superintendent's Honor Roll. Students having no grade below a B for a grading period will be listed on the Principal's Honor Roll.

### **HONOR SOCIETIES OKLAHOMA STATE HONOR SOCIETY**

Students who maintain a grade point average, which ranks the student in the top 10% of the high school enrollment, will be eligible for membership in the State Honor Society

### **NATIONAL HONOR SOCIETY**

Qualifications for National Honor Society are as follows:

1. A student must be a junior or senior; must have a 3.3 cumulative GPA in the 11<sup>th</sup> and 12<sup>th</sup> grades; and have been in the Porum Public Schools the equivalent of one semester.
2. The GPA must be on a schedule containing a minimum of four solids each semester. Leadership, character, service and academics will be considered by a faculty council.

### **Homecoming**

1. Each sponsor will supervise the election of one male and one female candidate to participate in homecoming. The election will take place the second week of school each year in August. Each class 9<sup>th</sup> through 12<sup>th</sup> will have two candidates and each of the following extracurricular activities will be represented by two candidate's one male and one female. Drama Club, FFA, FCCLA, FCA, NHS, Academic team, 4-H 9<sup>th</sup> grade through 12<sup>th</sup> grade, Basketball, Softball and Baseball, Football and Cheerleading, Robotics, Stu-Co, and Yearbook . **If dues are required to be a member in good standing then they must be paid in order to participate.** The 8<sup>th</sup> grade will be represented by a prince and princess who are elected by the 7<sup>th</sup> and 8<sup>th</sup> grade classes. There will be one flower girl and one crown bearer from each first grade class chosen by drawing names out of a hat.
2. The elected candidates' will be placed on a ballot and the school, grades 7-12 will vote on candidates that represent them. **Only seniors will be eligible to be elected as King or Queen.**

3. The vote will take place in the Event Center. Each class will be supervised by their sponsors. Different color markers will be used for each class. **The votes will be counted by a person not associated with the school.** Any ties will be announced and a revote taken. In the event of a second tie dual awards will be given.

### IMMUNIZATION RECORDS

The law requires that all students have on file an immunization record showing that all required immunizations have been received. All students must show proof of completion of the required immunizations prior to being allowed to attend school.

### INSURANCE (student)

Porum Public Schools participates in a group accident insurance plan. It is available to all members of the student body at a nominal cost and is sold soon after school begins in the fall.

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

### INTERNET

Internet access is now available to students and teachers in the Porum Public School District. We are very pleased to bring this access to Porum and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Porum Public Schools by facilitating resources sharing, innovation, motivation, collaboration and communication, self-directed learning, personalized instruction and research.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- 1) Electronic mail communication with people all over the world;
- 2) Information news;
- 3) Public domain software and shareware of all types;
- 4) Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music policies;
- 5) Access to many university catalogs.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Porum Public Schools and the Oklahoma State Department of Education have taken available precautions to restrict access to controversial materials. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Porum Public Schools support and respect each family's right to decide whether or not to apply for access.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided there so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Porum Public School user violates any of these provisions, his/her access will be terminated and future access could be denied. The signature(s) in the document form book is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **INTERNET-TERMS AND CONDITIONS**

- 1) **Acceptable Use** – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunity for collaborative work. School use must be in support of education and consistent with educational objectives. Use of other organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for political lobbying is also prohibited.
- 2) **Privileges** – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Porum Public School faculty member pertaining to proper use of the network. The system administrators and teachers will deem what is appropriate use and their decision is final. The district may deny, revoke, or suspect specific user access.
- 3) **Etiquette** – You are expected to abide by the generally accepted rule of network etiquette. These include, but are not limited to the following:
  - A) Be polite; your messages should not be abusive to others;
  - B) Use appropriate language; do not swear, use vulgarities or any other inappropriate language;
  - C) Do not reveal your personal address or phone numbers of students or colleagues;
  - D) Illegal activities are strictly forbidden;
  - E) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities;
  - F) Do not use the network in such a way that you would disrupt the use of the network by other users;
  - G) All communications and information accessible via the network should be assumed to be private property.
- 4) **Porum Public School and the Oklahoma State Department of Education make no warranties of any kind, whether express or implied, for the service it is providing. Porum Public School and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via Porum Public School or the Oklahoma State department of Education is at the users own risk. Porum Public School is not responsible for the accuracy or quality of the information obtained.**
- 5) **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual’s account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 6) **Vandalism** – 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 agencies or network that is connected to NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) **Acceptance of Terms and Conditions** – All terms and conditions as stated in this document are applicable to Porum Public School, the Oklahoma Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior and oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

## **LETTERING IN SPORTS (Athletics)**

Lettering in a sport or activity will be left to the discretion of the coach or sponsor of the activity. In order to earn a letter, the student must complete the sport season and activity before a letter will be earned.

