

Dewar Dragon Handbook



**"DRAGON
COUNTRY"**

Student Handbook

STUDENT ENROLLMENT POLICY

All students in grade 6th thru 12th shall have a conference with the principal, counselor, and parent(s) before enrollments are final. During this time, the principal and/or counselor shall explain the requirements for graduation as well as the requirements for continuing education after high school.

CUMULATIVE RECORDS

The Dewar school keeps a complete record of every child from the time he/she enters the Dewar Schools until he/she leaves the school system. The record is cumulative, and is passed on to the next school the student enters. All of the records become part of the student's permanent record. Records are permanent, so do the best you can.

The information recorded is confidential. It is for use by professional teachers, parents, and authorized persons for guidance purposes. A transcript of the necessary part of this permanent record may be sent upon the request to any college, university, military branch, or prospective employer.

ATTENDANCE

The Dewar Board of Education recognizes that student learning cannot take place without the student in attendance regularly. Therefore, starting with the 2005-2006 a student shall be present 90% of the time to pass at Dewar Public Schools. If a student is absent more than 9 times in a semester at the high school and middle school level or 18 times a year at the elementary level, excluding school sponsored absentees, the student might fail the class or classes missed at the high school level, and shall be retained at the elementary level. There shall be an appeal process to the Board of Education at the January meeting for the first semester and school year. The Board of Education shall only give serious consideration to cases with extreme circumstances and with well-kept documentation (documentation is totally the responsibility of the student and shall be for every day or part of day missed). The decision of the Dewar Board of Education shall be final.

ABSENCE FROM SCHOOL

When a student missed school, that absence will be recorded and become a part of that student's school record. An excused or an unexcused slip will be issued through the office, strictly for the purpose of determining whether or not the work missed can be made up. It is the student's responsibility to obtain an admit slip before they report to their first class. Excused absence will be noted in the grade book after an absence, if the student provides a valid note, if a phone call from the parent verifying that the student was either ill, had a medical, dental or eye doctor appointment, or because of a funeral. It is much better for us to get phone call from a parent or guardian of the day of the student's absence. Other reasons for absences will receive unexcused absences. There will be discipline for unexcused absences.

NOTE: Students are encouraged to make up any work missed due to an absence. **THE STUDENT IS RESPONSIBLE FOR OBTAINING, COMPLETING, AND RETURNING TO THE TEACHER THE ASSIGNMENTS MISSED DURING ABSENCES.** Students will be granted one school day for each school day missed due to an absence plus one additional day.

For Example if a student misses three days they have four days to make up the work missed.

UNEXCUSED ABSENCES results when a student misses one or more classes during a school day or when any of the following reasons are given. Examples of unexcused absences:

- Oversleeping
- Missing the bus
- Car trouble
- Weather (unless the school principal declares emergency)

EXCUSED ABSENCES: Students will only be allowed excused absences for the following appointments: A note from a parent will work

- Doctor
- Dentist
- Optometrist
- Funeral
- Driving Exams
- Sickness
- Note from Parent

A student must have documentation from one of the above for the absence to be excused.

(Example: Note from doctor, dentist, or optometrist)

Memorial card from a funeral service with parent or guardian signature. If you are sick and do not go to the doctor, a parent or guardian should send a note stating that you were at home sick with their signature, date, and reason for absence. This note shall be brought back by the student the day they return to school.

CONCURRENT ENROLLMENT

The Dewar Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Therefore, all senior students who wish to attend OSU/Okmulgee may do so provided they meet all the qualifications for graduation from high school no later than the spring of the senior year. The High School Counselor and High School Principal must both approve any student wishing to enroll concurrently:

Students must meet requirements set forth by OSU/Okmulgee

Students who enroll concurrently and drop these classes **MUST** return to Dewar High School immediately and enroll in high school classes.

Students must enroll in a minimum of two concurrent classes.

Students must be enrolled at least half of the school day at Dewar School.

Students are totally responsible for passing the college classes. Failure to do so could easily lead to not graduating from high school.

Any student that passes English Composition I and English Composition II through concurrent enrollment will receive high school credit for English IV. English Composition I for the first semester of English IV, and English Composition II will go on the transcript as English IV for the second semester. All Concurrent grades are weighted and are averaged into the GPA of the student from their transcript.

