

**Silo Public School Administration**

**Dr. Bill Caruthers**  
Superintendent

**Michael Palmer**  
7-12 Principal

**Kate McDonald**  
7-12 Assistant Principal and Dean of Students

**Katie Brister**  
Elementary Principal

**Lana Hankey**  
Counselor PK – 12

**Billy Jack Bowen**  
Director of Athletics, Maintenance and Transportation

**Board of Education**

**Dennis Bowen**

**Dr. Ken Grider**

**Mindy House**

**Donny Simmons**

**Bradley Rowland**

Superintendent's office .....924-7003

High School and Middle School.....924-7000

High School Fax.....924-7045

Elementary School .....924-7001

Address: 122 W. Bourne, Durant, OK. 74701

[www.siloisd.org](http://www.siloisd.org)

Bill Caruthers, Superintendent, [caruthersb@siloisd.org](mailto:caruthersb@siloisd.org)

Michael Palmer, 7-12 Principal, [m.palmer@siloisd.org](mailto:m.palmer@siloisd.org)

Kate McDonald, 7-12 Dean of Students/Assistant Principal, [k.mcdonald@siloisd.org](mailto:k.mcdonald@siloisd.org)

Katie Brister, Elementary Principal, [k.brister@siloisd.org](mailto:k.brister@siloisd.org)

Lana Hankey, Counselor, [l.hankey@siloisd.org](mailto:l.hankey@siloisd.org)

Billy Jack Bowen, A.D., Maintenance-Transportation Director, [b.bowen@siloisd.org](mailto:b.bowen@siloisd.org)

# 2013

# SILO PUBLIC SCHOOLS

# 2014

Aug 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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Sep 2013						
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Nov 2013						
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Dec 2013						
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Jan 2014						
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- Aug. 12 Teachers Report Professional Development
- 13 Professional Development
- 14 Professional Development
- 15 First day of Class
- 30 Professional Day (Bryan County Teachers Meeting)
- Sept. 2 No School Labor Day
- 3 No School
- 4 No School
- Oct. 11 Students released 1:15 (Prof. Develop)
- 15 Parent Teacher Conference 3:00-9:00 pm
- End of 1<sup>st</sup> Nine Weeks
- 16 No school
- 17-18 Fall Break
- Nov. 22 Students released 1:15 (Prof. Develop)
- 25-29 Thanksgiving Holidays
- Dec. 20 Students released 1:15 (Prof. Develop)
- End of 1<sup>st</sup> Semester and 2<sup>nd</sup> Nine Weeks
- Dec. 23-Jan 3 Christmas and New Years Holidays
- Jan. 6 Professional Development
- 7 Classes Resume
- 20 No School
- Feb. 7 Students released 1:15 (Prof. Develop)
- 13 Parent Teacher Conference 3:00-9:00 pm
- 14 No School
- Mar. 7 End of 3<sup>rd</sup> Nine Weeks
- 17-21 Spring Break
- Apr. 11 No School (Possible Weather Day)
- 18 No School Easter Holiday (Possible Weather Day)
- 21 No School Easter Holiday (Possible Weather Day)
- May 2 No School (Possible Weather Day)
- 9 No School (Possible Weather Day)
- 12 Graduation 7:00 p.m
- 13 Last Day of Classes. Students released 1:15 (Prof. Develop)
- End of 2<sup>nd</sup> Semester
- 14 Professional Day

Feb 2014						
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Apr 2014						
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Jun 2014						
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Jul 2014						
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## PRINCIPAL'S MESSAGE

Welcome to Silo Public Schools! We hope you've had a great summer and are looking forward to a new and great 2013-2014 school year. We look forward to serving students and parents, sharing the successes and challenges of every student, and assisting in the pursuit of student goals.

Students, this is YOUR school. Continue to be proud and take care of your school. It is our greatest desire for every student to maximize their abilities and be successful. Challenge yourself to be the best student you can be. As a citizen of Silo Public Schools you shall be expected to follow the rules and policies that this school district has established for the welfare of the entire student body. Following the rules will help all students to become better school citizens and you can be a role model for future Silo High Rebels. Remember, Mr. Palmer's three rules: 1. Act right 2. Remember who you are and where you're from 3. Yes ma'am/sir, no ma'am/sir.

Parents, the single greatest influence on a student is in the home. Help us challenge your child and encourage them to be the most productive person they can possibly be. Please make every effort to see that your child attends school regularly and punctually. Irregularity of attendance is a frequent cause of failure, while tardiness tends to develop bad habits and attitudes toward life and its responsibilities. Please support your child and the school.

This handbook has been designed to help students and parents become well informed and acquainted with Silo High School and Middle School. It should be kept as a ready reference should questions arise during the school year. I challenge you to make an honest effort to live up to the high ideals and standards of Silo High School and Middle School. Each student shall be held responsible for these policies throughout the school year.

We hope this school year is exciting, enjoyable, rewarding, and holds many pleasant memories for everyone. Make every day a great day to be a **SILO REBEL! WE ARE "SIMPLY EXCELLENT!"**

Sincerely,  
Michael E. Palmer

## **FORWARD**

The purpose of this handbook is to acquaint students and parents with necessary information of Silo Public Schools. However, it is not meant to be all encompassing or in any way supersede Silo School Board Policy.

## **GOALS**

Silo graduates will:

1. Be able to function effectively as a member of a family or household.
2. Be an effective communicator
3. Be an effective problem solver in all aspects of life as well as an effective decision maker to minimize those problems.
4. Be a productive citizen within our society who can render responsible decisions in order to vote and be potential leaders of their community.
5. Be able to function effectively as a team member in the work place.
6. Seek life-long learning opportunities outside the structured educational environment.
7. Have high self-esteem as well as positive approach to life itself.
8. Respect the value of human life and the rights of others no matter what their race, sex, religion, or choice of lifestyle.

## **PHILOSOPHY**

The philosophy of the Silo Public School System is based on the concept that the school should exist for individual students at all socioeconomic levels. It should concentrate on providing, through teaching and counseling, equal and adequate opportunities for all students to develop intellectually, physically, socially, and vocationally in order that they might make a contribution to society, that they might be capable of enjoying a cultural, moral and spiritual life, and that they might recognize and accept their responsibilities in preserving the democracy which has provided for these opportunities. It should be noted that these policies do not supersede any federal, state or local laws. If laws are changed, they will supersede board policy.

Furthermore, the philosophy of the Silo Public School System is based upon the following general rules:

- Silo citizens have rights and responsibilities, so also do classroom citizens have rights and responsibilities.
- The student does not divest himself of his constitutional rights on entering the school building.
- So long as a student does not disrupt the educational process, impose upon, endanger or deprive others of their rights, the student will enjoy his freedom of expression, orderly assemble, privacy of person and freedom from discrimination.
- Fair and reasonable procedure will be followed to assure the students' rights.
- The student, in turn, needs to recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.
- All persons connected with our school must demonstrate respect for the rights of the student, and students must accept their responsibility toward others and toward the school system.
- Rules of discipline are guidelines for behavior, so that all may know what is expected of them in the school community.

## **U.S. FLAG PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the Republic  
For which it stands, one nation under God, indivisible, with liberty, and justice for all.

The Pledge is scheduled on a daily basis during 1<sup>st</sup> hour and periodically as a school-wide activity. As a matter of etiquette and policy, students have one of three options to exercise while the Pledge is given.

1. Stand and recite the Pledge,
2. Stand and remain quiet while the Pledge is given, or
3. Remain seated and quiet while the Pledge is given.

## **MOMENT OF SILENCE**

A moment of silence will be observed each day as specified by law.

## **THE AMERICAN'S CREED**

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union one and inseparable; established upon those principals of freedom, equality, justice, and humanity for which American Patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my Country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies. (William Tyler Page, Congressional Record: April 13, 1918)

## **CIVIC VALUES**

The Board of Education recognizes that there exists a set of common civic values that binds citizens and the nation in all of its diversity into a unified community. Additionally, these common civic values must be transmitted to the young people of America in order for our free democratic republic to continue to serve its people. The Silo Public School system acknowledges its role in this task of transmitting civic values to our community youth. But this task cannot be accomplished without the involvement of every student, the assistance of every parent, community agency, religious organization and citizen. Therefore, please join us by reflecting on what these civic values mean and have discussions about our common civic values in every appropriate setting.

### **Civic Values Identified**

- Showing respect for self and others
- Demonstrating care for family and friends
- Accepting people of different races
- Valuing the efforts of hard work
- Striving to improve in all of life's endeavors
- Acting with courage of one's convictions
- Working for the common good
- Citizenship
- Responsibility
- Self-Discipline
- Trust
- Patriotism
- Compassion
- Honesty
- Promptness
- Democracy in a Republic
- Justice
- Healthy Self-Esteem
- Positive Leadership
- Resourcefulness
- Courtesy

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

Silo Public School shall maintain student records in accordance with the Family Educational Rights and Privacy Act. Parents and Eligible students (those 18 years old or enrolled in a post secondary school) have the right to:

1. Inspect and review the student's education records.
2. Silo School shall limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information\*, or (3) under certain limited circumstances as permitted by FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purpose of disclosure.
3. Seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading, or in violation of student privacy rights.
4. File a complaint with U.S. Department of Education, if the Silo School District violates FERPA.
5. Obtain a copy of the FERPA policy from the Superintendent or Principal's office. The district shall provide translations of this notice to non-English speaking parents in their native language. \*The following is designated as "directory information":
  1. Student's name, address, telephone listing, and date/place of birth.
  2. Parent or lawful custodian's name, address, and telephone number.
  3. Major field of study and grade level classification.
  4. Student's participation in officially recognized sports and activities.
  5. Weight and height of members of athletic teams.
  6. Dates of attendance.
  7. Diplomas, certificates, awards, and honors received.
  8. Most recent previous educational agency or institution attended by the student.

### **CODE OF CONDUCT**

Each Silo Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Act like a lady and a gentleman.
- Being respectful to other students, school staff and visitors.
- Doing one's best in lessons and extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

Parents are expected to support the code of conduct by reading the school handbook and discussing their expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.

### **PARENTAL RESPONSIBILITIES**

A major factor relating to academic and social success of a student is parental involvement. Accordingly, parents should:

1. Assume the major responsibility for helping their child develop good habits of behavior, follow all rules and regulations set forth in the handbook, and observe classroom rules set forth by teachers.
2. Recognize and help their child understand that the teacher assumes the role of the parent while they are at school.
3. Monitor their child's schoolwork and homework to ensure student success.
4. Teach their child respect for the property and rights of others.
5. Speak positively about the school and education in front of their child.
6. Assist their child to come to school well groomed and appropriately dresses accordingly to the school dress codes.
7. Send their child to school regularly and on time.

8. Notify the school promptly if their child is absent or tardy.
9. Provide necessary school supplies for their child to be able to perform classroom work.
10. Discuss daily work assignments and report cards with their child in a constructive manner.
11. Keep in close contact with teachers, administrators or other school personnel to ensure good communication and student success.
12. Attend parent conferences, class scheduling conferences, and as many school activities as possible.

### **STUDY IS ESSENTIAL**

Sell yourself on the idea that study is essential. Are you thinking of your high school diploma as a stepping stone leading to a college campus, or as your number one recommendation for a job? Either way, it is of real worth to you only if, along with your diploma, you have acquired a background of information essential to further learning of certain skills which you can use on a job. Be willing to study and have a desire to know the content of the assignment at hand, clear the way for concentration, and learning should follow readily. This willingness to study and a desire to learn are the first steps toward profitable study. Make them a part of your personal philosophy, your thinking, as you make your daily preparations. Do not allow yourself to harbor resentment or objection concerning your assignments because this negative attitude will make your work more difficult.