## **LIBRARY**

The Porum School Library Media Center promotes intellectual curiosity and a love of reading and literature for all students, faculty, and staff and provides a supportive and functional environment.

A book can be checked out for a two-week loan period; however, for special assignments, another book can be checked out as requested by a teacher. Magazines are available for check-out for students in grades 7-12 for one day only. Once materials are checked out, it is the student's responsibility to return those materials on time and in good condition. When a student loses a book or the book is returned in disrepair, he/she is subject to pay the cost of the item. If the lost book is found in good shape during the same school year, the money will be refunded. If an item is returned with slight damage, a damage fine will be assessed. Students cannot check out any more items until lost/damaged books are paid for. Also, any fees owed to the library must be paid before leaving school to attend another school or by the end of the school year. Excessive losses or damage to books during the school year can cause the student's check-out privileges to be revoked for that school year.

Students shall have the responsibility to use computer resources for academic purposes only. Students are responsible for appropriate behavior on school computer networks just as they are during any other school activity. Computers in the LMC cannot be used for e-mail, chat rooms, etc.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that the locker is kept in order at all times.

Personal locks are permitted only if a key or combination is left in the office.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition, Students are not allowed to write, place stickers, or leave any kind of perishable items in their lockers.

Students must obtain permission from the principal before changing lockers.

## **NON-DISCRIMINATION POLICY**

Porum School District does not discriminate on the basis of race, religion, sex, age, national origin, handicap, and other human differences. The school district is aware of the provisions of Title IX and Section 504 and intends to comply with them. The Superintendent will coordinate the district's Title IX and Section 504 efforts and will be responsible for the investigation of any complaint brought to the district under these provisions. The Superintendent may be reached at the school Superintendent's Office, phone number (918)484-5121.

## **PANTHER CARDS**

Panther Cards will be distributed to students at the discretion of the principal and faculty. Panther Cards will be received by students demonstrating excellence in the classroom and to students whose attitudes, both in and out of class, are exemplary for the entire community of Porum.

## **PASSES/LEAVING SCHOOL/PERMITS**

In the event it becomes necessary to leave school premises during school hours, students must sign out and receive permission to leave school from the Principal (this includes leaving campus at noon and not returning to class). Students who must leave during a class period may ask for a permit to leave school to present to the teacher. This should be done before entering class. **FAILURE TO OBTAIN PERMISSION TO LEAVE MAY RESULT IN AN UNEXCUSED ABSENCE, OR OTHER APPROPRIATE DISCIPLINARY ACTION.** Students are to sign back in with the principal upon returning to school that same day.

**PORUM PUBLIC SCHOOL IS A CLOSED CAMPUS.** No one is allowed to leave campus after arrival at school, or after boarding the bus, without permission from the Principal. Parents are **STRONGLY** discouraged from checking students out unnecessarily, including but not limited to lunch periods. The student must be checked out in person in the office by an authorized adult. The administration may authorize other forms of check out upon request.

## **PEER MEDIATION**

Peer Mediation is a conflict resolution procedure performed by students to aid in violence prevention. Students may be referred to peer mediation by teachers, students, or themselves to resolve conflict issues. Students who refuse peer mediation will be referred to the principal.

Mediators are selected and trained.

Normally older mediators will mediate younger students.

Teacher, Parents, students, administrators and counselors may refer students to mediation.

If a student does not wish to attend mediation or if the conflict is not resolved the conflict will be handled by the Principal or a Counselor.

Mediations are confidential and a strict format and/or contract are followed.

## **PETS/ANIMALS**

No pets/animals of any kind will be allowed in any school building or on school property except for educational purposes.

## **PROFICIENCY BASED PROMOTION**

Students in the Porum Public Schools shall be provided with the opportunity upon request to demonstrate proficiency in one or more of the core curriculum areas identified by the statute and which include; Social Studies, Language Arts, the Arts, Languages, Mathematics, and Science.

All students in Grades K-12 are eligible for Proficiency Based Promotion. The students who can demonstrate proficiency in the absence of instruction may be able to advance to grade level (grades one through 8), or earn high school credit toward graduation (grades 9 through 12).

Proficiency for advancing to the next level of study shall be demonstrated by a score of 90% on a district – approved proficiency examination and, if applicable, any one or combination of the following examples: Portfolio, criterion-referenced test, thesis, project, product, or performance. Proficiency in all laboratory sciences will require that students also perform relevant laboratory techniques satisfactorily.