SCHOOL ACTIVITY ATTENDANCE

Students are allowed ten (10) days per year to attend school sponsored activities. This includes athletic events, scholastic meets, field trips, photo sessions, or any other activity that the school sponsors that will take a group of students away from our campus. A record of these activities and the students who attend will kept in the Principal's office. Seniors will be allowed two (2) college visits, if they get approval through the counselor's office in advance.

TARDINESS

Each hour every student will be expected to be in the classroom when the bell start ringing and they will be expected to be ready for class at that time. When a student is tardy the sweep team should us the Start on Time template for records. If a student shows up after the sweep, please send them to the office. Any student later than 15 minutes is counted absent. Three tardies will count as an absence from class.

1st offense- 1 day trash duty

2nd offense- 3 days trash duty

3rd offense- 5 days trash duty and ISD

TRUANCY

Any student is considered truant when they leave school without permission from the office or if they remain away from school without the knowledge and consent of their parents or guardian. They will be given an unexcused admit and the Principal will punish accordingly.

SKIPPING SCHOOL

Any time students are away from school without a justification reason (with or without parent knowledge). Example: There will be no skip days. Skipping school falls under truancy.

GRADES

Students should work to achieve the best that they can. We know that every student will not achieve the same grade, but each student should realize that if he/she is having difficulty in a class, they should ask the teacher for help in the areas that they are having problems.

Students will receive an average from each teacher halfway through each nine weeks, it will tell student's current grade.

SCHOLASTIC ELIGIBILITY

We will abide by the guidelines set by the OSSAA for ALL extracurricular activities.

Semester Test Exemption Policy

Through the recommendation of the High School Principal, the Dewar Board of Education adopts the following Semester Test Exemption Policy. It is the intention of this policy, to encourage students to attend school and reward those who have missed very little, if any, and maintained good grades.

Students have a choice as whether to take their semester test, even if they are exempt, to improve their grade. If they choose to take the semester test and are exempt, their semester grade cannot be lowered. To meet the requirements for exemptions students must meet the following:

1. No more than 3 absences and grade average of an A
2. No more than 2 absences and grade average of a B or above.

Adopted 8-9-11

WHO MAY REPRESENT DEWAR HIGH SCHOOL

The Dewar Board of Education recognizes that students representing Dewar Public Schools in any extracurricular activities (Athletics, Band, FCCLA, Drama, etc) need to take care of their course work must importantly. Students shall not be on any failing lists before they can take any type of class trip or participate in any type of activity.

When a student reaches over nine absences, excluding school sponsored absences; in a semester in any class they will be ineligible for all trips and activities for the remainder of the semester (appeals may be made to the superintendent of schools but only in extreme circumstances and with well-kept documentations the policy may be overturned, students must have documentation for EVERY hour to be considered). For this policy three tardies will count as an absence from the class. In addition, any student that owes Dewar Public School any money shall not be allowed to participate in any extracurricular activities in any way.

CHANGE IN CLASS SCHEDULE

All schedules changes must meet the approval of the Principal/Counselor and be made through the office. Students may not drop a subject and take up any new subject after the first week of school.

WITHDRAWAL AND TRANSFER

Students who are withdrawing from school must have a clearance slip signed by all of the student's teachers, showing that they have returned all school property and then check out through the office.

After proper withdrawals, transcripts will be sent to the school to which the student is transferring.

DRIVING TO SCHOOL

Students who drive to school will park in the North parking lot. Seniors will park north of the Library building. Juniors and sophomores will park north of the Middle School. There will no sitting in or loitering near parked vehicles. When arriving to school, students should park in the appropriate area, lock the car and leave the parking lot. Playing the radio loud while on campus will not be permitted.

Students will not be allowed to go to their vehicle between classes in the morning or afternoon session, However, during lunch break, students will be able to go to their vehicle to put up books from the morning and get books for the afternoon, Again, this does not mean hanging around or sitting in your vehicle.

All students will be expected to drive in a safe manner when on campus. Any student who cannot observe safety precautions while driving their car to school will have that privilege taken away.

DEWAR SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS STOLEN OR LOST, OR ANY DAMAGE TO PARKED CARS.