Other suggestions for study are:

1. Have assignments clearly in mind.
2. Get together the necessary things for preparation.
3. Begin at once on the work to be done.
4. Concentrate on the job, without interrupting your own work unnecessarily.
5. Try to stay with it until you finish.

Thinking about your high school diploma may help you get into college or on a job, but your own information and skill will determine how long you will stay there or how much progress you make. Your own store of knowledge, know how, and personality are in the making as you develop good study habits. Sounds important, doesn't it? It is!

### **BELL SCHEDULE**

1st Hour	8:15-9:00
2 <sup>nd</sup> Hour	9:05-9:50
3 <sup>rd</sup> Hour	9:55-10:40
4 <sup>th</sup> Hour	10:45-11:30
JH Lunch	11:30-11:55
5 <sup>th</sup> Hour HS	11:35-12:20
5 <sup>th</sup> Hour JH	12:00-12:45
HS Lunch	12:20-12:45
6 <sup>th</sup> S.T.E.P.	12:50-1:35
7 <sup>th</sup> Hour	1:40-2:25
8 <sup>th</sup> Hour	2:30-3:15

### **S.T.E.P. (STUDENT/TEACHER ENRICHMENT PROGRAM)**

STEP will be used as a time to teach Character Education, Leadership Education, Communication Skills, Academic Achievement, Reading, Remediation and Target Intervention. Students will be divided into sections per grade. Students will report to their assigned teachers classroom and:

- First 6 weeks - Character Education
- Second 6 weeks - Leadership Education
- Third 6 weeks - ACE/Reading
- Fourth 6 weeks – ACE/Reading

Next 9 weeks – ACE/Reading  
Last 3 weeks – Communication Skills

Remediation and Intervention will occur during ACE/Reading weeks in those subjects in which they did not score Proficient or above on previous state testing.

Teachers will refer students for Intervention in Core Testing subject areas if they are currently failing or in danger of failing a subject.

Students who are Reading only will be required to bring a book to read during STEP. Attendance will be taken. Students may NOT opt out. They will NOT leave and go to another teacher's classroom. Emphasis is being placed on improving Reading scores on the ACT and End Of Instruction Tests and this is also an opportunity to obtain Accelerated Reading Points. A.R. Tests will NOT be taken in the library at this time. First offense for not bringing a book is 3 days of after school detention. Second offense is one day of in-school detention. Repeated offenses will result in ISD.

### **ENROLLMENT**

Students enrolling in the Silo Independent Schools will enroll in seven periods each day unless the student is a senior and has made previous arrangements with the high school principal to enroll otherwise.

Students will not be allowed to change their daily schedule after the first week of school. The same applies to students who enroll during the semester.

1. General: All children who reside in the Silo School district who are eligible to attend Oklahoma Public Schools are entitled to attend the Silo Independent School system tuition free.
2. Age at the Beginning of Kindergarten: The Silo Independent School System will provide a free kindergarten for students who are five (5) years of age on or before September 1 of that school year.
3. Age of Beginning First Grade: Any pupil wishing to start the first grade must be six (6) years of age on or before September 1 of that year.
4. New students enrolling in Silo Public Schools must provide records of adequate immunization or exemption before they will be allowed to enroll and attend class.
5. Transfer Students: Pupils who are not residents, and who have been legally transferred to the schools shall be considered in the same relationship to the school as those who are legal residents of the district, and shall attend school tuition free. Students not living in Silo School District must be granted a transfer before attending school at Silo. Students currently attending school on a transfer must apply for a transfer each year. This must be done before February 1 of the previous school year. High school students residing in a dependent district (one with no high school) must also obtain a transfer each year from that district. Students enrolling in Silo Public Schools must be willing to abide by the rules and guidelines set for our school. (SEE ALSO RESIDENCY POLICY)

### **WITHDRAWAL FROM SCHOOL**

In order to insure proper handling of school records and facilitate entrance into another school, students withdrawing from Silo School should:

1. Have parents call or come by the office to state intent to withdraw and explanation of reason.
2. Obtain a withdrawal notice from the principal's office as early as possible on the day they intent to check out of school.
3. Have the withdrawal notice properly endorsed by all subject area teachers, library, cafeteria, sponsors, and coaches.
4. Return school property and pay any money due before withdrawing from school.
5. Final clearance is obtained from the principal.
6. No records shall be forwarded to another school until a student is cleared.



## IMMUNIZATION OF STUDENTS

Oklahoma State Law requires the immunization against certain diseases of all children attending public schools. Title 70, Section 11210.191, Oklahoma Statutes, 1970: "Rules and Regulations for Immunization for School Children," as amended June, 1976, governs school-admission immunizations requirements. This law requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry. All minor children applying for admission to any Oklahoma school, who have not completed the required immunizations, must be informed of the necessary requirements and complete those requirements before entering school.

It is the duty of school authorities to enforce this law by admitting only those students who have completed all immunizations required. Students must be adequately immunized before enrolling in school. There is no grace period. Students must meet one of these three criteria before enrolling:

Criterion One: Have had all vaccinations indicated in the following chart.

Criterion Two: In the process of being immunized (must be substantiated by record of proof).

Criterion Three: Certification of exemption (See exemptions below.)

Students shall be denied enrollment if these regulations are not met.

### Immunization Requirements in Oklahoma, 2006-2007

PRE-SCHOOL KDG - 7th 8th and 9th 10th - 12th

4 DTP/DToP/Td 5 DTP/DToP/Td 5 DTP/DToP/Td 3 DTP/Td

3 Polio 4 Polio 4 Polio 3 Polio

1 MMR 2 MMR 2 MMR 2 MMR

3 Hep B 3 Hep B 2 or 3 Hep B 2 or 3 Hep B

2 Hep A 2 Hep A 2 Hep A 2 Hep A

Varicella

All measles, mumps, and rubella (MMR) and varicella vaccine doses must be administered on or after the child's first birthday,

or up to four days before the birthday, to be counted as valid doses.

If the fourth dose of DTP/DToP is administered on or after the child's fourth birthday, the fifth dose of DTP/DToP is not required.

Beginning Jan. 1, 2003, fifth doses of DToP must be given on or after the fourth birthday or within four days before the birthday.

If the third dose of Polio is administered on or after the child's fourth birthday, the fourth dose of Polio is not required.

Hepatitis A must be administered on or after the child's second birthday or within four days before the birthday.

Hepatitis B may be administered in a two-dose series to children 11 through 15 years of age. All other age groups will receive the three-dose Hepatitis B series.

A parented history of a child's having had varicella disease (chickenpox) is acceptable in lieu of varicella vaccine.

Hib vaccine is not required for students in pre-kindergarten through grade twelve.

Longer-than-recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines.

It is not necessary to restart the series of any vaccine due to longer-than-recommended time periods between doses.

Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are considered "in process of receiving" immunizations.

Pneumococcal vaccination (PCV or PPV) is not required for school attendance.

Doses administered four days or less before the minimum intervals or ages will be counted as valid doses, applicable to all children, including those already enrolled.

#### Exemptions to the Immunizations Required by Law

Medical (A signed statement is required to obtain this exemption, using ODH Form 216A from a licensed physician stating the physical condition of the child is such that immunization would endanger the life or health of the child.)

Religious or Other (The parent or guardian must present a signed written statement briefly summarizing his or her objections, to obtain this exemption.)

Parental Objection (A signed statement, using ODH Form 216A, from a parent or

Guardian objecting to the required immunizations is required to obtain this exemption. Lost or unobtainable records are not grounds for personal exemptions.)

## **RESIDENCY POLICY**

### New Student Enrollment

Students enrolling in any Silo Independent School instructional facility will be required to provide two verified proofs of residency. The parent will be asked to provide a current utility billing and a lease agreement, contract on a home, warranty deed statement, ad valorem tax statement, or mortgage statement. The school will accept a current gas, electric, or water and sewer billing. Telephone and television cable billings will not be accepted. If a utility billing is not available the school will accept a statement from the utility company that services have been established. The letter must be on letterhead and signed by an appropriate official.

Parents moving into the Silo district from another school district must establish their residence by Labor Day. The intent to build a home or being in the process of building a home within the Silo Independent School district does not constitute legal residency.

Parents moving from one school district to another for the sole purpose of having their children attend school and who do not move into the district to reside permanently but only while school is in session, do not establish legal residency in the district. Parents who provide lease agreements as proof of residence and then move out of the school district prior to the end of the first semester are not considered to have established a legal residence and therefore the student is not entitled to continue attending a Silo School and will be withdrawn.

### Verification of Residency

Parents whose children will be attending Silo Schools for the next school year will be asked to verify existing enrollment information and to provide a current utility billing. This will become an established procedure and will be required for students in grades K-12.

This procedure will be conducted during the spring. Elementary schools will continue to coordinate the effort with the spring parent/ teacher conference day and secondary schools will incorporate the process into the student pre-enrollment of classes for the next year. The process will not affect the enrollment of any child for the current school year but could affect their enrollment status for the following year. Parents/ legal guardians will be asked to sign a document stating they have verified their address to be a legal residence within the Silo Independent Schools, the information provided is accurate and verifiable, and they are the legal guardian of the child. The document will inform parents that if the legal residence of the student is determined to be in another school district the nonresident student will be withdrawn and the parent/legal guardian will be assessed the appropriate tuition fees based on the number of days the nonresident student was enrolled. If the student later becomes a legal resident of the Silo district, all tuition fees assessed must be paid before the student will be allowed to attend school. The tuition fee will be equal to the per capita cost of education for a similar period of such district during the preceding year.

## Residence Affidavit

Parents who cannot provide the necessary information to verify their address because they are residing with a friend on a temporary or permanent basis will be required to complete a residence affidavit. The forms will be available at the school site and require both the homeowner/ resident and the parent of the student to be present and each must provide a valid driver's license. The homeowner/resident must provide the two proofs of residence as required for the new students. The student's parent/ legal guardian will be expected to provide a final utility statement from their previous residence and documentation that the residence has been sold or that the lease has expired. The residence affidavit, once verified by school officials, will allow the student to attend schools for 30 calendar days at which time the parent/legal guardian must provide additional verifiable documentation that a permanent residence has been established with the Silo School district or documentation that the temporary residence has been established as the student's permanent residence. If a new residence is established within the Silo district, but in a different school area the student will be required to attend the school in their boundary area or apply for an in-district transfer.

Parents will be asked to complete a questionnaire that accompanies the residence affidavit form. The information provided will assist school officials in determining the validity of the residence affidavit. Completion of this form and enrollment of the student does not constitute a permanent legal residence and parents who later establish a residence outside the Silo district will be expected to enroll their child in the school district in which they reside.

The child will not be enrolled until all necessary documentation has been provided and verified.

Building administrators will be responsible for initiating the 30 day follow-up on all residence affidavits.

## Legal Guardianship

The Silo Independent Schools will enroll students who are deemed to be legal residents of the district. In order to establish the legal residency of a child for school attendance the student must be residing in the district with his/her appointed legal guardian. The student must be living with the court appointed legal guardian, full time, as a permanent resident, or with a guardian who can provide verifiable documentation that they are contributing to "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contribute in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship, the parent/legal guardian may be asked to provide a copy of the divorce decree indicating which parent has custody. When the issue of whether a parent or legal guardian is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end of the year tax statements from the previous calendar year will be requested.