A student, who scores above the 90% level, but below the 90% level, may upon parent request and administrative approval, attempt to demonstrate 90% proficiency on a district-approved criterion-referenced test.

Students may take proficiency assessments in multiple subject areas. If a student in grades one through eight demonstrates such 90% proficiency on either examination in all four basic skills areas, that student will be considered for promotion/acceleration, but not until a parent conference to determine such factors as social and mental growth is held. If a student in grades one through eight demonstrates proficiency in any basic skills area that student may be considered for acceleration in the basic skills area after a parent conference as referenced above.

A student in grades 9 through 12 will be considered for course credit after a parent conference. Said course credit will be noted on the transcript as Credit by Examination (CBE), with the percentage grade earned. Units awarded shall transfer to other schools within the State of Oklahoma. Unsuccessful attempts shall not be recorded in the student's permanent file or on transcript.

## **PROGRESS REPORTS**

These reports will be available to the students and parents every three weeks. The reports are notification to parents that their son/daughter is having difficulty, or is in danger of failing a subject.

## **RECORDS (cumulative or permanent)**

These records are kept in the school office and are confidential. Transcripts of your high school work will be sent to colleges or prospective employers at your request.

## **REPORT CARDS**

Report cards are issued within 10 school days following the end of a semester. Report cards will be handed out to the students or picked up in the office.

## **SCHEDULE**

Classes will be scheduled at the beginning of each school year.

## **SEARCH OF STUDENTS (Regulation)**

**SEARCH AND SEIZURE LAW:** Oklahoma law allows school officials to 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 has to be given for such search.

School officials also have the authority to detain and search any student or property in the possession of the student when he/she is on school property, on the school bus, or at school functions. This authority is given to school officials if there is reason to believe the student is in the possession of a dangerous weapon, drugs, alcoholic beverages, or stolen property. Authorized personnel conducting the search shall have the authority to detain student(s) and to preserve any contraband seized.

## **NINE WEEKS TESTING**

Nine week test shall be given at the end of each nine weeks to every student with the exception of:

- A student who has 4 or fewer absences while maintaining an A average, in all classes.
- A student who has 2 or fewer absences while maintaining A and B in all classes.
- A student who has 1 or fewer absences while maintaining A, B, or C in all classes.

These students will be exempt for all semester test and will not be counted absence.

## **SENIOR CLASS TRIP**

The Porum School Board of Education has voted that the Senior Class can take overnight trips. The senior trip must be approved by the administration and if it is an overnight trip it must be approved by the Board of Education.

## **SEXUAL HARASSMENT OF STUDENTS**

The Porum School District forbids discrimination against or harassment of any students on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees, and to all non-employee volunteers whose work is subject to the control of school personnel. A separate policy applies to protect the sexual harassment of employees.

For the purpose of this policy, sexual harassment includes or may include but not limited to the following:

1. Verbal or physical sexual advances including subtle pressure for sexual activity (i.e., touching, pinching, patting, or brushing against); comments regarding physical or personality characteristics of a sexual nature; sexually- oriented “kidding”, “teasing”, “double-meanings”, or jokes;
2. Demeaning comments about a girl’s ability to excel in class historically considered a “boy’s” subject;
3. Privately talking to a student about sexual matters;
4. Hugging or touching a student inappropriately;
5. Writing graffiti, which means a student or otherwise identifies a student, an act that in addition to constituting sexual harassment is also potentially slanderous? **GRAFFITI OF ANY KIND WILL NOT BE TOLERATED ON SCHOOL PROPERTY.**

It is considered sexual harassment for any administrator, supervisor, support employee or teacher to use his/her authority to solicit sexual favors or attention from students.



Administrators, supervisors, support personnel or teachers who engage in sexual harassment of student or who tolerate such conduct by other students or employees, shall be subject to sanctions, as described herein.

Any romantic or sexual affiliation between school personnel and students during school hours, including students who have reached the age of majority, shall constitute a violation of school policy.

Any sexual affiliation between adults and students under the age of 18 years may also constitute a crime under state or federal law.

While the school district cannot, and should not, attempt to interfere in or control the personal lives of employees, any "out of school" conduct that may have a negative impact on the educational process of the school district becomes the district's business. Romantic or sexual involvement between any employee and an "adult" student may become a matter of concern, subject to investigation and possible appropriate action by the district.

Any student who believes any administrator, teacher, supervisor, support employee, non-employee volunteer or other student is subjecting him/her to sexual harassment must report the incident(s) to the appropriate teacher or administrator at once. If the student's immediate teacher or administrator is the alleged offending person, the student should report to the next higher level of administration, supervision or to any responsible adult person.