DRIVING TO VO-TECH

Each student that drives his/her car to Vo-Tech shall have on file written documentation from the parent that relieves the Dewar School District of any responsibility if there is an accident to or from Vo-Tech. Each student that rides with another student must have documentation on file from the parent also. If you do not have documentation and drive or ride with another student you WILL be disciplined.

SCHOOL CLOSING NOTICE AND EARLY DISMISSAL

In the event of inclement weather or natural disaster the information necessary for school closing will be broadcast on station KOKL in Okmulgee, KJRH Channel 2, KOTV Channel 6 and KTUL Channel 8. It will also be listed on our school website Dewar.K12.OK.US, the School Door app, and our Facebook pages.

If school must be closed unexpectedly while students are in school, the buses will run and we will attempt to notify parents of the closing.

VISITORS IN SCHOOL

Visitors in school who do not currently attend Dewar Schools must get a permission slip through the principal's office to visit classes, teachers, or students. Adults should check in at the office to visit classes, teachers, or students. Adults should check in at the office upon arriving. We feel that it is important that we know who is on the school campus, and why they are there.

Students are asked not to bring small children to school. If small children are brought to class for a special project of that class, they will need to be picked up or taken home before the next class begins.

****Due to Covid, Visitors will not be allowed unless the Principal allows.**

CLASS ACTIVITY TRIPS

Any class activity trips must be approved through the Principal's office. Any class activity trip must be adequately sponsored by members of the professional staff. Each student who goes on the trip, must have a permission slip signed by a parent or guardian, giving him/her permission to go on the trip.

USE OF TOBACCO

In accordance with Oklahoma Laws and the wishes of parents, educators, and students, tobacco in any form or tobacco products of any kind WILL NOT be used by students, school personnel, or visitors while on school premises. Tobacco should NOT be possessed or used by student attending any school sponsored event outside school premises, or while transport to or from such an event in a school authorized vehicle.

STUDENT APPEARANCE

Students are encouraged to dress in a clean and neat manner that will bring credit to themselves, the school, and the community. The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students failing to meet school standards may be sent home. The administration will determine proper dress using the following guidelines:

1. Jeans and shorts cannot be sagging
2. Shoes are required. (Flip-flops, sandals, tennis shoes, etc.)
3. Revealing shorts and blouses are not allowed. No shorts with midriff showing will be allowed. No undergarments should be seen.
4. No pajamas.
5. Head Gear: Hats will be allowed on campus, but not in the buildings or classrooms, and shall be worn in a manner at the discretion of the principal.
6. Words, symbols, or pictures representing or relating to alcohol, drugs tobacco, violence, and vulgarity will not be allowed on any clothing.
7. Wallet, chains, or neck chains that could be used as a weapon in any way will be confiscated.
8. Bandanas, regardless of color are not acceptable in school.

It will be up to the principal's discretion to determine if other types of clothing, not mentioned above, will not work, because it is not conducive to a good learning environment.

PARENT NOTIFICATION

Parents will be notified when their child is given SUSPENSION, SATURDAY SCHOOL OR ISD.

CYBER BULLYING-

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another

- Sending mean or threatening messages via email, IM (instant messaging), social media, or text messages.
- Spreading rumors about others through email, IM, social media, or text messages.
- Creating a Web site (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Dewar Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

BULLYING PREVENTION POLICY

The Dewar School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Dewar School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Dewar School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period.

To ensure bullying does not occur on school campuses, the Dewar School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build a district wide capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period.

The Student Bullying Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent to the student feels that appropriate resolution of the

investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.
- The school will provide to student's information in regard to bullying prevention.
- Student Disciplinary Reports will be reported to the Oklahoma State Department of Education on an annual basis.