## Student Due Process

In cases of dispute of residency, the student/legal guardian shall be afforded due process by the board of education. A student who has been denied enrollment by the Silo Independent Schools has the right to submit his/her written appeal to the superintendent of school within ten (10) days after enrollment has been denied. Upon receipt of the request for appeal, an investigation will be conducted by the superintendent and/ or the superintendent's representative. The appeal shall be heard by the board of education within twenty (20) days from the date the written appeal is received by the superintendent. The decision of the board of education shall be final.

## **ATTENDANCE**

In order for students to receive the maximum benefit from the academic program, it is very important that each child be in attendance as much as possible. When a child is absent, it is their responsibility to make up the work they missed during the absence. One day for each day absent shall be allowed for work missed during

an excused absence. Make-up work for an absence that is not excused shall be left to the discretion of the teacher and administration. In all cases, parents should notify the school that their child would be absent on the day of the absence. If notification is not possible at that time, it should be done at the nearest opportunity.

School attendance is required by law. Excessive absences could result in referral to District Attorney. State Law requires attendance of students under the age of eighteen. Silo students are expected to be in school. Consideration will be given as to the reasons for the absences as well as to the attempts by the parents to minimize the absenteeism. Continuing absences may be referred to the Bryan County District Attorney's Office.

### **HIGH SCHOOL AND MIDDLE SCHOOL ATTENDANCE POLICY**

1. Students must be in attendance 90% of the class time elapsed in the semester in order to be eligible to participate in extracurricular activities.
2. Excused and unexcused absences shall be determined by the principal. Excused absences are defined as absences that are beyond the control of the student, such as: illness, death in the family, or any other unpreventable emergency.
3. Students who are absent 10 days or more in any class period during one semester shall automatically be given an "I – incomplete" which may result in a Transcribed failing grade of (F) for that semester; if remediation or deficiency is completed in six weeks immediately following the semester.
4. If a student is absent, they cannot participate in a school activity that day unless the principal waives the participation rule.
5. **Anyone who has ten or more unexcused absences shall not be allowed to go on school trips. The principal may make exceptions in extenuating circumstances.**

### **SPECIAL NOTICE ON ATTENDANCE**

We will request that you provide written documentation of medical appointments from a doctor within three school days of the student's return to school. Parents are encouraged to make doctor's appointments after school or during school breaks. If appointments must be made during school time, please avoid using the same class period enabling your child to stay within the 10 day absence policy. If a student acquires an excessive number of excused absences because of illness, we shall require written documentation.

Absences shall count against the ninety percent (90%) attendance requirement, except the following:

1. Illness, substantiated by a doctor's statement.
2. School activities. (Per State Regulations)
3. Any absence of an emergency nature deemed unavoidable by the school principal: When such a condition exists, the student and/or parents must petition (in writing within two (2) days following the student's return to school) the building principal to request a waiver of penalty.
4. At a parent's request, a student's absence from school on a recognized religious holiday.
5. Legal matters.
6. Funerals.

### **ATTENDANCE LAWS AND REGULATIONS**

Oklahoma State Law: It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of five (5) years, unless such child has been screened as provided for in Section 1201.2 82 of this title and such child is determined not to be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. (Note: The county district attorney will be notified in case of chronic absence.)

## **PENALTIES OF LAW FOR NONATTENDANCE**

Any parent or child convicted of violating Section 153, or other sections, of the 1974 school Laws of Oklahoma shall be guilty of a misdemeanor, and shall be punished by a fine of not more than fifty dollars (\$50) or by imprisonment in the county jail for not more than ten days, or by both such fine and imprisonment.

## **ACTIVITY ABSENCES**

Absences for school-sponsored activities or activities endorsed by the school will not be counted in standard absences. It is the responsibility of the student to see that they don't miss more than ten (10) days in a class for activities during the school year. Events which do not count as one or more of the above-mentioned ten days:

1. State-sponsored events
2. Gifted-and-talented trips
3. Interscholastic meets
4. Class-meeting periods
5. National FFA conventions

Anyone who has ten or more unexcused absences shall not be allowed to go on school trips. The principal may make exceptions in extenuating circumstances.

## **ADMIT TO CLASS AND CODING OF ABSENCES**

A student will not be admitted to class without an admit. Admits will be coded as chargeable or non-chargeable absences.

Non-Chargeable absences will not count against the ninety per cent (90%) attendance requirement. These absences are coded as: A, S, D, E, C, F, Q, I, O. Chargeable absences will count against the ninety per cent (90%) attendance requirement. These absences are coded as: M, P, and T.

Non-chargeable Absences:

Special (S): This code will be given when there is death in the immediate family or other unavoidable absence as approved by the Principal. In such case, the parent should notify the office. This code does not count against the exemption policy.

Doctor's (D): This code will be given when an absence is substantiated by a written doctor's statement. In order to receive this code, the student must bring the statement to the attendance office within two (2) days after returning to school. This code does count toward the exemption policy.

School Activity (AE): This code will be given when a student represents the school in a school approved activity organization that is sanctioned by the O.S.S.A.A. This is a non-chargeable absence in terms of the 90% attendance requirement and the exemption policy.

In-School Detention (I): This code shall be given when a student attends school in the In-School Detention classroom. This is a chargeable absence to the exemption policy.

Out of School Suspension (O): This code shall be given when a student has been suspended out of school. This is a chargeable absence to the exemption policy.

Chargeable Absences: Miscellaneous Call (M): This code shall be given when a parent calls to report an absence for personal reasons, miscellaneous reasons.

Truant (AAU): Definition of Truant: A student is identified as truant when he is absent and neither the parents nor school officials know of his whereabouts. Issued when:

- (a) A student is absent and neither the parents nor school officials have knowledge of his whereabouts,
- (b) Parents fail to notify the school of a student's absence,
- (c) A student leaves a class or campus without permission from a parent or school official.

## **MAKE-UP WORK**

In the work place, employees are faced with the reality of meeting deadlines. Those employees least able to meet these deadlines are the ones who can rarely expect a promotion or job security.

It is a reality, that students must accept the responsibility of homework deadlines. Teachers are not obligated to accept late work. Students having knowledge of a test, quiz or assignment prior to any absence of any length, and is absent the day the assignment is due or the test or quiz is given shall submit the assignment the day of their return and expect to take that test or quiz the day of their return. A student who is absent two days will have two days to make-up the work. Students who do not get the make-up work in on time will have zeros recorded for the assignments.

## **COLLEGE VISITS BY SENIORS**

College visitations by seniors must be set up and approved in advance by the principal and/or the counselor. Parents of seniors must call and request college visits. Seniors are allowed two college visits per school year. You must bring back proof of attendance to the counselor.

## **UNAUTHORIZED DEPARTURE FROM CLASS**

Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If it is necessary to leave the room, a hall pass must be issued by the teacher; and the student must sign a class sign-out log sheet. If it is necessary for the student to leave school, he/she shall be instructed to go to the attendance office and sign out. If a student leaves the classroom without permission, it may result in a truant for that hour. In this event, an appropriate discipline shall be administered.

## **TARDY**

Definition of Tardy: A student is tardy if not in the classroom when the tardy bell rings. A student who is more than fifteen (15) minutes late for class shall receive an absence for that class that day. All work assigned during that period will be due as assigned. Tardiness to class is a disruption of the normal operation of school and must be taken seriously.

Unexcused tardies accumulate for each semester in each class. After three tardies in a class, the student shall be referred to After-School Detention for disciplinary consequences. The student shall then receive After-School Detention for each tardy thereafter. The teacher has the discretion to allow the student to excuse the tardy by an agreement worked out between the student and the teacher. **The teacher shall contact parents by phone or mail upon the 2nd tardy to class.** Teacher action is required before an office referral for tardies. Administrative disciplinary action is determined at the discretion of the administrator and may include any alternative available.

## **HALL PASSES**

Any student who is seen in the hall during class time must have a hall pass from the teacher or the office. Only one person at a time is allowed to use a hall pass from one class.

1. Students are not to be out of any class at any time unless it is absolutely necessary.
2. As a safety precaution and also as a matter of courtesy, running in the halls is not permitted at any time.
3. The halls are to be kept clear. Students may not go through the gym to reach other classes or be in the gym before school or during lunch.
4. Appropriate behavior is expected in the hallways.

## **STUDENTS LEAVING SCHOOL DURING THE DAY**

If a student is to leave early during the school day, parents must notify the school by phone or in writing. Upon notification, students must report to the office and sign out. Failure to follow proper procedure shall be

considered an unexcused absence, and may result in discipline.

### **PICKING UP STUDENTS**

When picking your child up early from school or delivering items/ messages to your child, check-in at the principal's office first and the secretary will call your child from class or deliver the items/message for you. This is to minimize disruption of the entire class during the period of study and instruction. Students will be released only to parent or legal guardian unless prior arrangements have been made. Teachers have been instructed to direct all unregistered guests to the principal's office.

### **ARRIVAL AND DISMISSAL**

Students who are not transported by bus to school are not to arrive at school before 7:30 A.M. There will be no supervision before 7:30 A.M. When students arrive at school they should go directly to the commons, the south side designated areas, or to breakfast. Students are not to go outside to the playground until there is a teacher on duty.

It is to be understood by all parents that there is no supervision at the school before 7:30 A.M. or after 3:30 P.M. and we will not be held responsible for accidents which may occur.

### **HOMEBOUND PROGRAM**

Students with extended illness, injury, or other justifiable reason causing excessive absence must make arrangements with the building principal for a Home Bound Program or other agreeable measures. Such programs require recommendation by a physician and the student will be counted in attendance.

### **ALTERNATIVE EDUCATION**

Alternative education Services are provided for Silo Public Schools by the Choctaw Nation Interlocal Co-op. Reason(s) for referral

- Excessive Absences
- Academic Deficiencies • Behavioral Difficulties
- Pregnant/Parenting Teen • Adjustment Problems
- Recovered Dropout
- Juvenile Justice Referral • Other

Students must fill out an application, go through an interview and then maybe accepted to the program. If the student is currently enrolled in a school, they should NOT withdraw from school until they have been accepted to alternative education. Acceptance and enrollment at the Choctaw Nation Interlocal Co-op is based on the above criteria, the interview, and on availability of space. There is often a waiting period (after returning the application) before an interview is scheduled. There is no guarantee a student will be accepted to the program.

If enrolled in alternative education, the student will be expected to attend school promptly everyday and make progress in earning academic credits for graduation each semester (a minimum of 3 full credits per semester).

### **SILO ONLINE PROGRAM**

Silo Public Schools offers online course enrollment for students in grades K-12 as per the requirements set forth in SB 2319:

1. Silo Public School students are not denied access or enrollment to online courses.
2. Eligible students include those admitted as per regular Silo Public Schools policy.
3. Students will be admitted through Silo Public Schools only.
4. Students are not required to transfer to access online courses.

5. As with standard enrollment procedures, ongoing enrollment is available.
6. Courses may be cancelled without penalty within 15 calendar days of enrollment.
7. An Individualized Learning Plan will be developed for each student enrolled.
8. Course assessment will be coordinated and authorized with parent/guardian.
9. Content mastery or competency will be used to determine course credit.
10. Student may participate in extracurricular activities as per existing district policy.
11. State mandated testing will be done on-site at Silo Public Schools.
12. Students are considered as being in attendance while enrolled in online courses.
13. Course providers will be periodically reviewed.
14. Courses must feature alignment with Oklahoma PASS Objectives.
15. Silo Public Schools online courses are provided free of charge to eligible students.