The school shall protect the student's rights to privacy and confidentiality within its power under the law, and will not tolerate reprisals or retaliations that may occur as a result of the good faith reporting of charges of sexual harassment.

The Superintendent of Schools shall investigate each claim completely. Any employee found to have engaged in sexual harassment of students shall be subject to disciplinary action, which may include, but is not limited to, written warning, suspension, or termination.

Any student found to have engaged in sexual harassment of any other student shall be subject to disciplinary action, which may include, but is not limited to warning, suspension or other appropriate punishment.

### **STUDENT COUNCIL**

Officers will be elected by the student body. Each class will also elect a representative to serve on the student council.

### **SUSPENSION OF STUDENT**

In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspension for up to one calendar year or longer.

3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been such time as the student no longer poses a threat to self, other students, or faculty or has suspension from previous school.

5. Procedural steps to suspension:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school

setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

A. Suspension, both the student and parent(s) shall be notified of the probation and the reasons therefore.

B. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the Superintendent. 6

C. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and entirety of the succeeding semester. If out-of-school suspension is prescribed, the Principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student.

6. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the Local Committee if the period of suspension is ten days or less, or to the Board of Education, if the suspension is for more than ten days. The following procedures shall govern the appellate process;

A. The student, or the student's parent(s), shall notify the Local Committee within three to five days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's or parent(s) intent to appeal, the Local Committee shall hear the appeal (short term) or the President of the Board of Education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses, and offer other evidence in the student's behalf, including his/her own testimony.

D. The Local Committee (short term) or the Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five days of a decision.

E. Decision of the Local Committee may be appealed to the Board of Education.

7. Appeal for reinstatement. Students, who have been suspended for the remainder of a semester, or more, may petition the Superintendent for reinstatement. The Superintendent may, in his/her discretion, schedule an in-formal hearing with the concerned Principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The Superintendent and the Principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The Board of Education shall take whatever action it deems appropriate.

### **TELEPHONE**

School phones are not to be used by students for social call. Students will not be called to the phone during the day except in emergency situations.

### **TEXTBOOKS**

All textbooks are furnished by the school. Students who lose books or damage them beyond normal wear will be expected to pay for replacement. Supplies other than those required for the class will be purchased by the student.

### **TRANSPORTATION (Activities)**

All students shall travel in vehicles owned and insured by the district on school trips in which they are involved. Students must return in the vehicle in which they were transported to activities unless released by the student's parent(s) and sponsor.

## **VALEDICTORIAN AND SALUTATORIAN**

Any student who has not attended Porum Schools for three (3) consecutive semesters without interruption beginning his/her junior year will not be considered for these honors.

Any student with a GPA of 4.00 or higher will be named valedictorian. The student with the next highest grade point average below 4.00 will be the salutatorian. In case of ties, co-valedictorians or co-salutatorians will be named. In the case of no student with a 4.00 or higher the highest grade point average will be named the valedictorian. The students with the rank of 1 and 2 will be recognized with Honor Cord at graduation ceremonies.

## **VANDALISM**

The Porum Board of Education is entitled by law to recover damages from the parents of any minor child under the age of 18 years, and who is living with the parents at the time of the act, and who commits and delinquent or criminal act that results in bodily injury to any person or damage to or Larceny of any real and/or personal property that belongs to the school district. The Board is by law entitled to recover said damages in court if necessary.

## **VEHICLES AND PARKING**

It is policy of this district that a student who drives a vehicle to school shall park in the designated parking area west of the gymnasium.

Any school student who rides a bicycle to school shall place the bicycle on the racks provided.

Students shall only park in the designated areas.

Students shall obey all traffic laws, parking ordinances and signs, and shall at no time park on any privately owned property or easement even with the owner's permission.

No students will be allowed in the parking lot during school time without a school pass.

Students shall exit the vehicle upon arrival at school and move into approved areas of the building. Students who return to parking lot must receive a pass from Principal.

Students shall not sit in a parked vehicle or on a bicycle or motorcycle during any part of the school day, including the lunch period.

Students shall possess valid operator's licenses for the vehicles they drive to and from school.

Students who have temporary or permanent handicapping conditions can be assigned parking places by the Principal in an area other than those designated above.

It is the responsibility of each student to secure his/her vehicle, bicycle or motorcycle with proper devices.

Any student who does not comply with the terms of this policy shall be subject to disciplinary action; may lose the privilege of driving a vehicle to school, and may be subject to punishment in violation of traffic laws.