DRUG POLICY

Illegal and Illicit Drugs and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
- c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- d. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- e. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

DISCIPLINE

The school's primary goal is to educate, not discipline; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

By Oklahoma statutes, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

The goal of this disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student and other students to the policies and regulations of the district. Faculty response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of these circumstances are: the student's attitude, the seriousness of the offense, and its potential effect on other students.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, the faculty will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

METHODS OF DISCIPLINE

DISCIPLINE CODE

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating without permission, or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;

10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, makeup, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by work or act, the acts identified in (a) or (b);
23. Obscene language;

24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless Telecommunication device;
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e.; bullets, shells, gun powder, pellets, etc.);
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale of distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco in any form;
38. Use or possession of missing, or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related

- epithets;
- 40. Vandalism;
- 41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
- 42. Vulgarity;
- 43. Willful damage to school property;
- 44. Willful disobedience of a directive of any school official;
- 45. Use or possession of E-Cigarettes; or vape device

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

ACTION ALTERNATIVES FOR THE PRINCIPAL

In considering alternatives for disciplinary action, the faculty and administration of Dewar Public Schools will be using items from the following:

1. Conference with the student
2. Before or after school detention
3. In-school detention
4. Parental conference/advise parents
5. Trash duty
6. Saturday school/Community Service
7. Suspension/ expulsion
8. Removal from class or group (temporary or permanent)
9. Financial restitution
10. Restricting student to campus
11. Refer to other social agencies
12. Involve law enforcement

13. Any other disciplinary action deemed appropriate

We would like to emphasize that the alternatives for discipline will include the items listed above, but will not be limited to that list. Nor should it be misconstrued in any way that this list reflects an order of sequence of events as to how disciplinary action will be taken.

REFUSAL OF PUNISHMENT

Any student refusing punishment to be administered by the principal will be suspended from school until his/her parent accompanies the student to school for a conference.

REPEATED OFFENDERS

Students who are repeat offenders of any serious infraction will be suspended from any or all privileges including sports, trips, class activities, etc.

SIGNING OUT

Students may not sign themselves out of the school without the principal's approval and a written note or call from their parent. These notes will be placed in the student's file.

WATER GUNS OR FIREWORKS

No water guns or fireworks are allowed on school grounds. Violators will be punished.

IN SCHOOL DETENTION

Only the Principal or Superintendent will assign a student to In School Detention. Students must complete assignments from their instructors and follow the rules of In School Detention before returning to the regular classroom. Failure to follow rules could result in suspension.

SATURDAY SCHOOL POLICY

- Purpose:** The purpose of implementing Saturday school is to make students and parents take time out of their schedules to make up for discipline problems at school. It also can be an alternative to suspensions. This will keep those students in school which will help our students learn more effectively.
- Offenses:** Saturday school can be used for many different reasons. It can be used as a culmination of discipline referrals, missing or skipping of noon detention, very offensive behaviors, as well as many other behaviors that occur throughout the school year
- Time:** Saturday school will be used on an as needed basis. It will begin at 8:30 and end at 12:00
- Conduct:** Each student will be on time to Saturday school. If they are late even by one minute it will not count, and will double to two days. The students should not have their cell phones on. Appropriate dress should occur. Work effectively on

missing assignments, homework, reading materials, or anything else that contributes to the learning process. If any or all of these things don't occur the student is subject to an additional day of Saturday school. After a student misses the second Saturday school, a suspension will be placed upon the student.

SCHOOL BUS RIDING POLICY

Riding a school bus is a privilege and shall be treated in that manner. The bus is moving classroom rules are applicable for the safety of the riders and the driver.

RULES:

- Sit in appropriate seat or assigned seat if the driver or principal has assigned one.
- Riders shall sit facing forward with hands and arms to themselves.
- When windows are down no extremities or personal property of any rider shall be outside the window.
- Riders shall stay seated until at the rider's stop.
- Riders shall never roam the aisles or change seats at any time while the bus is moving.
- No screaming.
- No fighting.
- No vulgar language.

Consequences:

EACH DISCIPLINE NOTICE IS AT THE DISCRETION OF THE RIDER'S PRINCIPAL. IT COULD RESULT IN SUSPENSION FROM SCHOOL AND/OR SUSPENSION FROM RIDING THE BUS.

JURISDICTION

The teacher of the child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher (Article VI Section 95; 1971 Oklahoma School Laws)

SUSPENSIONS

To suspend means to temporarily disbar a student from attending school, or any function of the school. This includes all events at night. A suspension will have a limit set at the time of imposition; it will be effective until a definite date or until certain specified condition has been met by the student. Suspension from school is used in extreme cases of misconduct, nonconformity to school regulations, destruction of public property, or actions endangering the welfare of others.