For a list of courses offered, please contact the principal or the counselor.

### **SEMESTER TEST EXEMPTION POLICY**

In order to further encourage attendance, Silo High School has implemented semester test exemptions. Each teacher shall determine whether a student is exempt from his or her semester test for that particular class. Determination of exemption shall be made according to attendance and grade from each teacher's grade book.

1. Students with an A and no more than 3 absences in a class may be exempt from that semester test.
2. Students with a B and no more than 2 absences in a class may be exempt from that semester test.
3. Students with a C and no more than 1 absence in a class may be exempt from that semester test.
4. Students with a D or F shall take the semester test in that class.

School sponsored activity absences shall not count as an absence. Exempted students may take the semester test if they choose to do so; however, the grade shall only count if the test score shall increase the final grade. Students who owe for books, fines, or dues shall not be exempt from semester tests. Students who have discipline referrals resulting in corporal punishment, suspension, in-school detention shall not be exempt from semester tests. Students that are exempted from Semester Tests are still expected to attend school. Semester Tests are given in grades 9-12 and shall count 10% of the semester grade average.

### **ACHIEVING CLASSROOM EXCELLENCE (ACE LEGISLATION)**

Beginning with students entering the ninth grade in the 2008-2009 school year, every student shall demonstrate mastery, by passing with at least a satisfactory score on the end of instruction tests, of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

- A. Algebra 1
  - B. English 2; and
  - C. Two of the following five:
    1. Algebra 2
    2. Biology 1
    3. English 3
    4. Geometry, and
    5. United States History
- (70 O.S. § 1210.523)**

Students who do not attain at least a proficient score on any end-of-instruction test shall be provided remediation and the opportunity to retake the test until at least a proficient score is attained on the tests of Algebra I, English II, and two of the tests required or an approved alternative test. (70 O.S. § 1210.523)

Remediation may be provided by means which may include, but are not limited to, extended time during the school day, a summer academy, tutoring, online coursework, or other supplementary services. (70 O.S. § 1210.522)



S.T.E.P. time will also be used for remediation, intervention, and reading. Those students in need of remediation and those who are failing Benchmark tests will be required to attend remediation in the computer labs. They will use the A+ program and/or Click and Learn and/or Study Island as a supplement to remediation. Students who are in danger or failing a course will be recommended for intervention.

If you have further questions, please contact the principal or counselor.

## GRADUATION REQUIREMENTS

(See back page for Graduation Checklist)

State Graduation Requirement (Core Curriculum)

In order to receive a high school diploma from Silo High School, the student must have completed the following fifteen (15) requirements plus nine (9) electives, for a total of twenty-four (24) units:

English..... 4 Units	Social Studies..... 3 Units	Science.....3 Units
Math.....3 Units	The Arts... .....2 Units	Electives.....9 Units

College Preparatory Curriculum Requirements

Beginning with students who are ninth graders in the 2006-2007 school year (Class of 2010), Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry, requiring these students to complete the college preparatory curriculum unless the student's parent or legal guardian approves the student to enroll in the existing state or local graduation requirements. Successful completion of either curriculum shall result in accomplishment of a standard diploma.

Choosing the courses a student takes in high school is an important decision for you and your child. With your input, courses chosen for a student's career pathway can give him or her a head start on career and educational success. A college preparatory curriculum is challenging and may help determine a student's future success in higher education and the world of work.

The college preparatory curriculum on SB 982 is as follows:

English...4 Units of any English course approved for college admission requirements.

Laboratory Science...3 Units limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

Math...3 Units limited to Algebra 1, Algebra 2, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra 1 and approved for college admission requirements.

Social Studies...3 Units including one U.S. History and two units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.

Beginning with graduating class of 2012, Silo H.S. shall require students to complete one unit of Government for Graduation.

Choice of:

Foreign Language...2 Units

Or

Computer Technology...2 Units including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.

One Additional Unit selected from any of the above or career and technology education courses approved for college admission requirements.

One unit or set of competencies of Fine Arts such as Music, Art, or Drama, or one unit of Speech.

Electives...7 Units. Must include Personal Financial Literacy (**70 O.S. § 11-103**)

## GRADING PRACTICES

Grades are recorded and reported on a nine-week cycle, however, there shall be no nine week grade cards. We will send progress reports at the 6 and 12 week grading periods with a scheduled parent/teacher

conference during the nine week grading period. Usually, grade reports are sent home on the Wednesday following the end of the grading period. Parents are encouraged to check on their child's progress at any time. Classes at Silo Public Schools shall use the following grading scale:

90 – 100 = A    80 – 89 = B    70 – 79 = C    60 – 69 = D    0 – 59 = F

Non-weighted courses shall have a scale of: A = 4, B = 3, C = 2, D = 1, F = 0

Weighted classes shall consist of: Any Advanced Placement courses, any concurrent college courses, Chemistry, Physics, Trigonometry, Calculus, Anatomy/Physiology, and Zoology

The weighted scale shall be: A = 5, B = 4, C = 3, D = 2, F = 0

Incomplete Grades: Any student not completing all of the requirements by the time the semester ends may receive an incomplete (I). The student shall be allowed the first ten school days of the next grading period to complete the requirements. If the "I" occurs in the last semester, then the student shall only have 6 weeks to complete the requirements. If the student does not complete the work within the allowed time, the student shall be given a zero for the uncompleted work.

### **COMMENCEMENT / GRADUATION CEREMONIES**

Commencement is a solemn and joyous occasion. The student's behavior is expected to reflect the importance of the occasion. Remember, participating in commencement is a privilege, not a right. Any disruptive behavior shall be dealt with immediately and normally shall result in the removal of the student or adult involved. Seniors are required to wear the approved cap and gown in order to participate in the ceremony and may not add any accessories to the approved cap and gown unless approved by the principal. Seniors assigned to the Alternative School for non-disciplinary reasons may be approved to attend by the Principal. Weekly eligibility rules do not apply to Commencement. Commencement is a school activity designated to recognize senior students who are scheduled to graduate. Commencement is generally scheduled in May of the week school is dismissed for summer. As a school activity, students participating must comply with the school rules. Among the most common rules for commencement are the following. Additional details surrounding commencement are given to seniors in a handout form during the spring of each year.

1. Dress for Commencement: Appropriate dress is required. Boys are asked to wear dark slacks, socks, and dress shoes. A white dress shirt with a tie is preferred. Girls are asked to wear a dress (that meets the school dress code) or slacks. Under no circumstances are flip flops, jeans, shorts, or short skirts allowed. Students must wear the school-approved cap and gown. No accessories may be added except the school-approved medallion and honor stoles (if eligible).
2. Seniors in violation of the dress code or choose to misbehave before or during the Commencement exercises shall be removed and not allowed to participate.
3. Seniors must check in at commencement in their assigned areas and remain in their assigned areas until directed to the event area. Students may not depart the commencement area until all commencement activities have concluded.

(If a student has a concern meeting any of the above dress requirements, he/she should contact an administrator, teacher, or counselor for assistance as soon as possible.)

Additionally, students who need more than one unit for graduation shall not be permitted to participate in the graduation exercises. (Regulation J – Page 79 of the Administrator's Handbook for Elementary, Middle, Junior High and High Schools – State of Oklahoma Department of Education).

### **VALEDICTORIAN – SALUTATORIAN AND GRADUATING WITH HONORS**

The selection shall be made based upon a cumulative seven-semester grade point average. (The valedictorian(s) of the senior class shall be the student(s) with the highest grade point average to the hundredth point. The salutatorian(s) of the senior class shall be the student(s) with the second highest grade point average to the hundredth point.

Students will be recognized as graduating with HIGHEST HONORS with a grade point average of

3.850 and above. Also, students shall be recognized as graduating with HIGH HONORS with a grade point average of 3.75 and above.

Grades from subjects taken during the ninth, tenth, eleventh, and first semester of the twelfth grades shall be averaged. However, any grades earned from course(s) completed in the 7<sup>th</sup> and 8<sup>th</sup> grades may be used to calculate the final GPA, if the course(s) are required for High School graduation.

Letter grades shall be given numerical value as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

Weighted grades shall also be used in determining Valedictorian and Salutatorian. Weighted classes shall consist of:

- Any Advanced Placement courses
- Any concurrent college courses
- Chemistry
- Physics
- Anatomy/Physiology
- Trigonometry
- Calculus
- Statistic
- Spanish 3
- Algebra 3

The weighted scale shall be: A = 5, B = 4, C = 3, D = 2, F = 0

In considering selection of valedictorian(s) and salutatorian(s), only those students who have been enrolled in Silo High School from the beginning of their senior year or longer shall be considered.

This policy shall be under constant review and adapted according to expanded course offerings and state and local requirements.

## **STUDENT CLASSIFICATION**

High School requirements:

- Freshman 0 – 6 credits
- Sophomore 6 ½ - 12 credits
- Junior 12 ½ - 18 credits
- Senior 18 ½ plus credits

## **SCHEDULE CHANGES**

It is the policy of the Silo Board of Education that any change to class schedules for students must be made during the first week of each semester. Class scheduling is an important and complex process. Although every effort will be made to accommodate the student, changes in class schedules may not be possible because of class loads or limits. Parental permission is required for class changes during the second semester. Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. The request must then be submitted to the principal or counselor for consideration. The student shall be informed if the change can be made but must adhere to the original schedule until notified.

## **PROMOTION**

In grades 7-8, each student must pass five courses to be promoted to the next grade.

## **PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion tests may be taken in December and May each year. The student must notify the Principal at least 30 days in advance of the test. These students must be able to demonstrate mastery of the learning outcomes of the subject or subjects involved at a ninety-percent proficiency level. Students shall be required to complete a criterion-referenced comprehensive exam over each subject or subjects they wish to

test out of. Students must score ninety percent or better on the exam to receive credit. Limit 2 tests per semester. A processing fee is charged. The student should contact the counselor for additional information. School officials must be notified in writing which tests a student intends to take at least two weeks in advance.

### **CONCURRENT ENROLLMENT**

Silo Public Schools encourage eligible Juniors and Seniors to participate in our concurrent enrollment program by successfully completing coursework from local institutions of higher education for dual transcribed credit towards HS graduation requirements as well as college credit.

Eligible Seniors may receive tuition waivers from the State of Oklahoma for up to six hours of credit per semester. These waivers are for tuition only and do not include any additional fees that the college may charge. Of these additional fees, Silo Public Schools will contribute \$25.00 per each successfully completed credit hour up to a maximum of \$150.00 per student per semester. Fees and charges in addition to this, including books are the responsibility of the student. Seniors who wish to enroll in more than six hours may do so, however, they will be responsible for all tuition, fees, and books.

Eligible Juniors may receive a tuition waiver from Silo Public Schools for up to nine hours. Juniors may enroll in three hours in the Fall and six hours in the Spring. This waiver is for tuition only and do not include any additional fees that the college may charge. Of these additional fees, Silo Public Schools will contribute \$25.00 per each successfully completed credit hour up to a maximum of \$150.00 per student per semester. Fees and charges in addition to this, including books are the responsibility of the student. Juniors who wish to enroll in more than six hours may do so, however, they will be responsible for all tuition, fees, and books.

If at anytime, a concurrent student fails a college course, that student will be responsible for paying for the tuition and fees of that course before enrolling in further courses at the college level.