## **VISITORS**

The following precautions will continue to be in place for the upcoming 2021-2022 school year.

Porum Schools will not allow normal visitation to our campuses. Only school staff will be allowed on campus unless it is a special event ie. Meet & Greet, P/T conferences, and/or special programs. All entrance doors will remain locked at all times.

All entrance doors will remain locked at all times.

If parents need to pick up their child, they must call the office and we will walk your child out to your car.

All potential visitors must schedule appointments with appropriate personnel ahead of time. You will only be allowed to be in the room/office where you have your meeting.

## **WEAPONS ON SCHOOL PROPERTY AND IN SCHOOL VEHICLES**

It is the policy of this Board, in accordance with Oklahoma Statutes, to prohibit any person, except a peace officer or other person authorized by the board of Education, to carry any weapon onto the school grounds or into any school facility or vehicle. Weapon shall be defined as, but not limited to:

Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane knife having blade which opens automatically or by hand pressure applied to a button, spring or other device, any lock blade knife, blackjack, loaded cane, billy, hand, chain, metal knuckles, or any other offensive weapon.

The Board also prohibits any person, except a peace officer or other authorized person, from possessing a weapon at any public gathering sponsored by the Porum Public Schools regardless of where such gathering is held.

Any person who violates the provisions of the law shall, upon conviction, be guilty of a felony punishable by a fine not to exceed Five Thousand and No/100 Dollars (\$5,000), and imprisonment for more than one year.

The law also provides for custodial parents and guardians to be fined up to Two Hundred and No/100 Dollars (\$200) or to perform not to exceed 40 hours of community service when the child of said parent has committed the crime of possessing a firearm on school property.

The federally-mandated Gun-Free School Act policy found elsewhere in the policy handbook outlines the discipline code that the Porum School District shall abide by if a student brings a firearm to school.

## **WIRELESS TELECOMMUNICATIONS AND ELECTRONIC DEVICE(S)-POSSESSION OF**

Students are prohibited from using wireless telecommunication devices during instructional times. In order to avoid any disruption of the educational process. Students are prohibited from possessing wireless devices during instructional time. The only exception is if the device is being used for instructional use and monitored by the teacher. During instructional time, wireless devices may be in a student's locker, but not on a student's person. In order to avoid any disruption of the educational process, all wireless devices placed in a locker must be turned on silent or off. Students **cannot** have a phone on their person during class time.

A principal or administrator must approve exceptions to this policy.

Porum Public School is not responsible for any lost, stolen, or damaged electronic device.

The following steps are taken when students break the cell phone policy.

1. On the first offense the phone is taken and kept in the principal's office. The phone is returned to the student at the end of the day.
2. On the second and third offense the phone is taken and kept in the principal's office until the end of the day. The student will be suspended one day.
3. On the fourth offense and every offense after this the student will be suspended 3 school days.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must get a withdrawal sheet from the Principal's Office. Each teacher will initial it and give an estimated grade when student turns in his/her book and/or other class material. The sheet must then be returned to the Principal's Office for final clearance.

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8 Reference: 70 O.S. & 24-102;; O.S. & 858, 1272, et seq



**Joy Hofmeister**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**

**HOME LANGUAGE SURVEY**

**GRADES EC-12**

*(Please Keep Form on File at the School Site)*

Please Print All Information Except Signature

Name of Student: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Race: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_  
Parents/Guardians Name: \_\_\_\_\_  
Parents/Guardians Telephone Number: \_\_\_\_\_  
Parents/Guardians Address: \_\_\_\_\_

**To Be Completed by Parent or Guardian**

1. Is a language other than English used in your home? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, please check one of the following:  
The OTHER language is spoken MORE OFTEN \_\_\_\_\_  
The OTHER language is spoken LESS OFTEN \_\_\_\_\_
  
2. What is that language? \_\_\_\_\_

\*If necessary this form maybe translated to another language.

\_\_\_\_\_  
Signature of Parent of Guardian

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF INDIAN EDUCATION  
WASHINGTON, DC 20202  
**TITLE VII STUDENT ELIGIBILITY CERTIFICATION**  
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

**Parents: Please return this completed form to your child's school.** In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, your child cannot be counted by the school for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** The information on this form will not be released without your written approval.

*Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.*

NAME OF CHILD \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
(As shown on school enrollment records)

School Name \_\_\_\_\_ Grade \_\_\_\_\_

NAME OF TRIBE, BAND OR GROUP \_\_\_\_\_

Tribe, Band or Group is: (check one)

<input type="checkbox"/> Federally Recognized, Including Alaska Native	<input type="checkbox"/> State Recognized	<input type="checkbox"/> Terminated	<input type="checkbox"/> Organized Indian Group Meeting #5 of the Definition Above
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Name of individual with tribal membership: \_\_\_\_\_

Individual named is (check one):  Child  Child's Parent  Child's  
Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) \_\_\_\_\_ **OR**

B. Other (explain) \_\_\_\_\_

Name and address of organization maintaining membership data for the tribe, band or group:

\_\_\_\_\_

I verify that the information provided above is accurate:

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

Notice: Public Reporting Burden Notice on Reverse Side.

**ACKNOWLEDGEMENT  
2016-2017**

Parents/Guardians,

Please read this Handbook carefully with your child.

Each student must have these forms signed and on file in the office. Please read each statement below and sign in the appropriate space to acknowledge that you have read the information and that you give your permission as indicated. You will need to have your child return the completed forms by August, 31.

**STUDENT HANDBOOK**

As a concerned participant in the educational process of my child, I have read this school policy handbook and will help my child to abide by the policy as stated.

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

\_\_\_\_\_  
Date

**FIELD TRIP OR TRANSPORTATION PERMISSION**

My child may ride the bus for field trips and school events in addition to daily transportation. In addition, I have specifically read, with my child, the bus rider rules found in the Student Handbook. I agree to those conditions as of this as of this date.

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

\_\_\_\_\_  
Date

**DRUG-FREE SCHOOL**

Students and employees are absolutely prohibited to possess, use or distribute illicit drugs and alcohol. There are disciplinary actions for such violations, which include expulsion of students and dismissal of employees.

I understand that Porum is a Drug-Free school and that disciplinary actions will be taken against violators.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**STUDENT DATA**  
**2016-2017**

\_\_\_\_\_  
Last Name                      First Name                      M.I.                      Grade

\_\_\_\_\_  
Address                      City                      State                      Zip Code

\_\_\_\_\_  
Directions or Physical Address of Home

\_\_\_\_\_  
Phone Number (or Contact Number)                      Student's Birthday

\_\_\_\_\_  
Father's Name                      Work Number                      Cell Number                      Email

\_\_\_\_\_  
Mother's Name                      Work Number                      Cell Number                      Email

With whom does the student live? \_\_\_\_\_

\_\_\_\_\_  
#1 Emergency Contact Name                      Day Number

\_\_\_\_\_  
#2 Emergency Contact Name                      Day Number

\_\_\_\_\_  
Method of Transportation to & from School                      Bus Number

*Please list any allergies, medications, or other special circumstances we need to know about your child.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATION FOR EMERGENCY CARE TO MINOR**

I/We the undersigned, parent(s) or legal guardian(s) of \_\_\_\_\_  
Student Name

Age\_\_\_\_\_, Birth Date\_\_\_\_\_, do hereby authorize any X-ray examination, anesthetic, dental, medical, or surgical diagnosis or treatment by any physician or dentist licensed by the State of Oklahoma and hospital service that may be rendered to said minor under the general, specific or special consent of **Porum Public School Administrator or Designee** the temporary custodian of the minor; whether such diagnosis or treatment is rendered at the office of the physician or dentist or at a hospital licensed by the State of Oklahoma. I/We authorize the physician or dentist to call in any necessary consultants at his/her discretion in authorizing the disposal of any severed tissues or member.

It is understood that this consent is give in advance of any specific diagnosis or treatment being required, but is given to encourage those persons who have temporary custody to the minor and said physician or dentist to exercise their best judgment as to requirements of such diagnosis or medical or dental or surgical treatment.

This consent shall remain effective while the student is under school personnel supervision or until this authorization is revoked in writing and on file at the Porum High School Office or until the end of the school term.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Porum Public Schools  
2016-2017**

**Student Name:** \_\_\_\_\_

**AUTHORIZATION FOR CORPORAL PUNISHMENT**

In disciplinary cases involving corporal punishment, the student shall have written permission on file. Corporal Punishment will be administered in such case with witnesses after permission has been established.

**Please indicate your preference and sign below.**

\_\_\_\_\_ ***IDO*** give Porum Public School permission to administer Corporal Punishment to my child as needed.

\_\_\_\_\_ ***IDO*** give Porum Public Schools permission to administer Corporal Punishment. Please call before administering the punishment. (You must have a personal contact number.)