Suspension is mostly used after all other reasonable methods have been exhausted in solving problems, unless the severity of the action warrants a suspension. When guidance

techniques, such as conferences with the student, the teacher, the parents and the guidance personnel fail to solve the problem, it may become necessary to suspend the student.

When suspension seems to be the only solution, and if any high school students are sent home before the end of the school day, every reasonable attempt will be made to notify the parents. Written notice of suspension will be handed to a parent, and filed in the Principal's Office. Parents will be notified of their right to appeal at this time.

Occasionally, emergency situations arise, and immediate action is deemed necessary. This action occurs when the act of behavior unquestionably requires the immediate removal of the student from classes. In such cases, the same general procedure specified above is followed with regard to notification of all person concerned.

Expulsion from school will be for the remainder of the current semester and possible for the next semester. Parents will receive notification as in the case of suspension.

FIRE, INTRUDER, LOCKDOWN, BOMB THREAT, AND TORNADO DRILL INSTRUCTIONS

In the event of any type of evacuation from school, instructions on how to follow evacuation procedures, leave class, and where to meet after getting outside, will be explained to the students at the beginning of the school year. Each school year the staff is trained, and then they train our students as to how lockdown, intruder, and bomb threats will be handled.

LOST AND FOUND

Articles which are found on campus should be turned in to the main office. Students who lost articles should check in the main office for the lost items.

USE OF PHONE

The school telephone is to be used in case of emergency. Permission must be obtained from the secretaries or administration before the students may use the phone.

Only local calls may be made unless arrangements are made to the contrary. Students are encouraged not to use the telephone during school hours; calls will be limited to 3 minutes.

We also ask that persons who call student not ask that they be gotten out of class unless it is a case of extreme emergency. We will deliver a message or telephone number to the student at a time that will not disrupt class activities.

CONDUCT AT ASSEMBLIES AND SCHOOL ACTIVITIES

Conduct at assemblies should be the same as during class. Students should conduct themselves in a manner in which they can be proud. These assemblies are in conjunction with school curriculum, so courtesy and attention should be given to the people in the program.

We encourage our students and patrons to conduct themselves in a manner which is in good taste, sportsmanlike and courteous at all school events.

DRUG POLICY

The Dewar Public Schools prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities. Tobacco and tobacco products are by definition illicit drugs. Letter of standards of conduct and disciplinary will be sanctions will be sent to employees, students, and parents.

STUDENT INSURANCE

An optional accident insurance policy will be offered to students at the beginning of the school year.

CELL PHONES AND OTHER ELECTRONIC DEVICES

It is the decision of the Dewar Board of Education that cell phones and other electronic devices at school are a distraction to the educational process. It is the policy of the Board of Education that no student shall use an electronic device to include cell phones, flip phones, etc. while in classrooms or during class times. Phones may be used on school grounds during breaks as long as the phones are completely off upon entering the classrooms. In the event a phone rings, beeps, or vibrates during classtime, the punishment will be as follows:

1 st Offense:	Take the phone or device from the student, and return to student at the end of the day. 1 Trash Duty.
2 nd Offense:	Take the phone or device from the student, and return it at the end of the day. 3 days of Trash Duty.
3 rd Offense:	Take the phone or device from the student, and return it at the end of the day. 5 days of Trash Duty and ISD.
4 th Offense:	Suspension for 3 days
There after	Suspension 3 days

LOCKER CARE

Lockers which are provided by the school are to be taken care of at all times. Students should keep their lockers as clean as possible.

Students should not put locks on lockers other than the one that has been issued. 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's office before they are allowed change lockers.

SEARCH AND SEIZURES LAW:

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 shall be necessary for such search.

SPORTSMANSHIP CODE:

The students of Dewar School will strive for unity in a common effect to promote sportsmanship. To provide a better relationship among all students and adult fans, to disregard the element of dissension toward all schools, to promote friendly rivalry, and to further a closer relationship among neighboring schools and communities.

We will dedicate ourselves to practice fair play in both reality and spirit, always seeking to win by fair and sportsmanship means according to the rules of the games and as interpreted by the officials. One can best understand and appreciate the other person's point of view, and situations by practicing the Golden Rule.