Core courses, i.e. Composition 1-2, U.S. History, College Algebra, Humanities, or Science, will be recommended courses of study only. Elective college courses must be approved prior to enrolling by the Academic Advisor/Counselor or Principal.

Any Junior or Senior enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student. Enrollment in Concurrent courses must be done in coordination with Silo High School personnel and college officials. To be eligible, they must meet the requirements for concurrent enrollment. Basic criteria for enrollment are as follows:

	Seniors	Juniors
University of Oklahoma	24 on A.C.T.	25 on A.C.T.
Oklahoma State University	22 on A.C.T.	25 on A.C.T.
Regional University	20 on A.C.T.	23 on A.C.T.
Two-Year College	19 on A.C.T.	21 on A.C.T.

The following college classes may be taken in lieu of the high school requirements for graduation:

Comp. I=English III or IV	Comp. II=English IV	Am. Gov't.=Am. Gov't.
U.S. Hist. (pre)=Am. Hist.	U.S. Hist. (post)=Am. Hist.	World Civil.=World Hist.
Psychology=Psychology	Humanities=Humanities	Sociology=Sociology
Col. Algebra=Algebra II	Col. Trig.=Trigonometry	Gen. Phys. Sci.=Science

### **OKLAHOMA HIGHER LEARNING ACCESS PROGRAM OHLAP (OKLAHOMA'S PROMISE)**

Discover the promise of FREE college tuition! Oklahomans want to see deserving students succeed – students who study and work hard, but whose families find it difficult to afford college. If your child dreams of going to college and works to achieve it, then we can help make it a reality!

To make that happen, the Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students (homeschool students must be age 13, 14 or 15) that will help pay for their college

education if their family's income is \$50,000 or less at the time the student applies for the program.\* This program is Oklahoma's Promise.

But college isn't easy. So to make sure students get ready for college while they're still in high school, the program requires students to take certain high school courses. They will have to pass those courses and keep up their grades. And besides staying on top of the books, students will also have to show that they're in control outside the classroom. That means staying away from trouble like gangs, drugs and alcohol. In short, the student promises to prepare academically for college and stay out of trouble, and in return, the state of Oklahoma promises to help pay the student's college tuition.

If you don't qualify for this program, there are still other ways to pay for college, including scholarships, grants and student loans. For more information on other financial aid, see your counselor for more details, visit the financial aid section on the Student Center, or call the Oklahoma State Regents for Higher Education's student information hotline at 800.858.1840.

*\*In addition, the income of the student's parents (or the student if the student is financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. This provision becomes effective for students receiving the award in college for the first time in 2012-13 and thereafter.*

### **HONOR ROLL**

Students shall be selected for the Superintendent's Honor Roll for each grading period in which they achieve a grade of not less than an "A" in any class. Students who achieve no less than a "B" in any class shall be named to the Principal's Honor Roll.

At the end of each semester, grade points will be averaged for the most recent nine weeks and the completed semester. Two honor rolls will be released at that time. Students with any grade less than a "B" in any class will not be included on the honor roll regardless of GPA.

### **PASSPORT TO FINANCIAL LITERACY (70 O.S. § 11-103)**

Personal Financial Literacy is designed for students in Grades 7-12. These standards of learning are priority, essential, and necessary for all Oklahoma students. Learning the ideas, concepts, knowledge, and skills will enable students to implement personal financial decision-making skills; to become wise and knowledgeable consumers, savers, investors, users of credit, money managers, and to be participating members of a global workforce and society. The intent of personal financial literacy education is to inform students how individual choices directly influence occupational goals and future earnings potential. Effective money management is a disciplined behavior and much easier when learned earlier in life. The fourteen areas of instruction designated in the *Passport to Financial Literacy Act of 2007* (70 O.S. §11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Basic economic concepts of scarcity, choice, opportunity cost, and cost/benefit analysis are interwoven throughout the standards and objectives. This systematic way of making personal financial decisions will provide students a foundational understanding for making informed personal financial decisions. Real world topics covered by these standards include the following:

1. Earning an income; 2. Understanding state and federal taxes;
3. Banking and financial services; 4. Balancing a checkbook; 5. Savings and investing;
6. Planning for retirement; 7. Understanding loans and borrowing money, including predatory lending and payday loans; 8. Understanding interest, credit card debt, and online commerce; 9. Identity fraud and theft; 10. Rights and responsibilities of renting or buying a home; 11. Understanding insurance; 12. Understanding the financial impact and consequences of gambling; 13. Bankruptcy; and 14. Charitable giving.

Effective money management is a disciplined behavior and much easier when the 14 areas of instruction in order to receive their diploma.  
**MUST BE IMPLEMENTED FOR FRESHMEN 2010-2011.**

### **CARE OF TEXTBOOKS, LIBRARY BOOKS, ATHLETICS UNIFORMS, ETC.**

Students are responsible for all textbooks, workbooks, library books, and athletic uniforms issued to them during the school year. All lost or damaged books and/or athletic uniforms must be paid for.

Fees for lost or damaged items are as follows:

- Textbooks..... Cost of Book
- Workbooks..... Cost of Book
- Athletic Uniforms .....Cost of Uniforms
- LibraryBooks ..... Cost of Book

The student will not be issued another textbook, workbook, athletic uniform, or library book until this fee is paid. If these fees are not paid by the end of the school term, the amount due will be carried over to the following school year and will be due before a student will be issued books for that school year.

All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. Monies collected for lost textbooks, library books, and athletic uniforms will be refunded if the item is found. Monies collected for lost workbooks cannot be refunded due to the fact that workbooks are consumable and will be a useless item after the student has begun working in it.

### **STUDENT PARKING AND DRIVING ON CAMPUS**

Students' cars are to be parked on school property upon arrival. No student will be permitted to sit in or on cars from the time of arrival until dismissal. Cars are to remain parked until the students' departure from the school premises. Students will not return to their cars during the school day without permission from the office or teacher. Students leaving school at the end of the day shall not use the road running east and west in front of the gym so that they will not interfere with the buses. Students will not drive between the gym and 6<sup>th</sup> grade/Vo-Ag building during the school day.

Students are to drive in a safe and cautious manner in arriving and departing from school facilities. All driving rules and regulations for driving near schools are to be observed and practiced. These rules will be strictly enforced. Only students who are fully licensed may drive to school. Speed limits around the school are 15 mph at all times and 5 mph in the parking area in front of the school during times when buses are loading or unloading. Students who choose to not park in designated student parking may result loss of driving privileges. 1<sup>st</sup> Circumstance will result in a warning. 2<sup>nd</sup> Circumstance may result in loss of privileges for 1 week. Subsequent Circumstance will result in 2 weeks to the rest of the semester. **DRIVING ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED IF ABUSED AND SHALL BE TAKEN AWAY FOR NOT OBEYING THE RULES.**

### **GENERAL CONDUCT EXPECTATIONS**

We ask that students observe a few general conduct guidelines. If these are followed, then the time spent at Silo School will be productive and pleasant for you and those around you.

One of the most important words you can learn the meaning of is RESPECT. If you put into practice the meaning of this word, you will be a very successful person no matter what you are doing. RESPECT: giving careful thought concerning the needs and feelings of others, yourself, and the needs of the environment you live in. While at School, respect others, respect yourself, respect your environment, be polite, be helpful, and be honest. In the classroom, conduct yourself in a manner that promotes a positive, orderly learning atmosphere. In the Cafeteria, enter, eat, and leave in an orderly and quiet manner. Students are to refer to school personnel as Mr., Mrs., or Miss in a respectful manner.

Respect for others is one of the greatest lessons taught or learned. Students are asked to please respect

the property that is near our school building. They are asked not to go into the yards of neighboring property or to block driveways.

## **BUS BEHAVIOR**

A. 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.

B. Bus transportation is provided for students enrolled in the Silo Independent School as follows:

1. For students residing at a distance greater than one and one-half miles from the school of record.
2. For any other purposes designated as being of benefit to the total of the school and as approved by the principal/superintendent.

C. Silo School Rules and Regulations for School Bus Riders:

1. The principal/superintendent is responsible for the establishment of bus routes and the designations of bus stops. Bus stops will be established during the first week of the school year.
2. Violations of rules and regulations contained herein may result in the loss of riding privileges in addition to other disciplinary action.
3. Rules and regulations for bus riders are as follows:
  - a. Move to the rear of the bus when boarding to make room for other students. Take a seat and remain seated while the bus is in motion. Sit only in assigned seats, if seat assignments are made.
  - b. Assist in keeping the bus clean. Clean your feet before entering the bus. Leave no books, lunches, or other articles on the bus.
  - c. Treat all bus equipment as you would valuable furniture in your own home, or your own car. Never tamper with bus equipment.
  - d. Keep the aisles clear of books, athletic equipment, and other objects.
  - e. Avoid loud talking, laughing, or unnecessary confusion that diverts driver's attention. Do not talk to the bus driver when the bus is in motion unless it is absolutely necessary to do so.
  - f. Do not extend hands, arms, head, or any other part of the body out of the window.
  - g. Do not eat or bring food on the bus.
  - h. Large objects or objects which block the view of the driver will not be brought on to the bus. Balloons or objects which cannot be stored between the seats have been a particular problem.
  - i. Do not smoke on the buses.
  - j. Do not bring alcohol or other illegal substances on the buses nor attempt to board the bus if you are under the influence of alcohol or controlled substances.
  - k. Do not use profane or obscene language on the bus.
    1. Do not try to bring animals or other pets on the bus.
  - m. Do not ask the driver to discharge riders at places other than the regular bus stop.
  - n. The bus will not stop for students who have not ridden the bus for 3 consecutive days without parental notification to the school. The parent or guardian will need to contact the school to resume bus service once it has discontinued.
4. Safety guidelines for students.
  - a. Walk on the left side of the street facing traffic between home and the school bus stop.
  - b. Be on time at the bus stop. Plan to arrive not more than five minutes before the scheduled pick-up time. The students should help in keeping the bus on schedule.
  - c. Be on time at the designated departure place from the school at the end of the day. Being on board the bus at the time of the scheduled departure is a student responsibility.
  - d. Stay out of the street while waiting for the bus. Wait in the area alongside the curb. Do not attempt to

ride any bus other than the one to which assigned. Do not attempt to board the bus at other regular bus stops.

- e. Show proper respect for private property such as lawns, shrubs, trees, etc. Stay out of garages and off porches. Property owners are extending to students the use of their corner or driveway. Any abuses may result in the moving of the bus stop.
- f. Look both ways if it is necessary to cross the street after getting off the bus. Cross at least ten feet in FRONT of the bus. Be on the alert for danger signals from the driver.
- g. The driver of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly. Students must be informed that:
  - (1) The privilege of pupils to ride the bus is conditioned on their good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it shall be the duty of the driver to refer such disobedience to the respective principal for the proper disciplinary action.
  - (2) The principal will determine necessary disciplinary action, and if the student is to be suspended from riding the bus for a period of time, proper notification will be given to parents of the student.
  - (3) 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 student's regular bus stop.

The student bus rider has an important role in bus behavior. The good student will inform himself/herself of all rules and regulations pertaining to riding a bus and will strive to obey them. He will encourage his fellow students to do likewise. Students are well aware that most injuries on the buses are caused by carelessness or student horseplay. They should be safety conscious while they are bus riders. Students who obey the rules are very much the good citizens and are commended for their behavior.

It is sincerely hoped that parents will recognize that these rules and regulations are for the safety and well-being of all students riding the buses and that they will actively assist in enforcing them as well as being in support of the school as the bus program is administered.