\_\_\_\_\_ I ***DO NOT*** give Porum Public School permission to administer Corporal Punishment to my child under any circumstances.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**PORUM PUBLIC SCHOOLS  
DISTRICT-WIDE PARENTAL/INVOLVEMENT POLICY (PIP)**

**PART I.  
GENERAL EXPECTATIONS**

The Porum Public School District agrees to implement the following statutory requirements in accordance with Title I, Part A consistent with the Elementary and Secondary Education Act:

- The district will put into operation programs, activities and procedures for the involvement of parents in all of its school with Title I, Part A programs. These programs will be in consultation with parents of participating children.
- The district will meet required PIP and will include a school-parent compact.
- The district will incorporate this district wide PIP into its LEA plan.
- The district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports in an understandable and uniform formal and to the extent practicable in a language parents understand.
- If the LEA plan is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the SDE.
- The district will involve parents of children served in decisions about how the 1 percent funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures on accordance with this definition:
  - Parental involvement means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including ensuring—
  - A. That parents play an integral role in assisting their child’s learning;
  - B. That parents are encouraged to be actively involved in their child’s education at school;
  - C. That parents are full partners in their child’s education and are included, as appropriate in decision-making and on advisory committees to assist in the education of their child.
- The district will inform parents and parental organizations of the purpose and existence of the Parental

**PART II  
DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PIP COMPONENTS**

- A. The district will convene an annual public meeting, to which all parents shall be invited and encouraged to attend, to involve parents in the joint development of its district PIP and in the process of school review and improvement. This meets section 112 and 1116 of the ESEA.
- B. The district will provide coordination and technical assistance to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The technologist of the LEA provides technical assistance. The district has a parental technology advisory committee and a technology board.
- C. The district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs: Preschool and Parents as Teachers programs.
- D. The district will take the following actions to conduct, with the involvement of parents, and annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. At the beginning of the school year, parents and staff will set goals for parental involvement. The success of the school in achieving these goals will be assessed at the end of the school year. Suggested criteria for assessment include: the number of parents who attend meetings; the number of parents who volunteer service to the school,; and parent and staff statements concerning how the results of meetings were used to help improve student achievement as well as parental self improvement. The following questions will be analyzed:
  - 1. Does this policy increase parent participation?
  - 2. What barriers to parent participation still exist and how can they be reduced or removed (including economically disadvantaged, disabled, limited English, limited literacy, or racial and ethnic minority background)?

The district will use the findings of the evaluation about its PIP and activities to design and revise its PIP.

- E. The district will build the schools’ parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

1. The school district will provide assistance to parents of children served by the school district or school in understanding topics such as: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternative assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators.

a. An Explores meeting is held with the parents of middle school students. This meeting focuses on all the above standards to prepare students for high school enrollment and its impact on college enrollment.

b. The district has a Open House and 4 parent/teacher conferences during the school year.

2. The school district will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parental involvement by:

a. Parenting books, cassette tapes, videotapes, and parental training workshops are provided to parents;

b. Adult Education classes to increase parental literacy rates and to provide students with parenting skills needed to be successful in the education and development of their child are provided by the Stigler Lifelong Learning Center; and

c. The schools provide an Internet based learning program for students to raise their academic achievement in compliance with the state academic assessments. This can be used at home with parents and children working together.

3. The school district will educate its teachers, personnel, and principals in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing staff development training and workshops.

4. The school district will coordinate and integrate parental involvement programs and activities with the Parents as Teachers Program, and public preschool to conduct activities that encourage and support parents in more fully participating in the education of their children.

a. Teacher-home interaction is encouraged.

b. The district is currently writing a grant to participate in OPAT (Oklahoma Parents as Teachers). This program involves: personal visits, group meetings developmental screening, and a referral network. The school district will send information related to the school and parent-programs, meetings, and other activities to the parents of participating children in an understandable and uniform format, including alternative formats upon request.

a. The principal of the school site hosting the meetings, programs, or activities will mail notices to each parent informing them of the meeting.

b. The meetings, programs, or activities will be published in the county newspaper as a public notice.

c. The meetings, programs, or activities will be posted at the building site and at the other buildings throughout the district.

### **PART III.**

#### **DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

The school district, in consultation with its parents, chooses to undertake the following to build parents' capacity for involvement in the school system to support their children's academic achievement:

Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

Training parents to enhance the involvement of other parents;

In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conference at school;

Adopting and implementing model approaches to improve parental involvement;

Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs, and

Providing other reasonable support for parental involvement activities under section 1118 as parents request.

### **PART IV.**

#### **ADOPTION**

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Brent Pearce. The policy was adopted by the Porum Board of Education on 6-28-2012. And will be in effect for the period of 2012-2013. The school district will distribute this policy to all parents of participating Title I, Part A children on or before 9-1-10.