We will cooperate with each school in making pregame arrangements, exchanging cheerleader courtesies, observing local rules, regulations, and customs, and practicing positive attitudes by showing a willingness to cooperate at all times.

We will welcome our opponents as guest. We will congratulate our opponents, win or lose, and work to further friendship between schools.

We will respect the rights of other and the official's decisions. We will respect the property of others, the school spirit of our opponents, and the people attending games by staying in the stand during the games and not blocking their view. We will never utter abusive or irritating remarks for the sidelines.

We will strive to maintain courteous association before, during, and after all inter school activities. By thinking open mindedly, we will keep our emotions and sentiments from overcoming our judgment and common sense.

It is our sincere desire that each student of the Dewar High School and Middle School take the sportsmanship code as his/her standard of conduct upon every occasion.

All Parents (and their guest) and all other adults at Dewar Public School Athletic events will abide by the following rules:

1. The day or night of the game I will not talk to the coach before, during, or after the contest with concerns about my child's playing time, treatment, game strategy, etc.
2. I will respect the officials their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

3. I will set up a meeting with Mr. Josh Been, Dewar Athletic Director, or Mr. Josh Kilhoffer, High School Principal, (if Athletic Director is the coach) and the coach at school during the teacher/coach's planning period if I need to talk to the coach for any reason.
4. I understand that athletic facilities are extended classrooms and teachers/coaches are not to be harassed by anyone at the contest.
5. I will remember that children participate to have fun and that the game is for them not adults.
6. I will learn the rules of the game and policies of the Oklahoma Secondary Schools Athletic Association.
7. I and any of my guests will not engage in any kind of unsportsmanlike conduct with any coach or player. Such as booing, taunting, or using profane language or gestures.
8. I will never ridicule or yell at my child, or others participating for making a mistake, or losing a competition.
9. I will refrain from coaching my child or other players during games and practices, unless I am on the official coaches of the team.
10. I understand that there is no guarantee of "any" playing time because my child is a member of the school team.

Failure to conform my conduct to the foregoing while attending any Dewar athletic event will result in the following disciplinary action:

- First offense (any reason – any sport – any grade): An immediate one week ban from seeing any Dewar games (Home or Away).
- Second offense (any reason – any sport – any grade): An immediate one calendar year ban from seeing any Dewar games (Home or Away)
- Third offense (any reason – any sport – any grade): an immediate lifetime ban from seeing any Dewar games (Home or Away)

Any Major Offense can be dealt with if it were a second or third offense.

Concussion and Head Injury Acknowledgement

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the **CONCUSSION FACT SHEET** provided to you by Dewar Public School related to potential concussion and head injuries occurring during participation in athletics.

I _____, as a student-athlete who participates in Dewar Public School athletics and I _____ as the parent/legal guardian, have read the information material provided to use by Dewar Public School related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

Signature of Student Athlete

Date

Signature of Parent/Legal Guardian

Date

What is a Concussion?

- A concussion is a brain injury
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you have not been knocked out
- Can be serious even if you have just been “dinged”

What are the Symptoms of a concussion?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

What should I do if I think I have a concussion?

- Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second

concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

How Can I prevent a concussion?

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards --- **IN ORDER FOR EQUIPMENT TO PROTECT YOU**, it must be the right equipment for the game, position and activity; it must be work correctly and used every time you play.)

For more information visit:

www.cdc.gov/TraumaticBraininjury/

www.oata.net

www.ossaa.com

www.nfhslearn.com

ASBESTOS STATEMENT

In response to the Asbestos Hazard Emergency Response Act, P.L. 99-519, and EPA regulations, we have completed a three-year re-inspection of our buildings.

As a result of our re-inspection concerning asbestos, we are pleased to announce that according to the asbestos management plan Dewar Public Schools is asbestos free.

The management plan will be available for your viewing during office hours Monday through Friday in the office of the Superintendent. Please call for an appointment.

PROCEDURE FOR NSF (NON-SUFFICIENT FUNDS) CHECKS

The Dewar Public Schools procedure for NSF (nonsufficient funds) Checks: For your convenience, if a check is returned for insufficient funds to the school district, the account will be debited electronically for the amount of the check plus a processing (recovery) fee of \$30.00 or legal limit.

Todd Been, Superintendent