## **BUS DISCIPLINE**

### High School

First offense — Warning

Second offense — Four (4) hours of detention

Third offense — Five (5) school days suspension of bus riding privileges

Fourth offense — One month suspension (20 school days) of bus riding privileges

Fifth offense — Suspension of bus riding privileges for the remainder of current school year.

## **BEHAVIORAL STANDARDS**

The Board of Education also recognizes that students maintain rights of citizenship while in the Silo Public Schools. Those who enjoy the rights and privileges of a free public education must also accept the responsibilities that inclusion in a school community demands. The presence of a safe and orderly school environment is closely linked in school research to the accomplishment of high academic achievement in students. The establishment of a safe and orderly school environment requires that a clear standard of behavior be established. This standard then permits adults to teach clear and unequivocal lessons to students regarding responsibility and self-control. It also gives students a clear expectation of their limits in the school and community setting. The behavioral standards listed below are the basis for the Silo Public Schools disciplinary code. The Board of Education encourages adults and students to become familiar with the behavioral standards and to discuss the importance of such standards in school and community life.

Clear Behavioral Standards:

- No Violence



- No disrespect, physically or verbally
- No drugs
- No bullying
- No conduct which jeopardizes the safety of others
- No blaming others for one's own mistakes
- No profanity
- No threats
- No interference with the right of others to learn
- No disregard for the health and safety rights of others
- Be attentive to the best of your ability
- Be responsible for your participation
- Respect rights and property of others
- Respect yourself
- Demonstrate moderation and pride in dress and appearance
- Use self-control at all times
- Strive for responsible ethical use of resources
- Conduct yourself with pride and moderation so that your behavior reflects favorably upon your parents, school and community
- Follow the rules, which is a life skill; rules are designed to promote a safe and orderly school environment

### **DISCIPLINE**

It is the intent of the faculty and administration of the district to educate our students in such a way as to develop well-rounded, responsible citizens. The practice of using disciplinary techniques is aimed at achieving that goal. All methods work better when all parties involved work together.

Our aim in teaching discipline is to make the students more responsible for their own behavior. It is our goal to produce students who can practice self-discipline. It is a key to good citizenship and success in life.

### **AUTHORITY OF THE TEACHER**

According to Oklahoma state law (Oklahoma School Code, Article VI, Section 95), the teacher of a 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. The same control applies to an extracurricular school activity.

### **SPECIFIC DISCIPLINARY INFRACTIONS**

- A. Alcohol and other chemical abuse: See Drug and Alcohol Policy
- B. Arson: 1<sup>st</sup> Circumstance: Out-of-school suspension for the remainder of the semester and the following semester.
- C. Assault and Battery:
  - Assault: Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.
  - Battery: Offensive un-consented touching of another person. Includes fighting and throwing objects.
  - 1<sup>st</sup> Circumstance: Report to the authorities on first or subsequent offenses where appropriate.
- D. Assault on School Employees: School employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Silo School System for any purpose, including such personnel not directly related to the teaching process and board member during board meetings. Every person who, without justifiable or excusable cause, knowingly commits assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to OK (70-9-113).

- 1<sup>st</sup> Circumstance: Out-of-school suspension commensurate with the offense including the current and subsequent semester. Report to the authorities where appropriate.
- E. Fighting: Physical abuse among students during school hours, school activities, or while in transit to or from school will not be overlooked or tolerated. Every effort will be made to determine whether or not one of the students was the aggressor. If such is determined, punishment of the aggressor shall be more severe than for the one acting in self defense. If it cannot be determined, or, if two students mutually agree to fight, both shall be equally guilty and face the same penalty. Students who are guilty of causing others to fight through verbal encouragement may also be disciplined.  
These are general guidelines. Extraordinary circumstances may increase punishment. 1<sup>st</sup>  
Circumstance: 3 day suspension  
2<sup>nd</sup> Circumstance: 5 day suspension  
3<sup>rd</sup> Circumstance: suspension for remainder of current semester and the next semester
- F. Cheating/Plagiarism: Grade of zero (0) for all work resulting from cheating/plagiarism for the student and any student who knowingly assisted to cheat.  
1<sup>st</sup> Circumstance: 5 days ISD. Subsequent Circumstance: 7 days ISD or out-of-school suspension.
- G. Disruptive behavior: Failing to follow classroom rules and/or disrupting the educational environment.  
1<sup>st</sup> Circumstance: 1 day ISD. Subsequent Circumstance: Loss of privileges, detention, or ISD
- H. Vandalism/Theft/Extortion: 1<sup>st</sup> Circumstance: Return of property, restitution for property and up to 3 day suspension. 2<sup>nd</sup> Circumstance: and Return of property, restitution of property 10 day suspension 3<sup>rd</sup>  
Circumstance: Return of property, restitution of property and Expulsion. Note: Extreme cases may result in immediate expulsion under any circumstance.
- I. Aggressive Behavior (Bullying)/Harassment: includes, but is not limited to: offensive teasing, un-consented communications with another student, taunting, and slanderous remarks regarding another student.  
1<sup>st</sup> Offense: Loss of privileges, detention, or ISD per circumstances. Subsequent Offenses: ISD or out-of-school suspension
- J. Hazing: All forms of hazing and/or intimidation are prohibited by the school and school sponsored activities.  
1<sup>st</sup> Offense: ISD or out of school suspension. Subsequent Offenses: out-of-school suspension.
- K. Insubordination: A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel and/or the school handbook without just cause as determined by the principal, is considered insubordinate and is subject to the following discipline:  
1<sup>st</sup> Offense: Loss of privileges, ISD, swats, or detention. Subsequent Offenses: ISD or out-of-school suspension.
- L. Misinformation: The willful giving of misinformation by commission (lying), or omission.  
1<sup>st</sup> Offense: Detention, swats, or ISD. Subsequent Offenses: Loss of privileges, ISD or out-of-school suspension.
- M. Obscenity/Profanity: Obscene materials including, but not limited to: illustrations (drawings, paintings, pictures, etc.) and oral or written materials (books, letters, poems, tapes, CD's, videos, etc.) which are commercially or student produced are prohibited. Profanity including, but not limited to: gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.  
1<sup>st</sup> Offense: Loss of privileges, Profanity Packet, swats, detention, or ISD. Subsequent Offenses: Swats, ISD, or out-of-school suspension.
- N. Public Display of Affection (PDA): Inappropriate physical contact including, but not limited to: intimate touch of body parts at school or at school sponsored activities is prohibited.  
1<sup>st</sup> Offense: Detention or ISD. Subsequent Offenses: Loss of privileges, ISD or out-of-school suspension.
- O. Sexual Harassment: Sexual harassment is a sexual action, act, or something said that is unwanted and unwelcome that causes a person to feel uncomfortable or offended. Sexual harassment shall not be tolerated. Students who feel that they are or have been victims of sexual harassment of any kind or from anyone (adult or student) must report their complaint to the (1) school counselor, (2) school principal, or (3) school

superintendent.

1<sup>st</sup> Offense: Loss of privileges, ISD, or out-of-school suspension. Subsequent Offenses: ISD or out-of-school suspension.

P. Tobacco: 1<sup>st</sup> Offense: 3 days ISD 2<sup>nd</sup> Offense: 3 day suspension 3<sup>rd</sup> Offense: 5 days suspension 4<sup>th</sup> Offense: Suspension for remainder of semester.

Q. Leaving campus without permission.

1<sup>st</sup> Circumstance: 3 days ISD. Subsequent circumstance: 5 days ISD or out-of-school suspension.

R. Skipping class.

1<sup>st</sup> Circumstance: 1 day ISD. Subsequent circumstance: 3 days ISD or out-of-school suspension.

S. Truancy from school. Definition of Truant: A student is identified as truant when he is absent and neither the parents nor school officials know of his whereabouts.

1<sup>st</sup> Circumstance: 3 days ISD. Subsequent circumstance: 5 days ISD or out-of-school suspension.

T. Throwing food in Cafeteria:

1<sup>st</sup> Circumstance: 1 day ISD. Subsequent circumstance: 3 days ISD or out-of-school suspension.

### **DRUG AND ALCOHOL POLICY**

The Silo School District supports a policy of no tolerance of students involved in the possession, use, delivery, transfer, or sales of alcoholic beverages or controlled substances or prohibited substances while in school or at school sponsored events.

Prohibited substances are described as follows

A. Alcohol or any alcoholic beverage.

B. Any controlled substance or dangerous drug as defined by state law or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801: including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

C. Any prescription or non-prescription drug, medicine, vitamin or other chemical, including, but not limited to aspirin, other pain relievers, stimulants, diet pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

If a teacher, aide, other school employee, or a student of the Silo Independent School suspects any student of being under the influence of, or possessing alcohol or a controlled substance, that person shall notify the principal immediately.

The principal acting on the grounds of "reasonable suspicion" may in the presence of a witness, search the student, the student's locker, and personal property including book bags and automobiles.

If the principal determines that the student is under the influence of alcohol or a controlled substance, or finds alcohol or controlled substances, including empty containers and residue, the following procedures will be followed:

1. A. First offense — Law enforcement may be contacted to come to the school to verify the symptoms of intoxication. Upon verification of school policy violation, Parents will be contacted.

B. Second offense — Parents and law enforcement will be contacted immediately and the student will be suspended for the remainder of the current semester plus the succeeding semester.

2. Because of the potential danger to the student presented by his/ her acute intoxication of alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose while at school, or at a school sponsored event, will be transported immediately to the local hospital facility designated to provide detoxification services with immediate notification of parents and police. Following his/her return to school, Section 1 of this policy will be implemented.

The U.S. Supreme Court has ruled that under the Fourth Amendment to the U.S. Constitution, searches of students by school officials need not adhere to the strict standards of "probable cause" imposed upon law enforcement officers. Rather, the legality of searches will depend upon the "reasonableness" of the search in light of all the circumstances. There must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The states remain free to provide greater protection for students.

3. Any student suspected of selling or distributing any of the aforementioned substances will be suspended immediately for the remainder of the current semester as well as the next semester.

### **SEARCH AND SEIZURE**

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, low point beer, wireless telecommunication devices. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. This policy will also apply to vehicles driven to the school.

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the board of education, in accordance with school policy.

### **DANGEROUS WEAPON**

It is the policy of the Silo Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or fire arm silencer; or (d) any destructive device including any explosive, firework, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.  
Such firearm or weapon will be confiscated and released only to proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below.  
"any pistol,, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."  
Any student who violates Section 2 of this policy will be subject to discipline which may include

suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the appropriate principal.

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment with administrator's prior approval. Administrators may possess firearms for the purpose of protecting the students and staff during an emergency.

### **SUSPENSION OF STUDENTS (REGULATION)**

The authority to suspend a student from a school district is delegated to the respective principal.

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 suspensions 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 removed from a public or private school in this state or any other state for such at, shall not be enrolled in the district unit such time as that student no longer poses a threat to self, other students, or faculty.
5. Procedural steps in 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. Probation. A student may be placed on probation with or without additional disciplinary action. If that principal as a suitable alternative to suspension elects probation, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

B. In-school placement is an alternative to out-of-school suspension. The student's principal shall impose in-school placement, and the student shall be placed in a supervised, structured environment. This placement shall 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 suspension committee.

C. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why In-School Detention 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 shall 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 parent(s), may appeal the suspension to the suspension committee, if the period of suspension or the notice of the intent to suspend of their intent to appeal the suspension.