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Signature of Authorized Official

---

Date

**PORUM PUBLIC SCHOOL DISTRICT SCHOOL-PARENT COMPACT**

**School Responsibilities:**

- A. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
  - 1. The school will provide high-quality curriculum and instruction in a supportive and effective learning environment.
- B. Hold parent/teacher conferences 2 times a year during which this compact will be discussed as it relates to the individual child’s achievement.
- C. The school will provide the parents with frequent reports on their children’s progress and will provide parents reasonable access to staff including:
  - 1. Progress reports are handed out the fifth week of classes every nine-week period an
  - 2. Report cards are handed out at the end of every nine-weeks and at the end of each semester.
  - 3. Staff members are provided a conference period each day in which parents can make appointments to meet with the teachers.
- D. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities.

**Parent Responsibilities:**

We, as parents, want our children to have the best possible education and realize that strong school systems are essential. We, therefore, join with the school district in providing an optimum learning environment for our children.

I will have high expectations for my child as an individual.

I will help my child attend school and be on time.

I will insist that all homework assignments be done each night.

I will communicate and work with teachers and school staff to support and challenge my child.

I will remind my child of the necessity of discipline in the classroom – especially self-discipline.

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

Child Signature: \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal: \_\_\_\_\_

## STUDENT MEDIA RELEASE AND DISCLOSURE FORM

STUDENT NAME: \_\_\_\_\_

The Porum Public Schools proposed to designate the following personally identifiable information contained in a student's education records 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
5. The student's extra-curricular participation
6. The student's weight and height if a member of an athletic team
7. The student's achievement awards and honors
8. The student's photograph
9. The school or District the student attended before he/She enrolled at Porum Public Schools.

Media sources that may be used, but not limited to: local news papers, news letters, television, and school-based internet, or social media. **This does not apply to the yearbook!**

After the parents of eligible students have been notified via student information packet, they will have one week to advise the school district of any or all items they refuse to permit the District to designate as directory information about the student. If you don't contact the school district the information will be released as needed.

GUARDIAN NAME: \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_

GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_ **I do** give Porum Public School permission to use my child's information or picture.

\_\_\_\_\_ **I do not** give Porum Public Schools permission to use my child's information or picture for media purposed for the 2016-2017 school year.

**If you don't return this page it will be considered as you are granting permission to use your child's information or picture.**

## E-Rate Family Survey – 2016/2017

Please complete and return the survey below. It is important that you return this form to us even if your income does not meet any of these criteria in order for the survey to be considered a valid measure.

(Please Print)

Family Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I. Please attempt to answer the questions listed below. Skip any questions you don't know the answer to.

Circle the number of people in your family on the chart below, including all children:

Family Size (circle one)	Annual Income	Monthly Income	Weekly Income
1	\$ 20,665	\$ 1,723	\$ 398
2	\$ 27,991	\$ 2,333	\$ 539
3	\$ 35,317	\$ 2,944	\$ 680
4	\$ 42,643	\$ 3,554	\$ 821
5	\$ 49,969	\$ 4,165	\$ 961
6	\$ 57,295	\$ 4,775	\$ 1,102
7	\$ 64,621	\$ 5,386	\$ 1,243
8	\$ 71,947	\$ 5,996	\$ 1,384
For each additional family member add	\$ 7,326	\$ 611	\$ 141

Is your family's income equal to or less than any of the amounts listed next to the number you circled?      Yes \_\_\_\_\_ No \_\_\_\_\_

Are your children eligible for the NSLP (National School Lunch Program) which provides free or reduced lunches, breakfasts, snacks or milk at their school(s)?      Yes \_\_\_\_\_ No \_\_\_\_\_

Is your family eligible for food stamps?      Yes \_\_\_\_\_ No \_\_\_\_\_



Is your family eligible for medical assistance under Medicaid? Yes \_\_\_\_ No \_\_\_\_

Does your family receive Supplementary Security Income (SSI)? Yes \_\_\_\_ No \_\_\_\_

Does your family receive housing assistance (section 8)? Yes \_\_\_\_ No \_\_\_\_

Does your family receive home energy assistance (LIHEAP)? Yes \_\_\_\_ No \_\_\_\_

II. If you answered yes to any of the preceding questions, please list the names of all school children living in your home, including which school they attend.

<u>Name of Child</u>	<u>School</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Return completed survey to: [Insert contact person's name and address]. Remember, the results of this survey will be kept confidential, you will have to contact [Insert contact person's name/address/phone number] if you wish to enroll any of your children into the Free and Reduced Lunch Program.

Call [Insert contact person's name and phone number] if you have any questions about filling out this form.