A. The student, or the student's parent(s), shall notify the superintendent as soon as possible 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 of appeal, the superintendent shall advise the suspension committee (short term) of 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 suspension 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 school days of a decision.
  - E. Decisions of the suspension 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 informal 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 shall take whatever action it desires appropriate.
8. A suspension appeals committee is hereby established which would consist of administrators or teachers or a combination of administrators and teachers. The members of the committee shall be appointed by the superintendent and may include the superintendent.

**DURING THE DAY(S) CONTINUING UNTIL MIDNIGHT OF IN-SCHOOL DETENTION, OR OUT-OF-SCHOOL SUSPENSION, STUDENTS ARE NOT ALLOWED TO PARTICIPATE IN ANY SCHOOL ACTIVITIES AND ARE NOT ALLOWED ON SCHOOL GROUNDS. THE PRINCIPAL WILL MAKE FINAL DETERMINATION OF THE DISCIPLINE GIVEN TO THE STUDENT. STUDENTS SERVING IN-SCHOOL DETENTION WILL HAVE THE OPPORTUNITY TO COMPLETE THEIR ASSIGNMENTS AND BE GIVEN GRADES EARNED.**

### **REGULATION SUSPENSION OFFENSES**

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit, (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

- 1. Immorality or profanity
- 2. Truancy (multiple violations)
- 3. Violation of written school rules, regulations or policies
- 4. Assault upon another student or person
- 5. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol

Possession, threat, or use of a dangerous weapon as defined by State Statute

- 1. Use and/or possession of any tobacco product
- 2. Conduct which disrupts the operation of the school
- 3. Conduct which jeopardizes the safety of others
- 4. The willful disobedience of the request of any school official in the performance of such school official's duties
- 5. Walkouts, sit-ins, demonstrations

6. Failure to comply with State immunization law
7. Vandalism or theft
8. Disrespect toward any school employee
9. Fighting on school premises
10. Verbal or physical abuse, including verbal or implied threats and threats of physical violence.
11. Cheating
12. Unauthorized entry to buildings and/or campus
13. Unauthorized departure from campus and/or class
14. Failure to attend assigned class while on campus without prior office approval
15. Gambling

The constitutional rights of individuals assure them the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in Silo Public Schools.

### **DUE PROCESS AND RIGHT TO APPEAL**

To maintain the orderly administration of the school, infractions of school rules may be handled in a summary fashion. In each case, the student should be told of the infraction of which he/she is accused. Faculty members should be certain of the guilt of a student before subjecting the student to disciplinary action. The penalty given should be commensurate to the discipline code. Students may appeal decisions in disciplinary matters to the principal.

If a hearing has been held with the principal and the result of the hearing is not satisfactory, the student is entitled to a hearing before the superintendent. If the student desires a hearing with the superintendent, he/she is to advise the principal in writing no later than five (5) days from the date of the hearing with the principal, and the student will be promptly advised as to when the hearing with the superintendent will be held. The decision of the superintendent will be final.

### **STUDENT DISCIPLINE (OUT-OF-SCHOOL ACTIONS)**

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off the school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the board that any student attending school within this district shall be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the school.

1. Damaging school property, e.g. a school bus;
2. Engaging in activity, which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity, which directly impedes discipline at school or the general welfare of school activities.

### **BEHAVIOR AT AFTER-SCHOOL ACTIVITIES**

Activities conducted on school grounds are considered an extension of the school day. Students attending these functions shall be expected to abide by the rules set forth by the administration. This applies to activities that are held at other schools in which Silo is a participant.

### **AFTER SCHOOL DETENTION**

Detention is a type of disciplinary action used for minor infraction of school rules and procedures.

Detention is assigned for multiple lengths of time. The time period assigned shall appear on the discipline referral for the student. The following guidelines are used for students assigned to detention:

1. Be on time; bring ample work for the time assigned.
2. There is to be no sleeping, talking, note writing, reading magazines, or other unacceptable behavior.
3. Tardies shall result in student being assigned another detention.
4. Should student not be able to attend on the assigned date he/she must be excused by the office who assigned the detention before the detention class begins.
5. Failure to attend on the assigned date may result in further disciplinary action.
6. Any disorder which causes the student to be removed from detention may result in suspension from school.

### **SCHOOL SERVICE**

The school service program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The Principal or Counselor shall have the authority to make this recommendation. School service is a work program which is held after school hours, and under the guidance of the head day time custodian. The time of the program usually takes place from 3:15-4:15 p.m. The Principal or Counselor shall establish the number of hours a student shall perform school service work. The service work shall include, but not be limited to parking lot clean up; grounds trash pickup, and inside building cleaning. Should a student fail to perform the assigned number of hours in a reasonable number of days the punishment shall revert to a more serious form of discipline.

### **RULES FOR IN SCHOOL DETENTION**

Students will proceed immediately to the office upon their arrival at school.

High school students assigned I.S.D. will be allowed two (2) bathroom breaks per day. One before lunch, one after lunch. Each time the student takes a break the teacher should write down the student's name, time left and time returned to I.S.D. room.

Elementary students will be allowed two (2) morning bathroom breaks and two (2) afternoon bathroom breaks. Students insistent upon additional breaks will be assigned an additional day of I.S.D. for each additional break.

There shall be NO TALKING or NOISE making during I.S.D. Talking is allowed only when addressing the assigned I.S.D. teacher.

Any discipline violations while in I.S.D. will result in additional days of I.S.D. or out of school suspension. Student will serve the balance of I.S.D. upon their return.

Breaks will not be taken during class changeovers of the regular student population.

I.S.D. students shall remain busy with school work.

Meals will be brought to I.S.D. students.

Breakfast: 8:15 A.M. Lunch: 11:30 A.M.

Students who leave school before serving 4 full class periods in I.S.D. must serve one full day upon their return. Students who leave school after serving more than 4 periods, but less than a full day in I.S.D. must serve at least four full class periods upon their return to school.

### **CORPORAL PUNISHMENT**

1. Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only by teachers or principals in the presence of another certified employee.
2. In the event that corporal punishment is to be administered to a student, the student shall be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment shall take place in front of a certified



employee. In addition, a record of the administration of the corporal punishment shall be made and signed by the person administering the punishment and the witness.

3. Any parent who does not wish corporal punishment to be administered to his/her child or children should notify the principal of that school in writing annually, and that request shall be honored.

If parents do not wish corporal punishment, then the student may receive a three day suspension. The student shall receive a zero for each class missed. The student shall be expected to make up the missed work, with no credit, and may be tested with the rest of the class. One of the student's parents shall be required to accompany the student when the student is readmitted in school.

### **DISCIPLINE SUMMARY**

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

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

### **ACADEMIC RESPONSIBILITY**

All citizens of the United States have the right to receive a free and appropriate education and the majority of students in public schools are in school to take advantage of that right.

The Silo Independent Schools supports the rights of these students, while also supporting the idea that no person has the right to interfere with the educational process. Students who are repeatedly disruptive will not be tolerated. (See Discipline Policy). Students who continually show a lack of interest in the educational process by (a) refusing to participate in class activities, (b) not submitting homework assignments regularly, (c) not doing seatwork with due diligence, or (d) exhibits a poor attitude toward school in general; will also be disciplined after normal teacher motivational techniques have failed.

Beginning with the fourth week of each semester, when regular eligibility is checked, any student who is failing two or more classes due to any of the aforementioned reasons may be assigned I.S.D. for all of the following week and is considered to be on academic probation. Grades will be checked weekly and if the student is able to correct his situation by having a passing grade in all classes or by showing a markedly improved attitude toward their schoolwork responsibilities, that student will be released from I.S.D. Students who show no improvement will remain in I.S.D. for the following week and each week thereafter until they are passing all classes.

### **ACTIVITY AND FIELD TRIPS**

1. Students must dress in the same manner as found in school.
2. Students must conduct themselves in the same manner as required in school.
3. Students must return on the bus in which they were transported to activities unless released to parents.
4. Before a child will be allowed to go on a field trip, he/she must have

### **ADVERSE WEATHER**

There may be times when school will be dismissed because of bad weather. At such times announcements of school dismissal will be broadcast on all local Durant radio stations (KSEO, KLBC, KLAK) and TV stations (KTEN and KXII). The dismissal announcement will be called into the radio stations by 6:30 A.M.

## **PUBLICATIONS**

- A. Expression of ideas and the awareness of a multitude of varying opinions are vitally necessary in the educational process. Students in the Silo Independent School shall have the right to distribute printed materials, including pamphlets, posters, leaflets, brochures, and circulars which are not designed primarily for commercial or religious purposes.
- B. A copy of each issue of any publication or printed material must be provided to the principal to review before its distribution. It must contain the name and organization or individual responsible for the publication or printed material.
- C. The principal shall have the right to withhold distribution of printed materials which, in the opinion of the principal, contain:
  - 1. Language or art exposing any person to public hatred, contempt, or ridicule, or that is otherwise libelous.
  - 2. Obscene language or art which:
    - a. predominately appeals to prurient, shameful interests of minors.
    - b. patently offends community standards regarding suitable sexual materials for minors.
    - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
  - 3. Language or art advocating illegal, violent, or disruptive behavior.
  - 4. Language or art advocating prejudice against any person or group.
- D. Any student denied permission by the principal to distribute printed material may file an appeal with the superintendent's office with ultimate appeal to the Board of Education.
- E. Unauthorized printed material may be confiscated immediately.

## **TELEPHONE**

The office telephone is to be used for business purposes only. You will not be called from your class to answer the telephone except in case of an emergency. Students are NOT to ask to use the telephone unless the call is absolutely necessary. Students may use the phone in the principal's office only.

## **JUSTIFICATION FOR FAILING GRADES**

Students who follow an Individual Education Plan (I.E.P.) and fail a course, will be provided with a "Justification for Failing Grades" form by the course teacher. The teacher will provide reasons for failing, i.e.:

- 1. Failing to turn in or complete assigned work
- 2. Turning in work that is unacceptable due to content, length, or time of return according to the modifications included in the IEP
- 3. Failing test grades after compliance with IEP modifications
- 4. Other reasons causing failure will also be provided

## **SPECIAL EDUCATION COMPLAINT PROCEDURES**

Should a parent or eligible student wish to make a complaint regarding IDEA Part B violations, Silo Independent School provides for the filing and resolution of complaints in the following manner. The complainant should follow the respective sources by first directing the complaint to:

- 1. the individual involved
- 2. the individual's immediate supervisor
- 3. additional supervisor/administrative personnel in the chain of responsibility
- 4. the superintendent of schools
- 5. the board of education

No appeal will be heard unless the accusations are in writing signed by the party making the complaint, then presented to the board through the superintendent.

If the issue is still not resolved, the district will provide for the filing and resolution of complaints by

including the following procedure:

1. An independent onsite investigation if the SDE determines an investigation is necessary.
2. An opportunity for the complainant to submit additional information in writing.
3. A review of all relevant information and an independent determination as to whether the district has violated a requirement of IDEA, Part B.
4. Issue a written decision containing findings of fact and conclusions.
5. Reasons for the SDE's final decision.
6. Procedures for effective implementation of the SDE's final decision.
7. The right of the complainant or LEA to request the Secretary of the U.S. Department of Education to review the SDE's final decision.
8. Comply with a time limit of 60 calendar days after a complaint is filed with the LEA

### **STUDENT RECORDS**

Student records are confidential, and with certain exceptions as provided bylaw, information therein will be revealed only with the consent of, or upon notice to, the student's parents.

The official records of a student may, upon filing a written request be inspected by the student's parents/guardians, who may have the right to challenge the contents of the records.

### **STUDENT INSURANCE**

Students are given a chance to enroll in a student insurance program at the beginning of the school year. Students who participate in extracurricular activities are encouraged to enroll in the program unless they have their own personal coverage.

### **CARE OF SCHOOL FACILITIES**

The buildings, grounds, and materials that are provided by the school district taxpayers are to be cared for by all of us. We should take pride in our campus and help maintain it by keeping it clean. Books, desks, and other materials in our care should be preserved so they can be used many times over. When a student damages or destroys school property, they may be held responsible for replacing or repairing the article.

### **HOMEWORK**

Homework is an important part of the education of any child. It is not apart from, but an important part of, the instruction the child receives in the classroom. Homework and in-class assignments are designed to teach or reinforce the desired skills we want the child to possess. Much time is also allowed in class for independent work. In doing homework and in-class assignments, it is important that the child learn the skill of managing their time and energy and take responsibility for their education. It is very effective when parents and teacher work together in this matter. Students working together on homework should remember that the teacher may not accept turning in papers with the same written material. Working together is fine but learn to express yourself independently in your answers.

### **PARENT AND TEACHER CONFERENCES**

Regularly scheduled conferences are held at times during the school year. Parents are encouraged to visit the school at any time to discuss their child's progress. If school is in session, please call in advance and arrange a time with the teacher or principal. Parents may also request a conference during the teachers planning period. Parental involvement is needed and wanted in the educational program of each child.

### **FAILURE AND RETENTION**

According to HB 1056, effective July 1995, Oklahoma School Code **Section 504. Promotion - Retention of Student. (70 O.S. § 24-114.1)**, a parent who disagrees with a teacher's and/or principal's recommendation to retain a student, must go through a formalized district process, in which the decision of the

local school board is final.

Whenever a teacher(s) and/or principal recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the District's appeal process. They may appeal to the principal, in writing, expressing their desire for their child to be promoted. The parent may prepare a written statement to be placed in and become part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board.

### STUDENT DRESS CODE

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior, which is conducive to the learning environment. The building administrator shall have the authority to determine the appropriateness of any attire not specified below. In making such determination, the administrator shall consider whether the clothing, hairstyle, and/or accessory presents a safety hazard, is revealing, or disrupts the teaching and/or learning or has a factual and substantial history of creating such disruptions. The following rules are examples of dress and personal appearance that are expected at Silo Independent Schools and are not to be inclusive of all rules. If you have any questions you should visit with the principal before attempting to dress in an inappropriate manner. The dress code is in effect at all times during the regular school day and at all school activities outside the regular school hours. This extends to all activities involving Silo School's off campus and summer activities.

The following dress code for students in grades 7 through 12 has been adopted by the Silo Board of Education:

1. All clothing must be a respectable length.
  - A. Dresses, pants and shorts: The length of a skirt, dress, or pants shall be long enough not to be conspicuous or indecent and should be of sufficient length that they extend past the middle finger with the arms and hands fully extended and the should in a relaxed or normal position.
  - B. Tank tops, midriff, net shirts, backless shirts and spaghetti-type shirts are not to be worn to school. Tank tops may be defined as any collarless, sleeveless shirt. However, collarless and sleeveless shirts or blouses may be worn so long as the material covering the top of the shoulder is of sufficient width that it extends from the end of the shoulder to the neck.
2. No T-shirts may be worn with questionable advertising or statements printed on them which are in bad taste.
3. Pants must fit properly and be pulled up the waist. Pants shall not drag the floor nor should underpants be visible at the top the pants.
4. Hats are not to be worn in any building.
5. Specifically, no clothing shall be worn that displays profanity or sexual suggestion.
6. Rings and studs shall be worn in the ear only. **NO FACIAL PIERCINGS.**
7. There shall be no bizarre or unnatural coloring of hair or hair cuts or styles.
8. Chains shall not be a part of daily dress either as decoration or to hold up pants.
9. No excessively tattered or torn clothing.
10. Excessively low cut or revealing shirts or blouses should not be worn.
11. Male students shall wear no make up or any description.
12. Holes above the knees shall not be tolerated.

It shall be at the discretion of the principal or his appointee whether a student's clothing is in compliance with the dress code.

## **ENFORCEMENT OF DRESS CODE**

Students should remember that the code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste and extremes in dress and grooming. Following these guidelines shall eliminate the necessity of correcting students for improper dress. Provisions of the dress code are applicable to the school day and to school-related activities. Failure to comply with the student dress code shall result in removal from class until the situation is resolved.

At the time the student is disciplined for violating the dress code, the student must correct the dress code violation in order to attend class. The student may be able to change clothes at school, drive home for a change of clothes (with parental approval, but shall be charged as an unexcused absence), or have a change of clothes brought to the school. If the dress code violation cannot be corrected in this manner, the student shall be required to attend school in the ISD, plus possible after school detention, for the remainder of the school day. The disciplinary steps identified above shall be carried out regardless of whether or not the student can arrange for a change of clothes and/or has to spend the remainder of the school day in ISD.

## **STUDENT HEALTH AND SAFETY DRILLS**

The school program is so designed to provide a safe school environment. Opportunities are given for pupils to experience many safety principles which lead to a safe and healthy life.

1. No smoking, chewing tobacco, or dipping snuff on school grounds during school hours will be permitted. Oklahoma State Law forbids a student to be in possession of cigarettes, chewing tobacco, or snuff on school grounds during school hours.
2. No alcoholic beverages will be permitted on the school premises.
3. Fire drills are practiced regularly. (Find posted the exit to be used from each classroom in which attendance of scheduled classes are held.)
4. Disaster drills are practiced at least two (2) times each school year.
5. Report any injury or illness promptly to the supervising teacher or principal.
6. Only medications prescribed by a physician will be given at school. When it is necessary to give a prescribed medication during school hours the parents/guardians must contact the principal in charge and make arrangements for the administering of the medication.
7. Good health is more important than a perfect attendance record, therefore any student may be excluded from school when exhibiting any of the following symptoms: (1) fever alone, 100 degrees; (2) sore throat or tonsillitis; (3) vomiting or diarrhea; (4) any eruption of the skin, or rash; (5) a severe cough; (6) any nasal discharge accompanied by fever; (7) any inflammation of the eyes or eyelids; and (8) a parasitic infestation.

## **LOCKERS AND DESKS**

Lockers and desks are the property of the Silo School District. They are supplied as a convenience for the student. The administration retains the right to inspect lockers and desks at any time. Changes in the law on students privacy rights states: Pursuant to state law (Section 24-102 of Title 70, schools shall inform pupils in the student discipline code that they shall have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. The law reads: "Pupils shall not have any reasonable expectation of privacy rights towards school administrators or teachers in contents of a school locker, desks, or 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."

## **LIBRARY RULES**

All library books will be checked on the basis of two weeks. Rechecking should not be necessary; however, it will be available by request to the librarian. The fines for overdue books will be five cents a day, ten cents for

each notice thereafter until paid. Lost books must be paid for by students who have the book checked out. Time for checking books in or out of the library will be posted at the library. The library is not to be used as a place for social gatherings. Library rules are to be strictly observed at all times.

### **STUDENTS: FEES, FINES, AND CHARGES**

It is the goal of the Board of Education to provide a quality education to all the children of this district at a minimum cost to the child. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payments.

In accordance with the policy of the Board of Education, the following areas shall require payment of a fee, fine, or charge by a student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel which becomes the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law. Payments to schools for lost or damaged instructional material shall be deposited in the school activity fund as a line item account and shall be used to purchase replacement materials as necessary. Students who are financially unable to make payment for lost or damaged instructional materials shall be allowed to arrange to work off their debt in a program approved by the superintendent or his designee. All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before the student officially withdraws from the school district. All money collected by a student for an organization must be returned too the sponsor of the organization. Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also shall be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

### **TOBACCO**

Possession or use of tobacco is not allowed at school or school activities. Violation of this rule shall result in disciplinary action as noted under Specific Infractions.

### **PERSONAL ARTICLES**

The bringing personal articles such as video games, radios, card collections, or anything of value is discouraged. When articles are brought to school, there is always possibility of theft or damage. The school shall not be responsible for theft or damage to any articles that a student brings to school.

### **WIRELESS TELECOMMUNICATION DEVICES (CELLULAR TELEPHONE USE AT SCHOOL)**

It is the policy of the Silo Board of Education that an employee or student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Silo High School promotes an environment for instructional learning that is safe and secure. Therefore, the following rules apply to the use of electronic paging devices, cellular telephones, and/or wireless telecommunication devices.

The use of cell phones or other personal electronic devices is prohibited in the classroom during regular school hours at Silo High School. Cell phones are allowed before and after regular school hours, during lunch periods, and during passing times between classes. Students are urged to practice mature and responsible cell phone usage. Students causing a disruption by use of their cell phones will be subject to the following disciplinary guidelines:

1st offense: Warning (Teacher Documentation)

2nd offense: 3 days of After School Detention

3rd offense: Referral to Principal

Students using their cell phones inappropriately will be subject to a referral to the Principal's office. Violations of the cell phone policy may not be disputed by students. Upon reasonable suspicion of violation of policy, the superintendent, principal, or assistant principal shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices (pagers).

### **GENERAL RULES**

1. Gum use is highly discouraged in any school building or on the school grounds.
2. Inappropriate behavior shall not be tolerated.
3. Thermostats are to be adjusted by teachers, not students.
4. No writing on desks or tables.
5. Do not leave school without permission from the principal.
6. Blinds should be adjusted by teachers and not students.
7. Class changes shall be at the discretion of the principal.
8. High school students shall not go to the elementary school without permission from a teacher or principal.
9. Doctor and dentist appointments should be made for a time that would minimize the student's absence from school.
10. There should be no holding hands or public displays of affection while on campus.
11. Office telephones are not to be used by students, except in times of emergency. Permission must be obtained from a teacher or administrator. Students may only use the telephone with the permission of the office personnel. Students may not use the telephone during class time. Students shall not be called to the phone unless it is an emergency. Messages shall be delivered between classes. The telephone in the office is for school business. Parents must refrain from calling and leaving messages for students that could have been taken care of at home. In the case of an emergency, we shall deliver a message to the student.
12. A student candidate file shall be kept on all elections.
13. Sidewalks should be used at all times, while walking on campus.
14. Students are not to be in the hall after the tardy bell.
15. Lockers are to be kept neat and clean. No writing or application of decals on lockers.
16. Pocket knives are not to be brought to school. If they are brought to school, they shall be confiscated and not returned.
17. Oklahoma state law prohibits possession of firearms on or near school property.
18. Food deliveries are not to be made to the school at any time (except: Special occasions with groups or classes. No individual food deliveries to students.

### **CLASSROOM RULES**

1. Be prepared for class.
2. Be in your seat when the bell rings.
3. Keep hands, feet, books, and objects to yourself.
4. No food, pop, or gum in classrooms.
5. Respect yourself and others.
6. Follow directions the first time they are given.

7. Raise hand to be recognized before speaking.
8. Respect property of others, yourself, and the school.
9. Don't interfere with the teaching process.
10. No inappropriate discussions in class.

### **VISITORS ON CAMPUS**

Students who wish to invite a visitor to the school (other than a parent or guardian) must obtain special permission from the principal in advance. Parents are encouraged to visit the school at anytime. Visitations and conferences should be arranged in advance with the principal or teacher. Parents must check in with the school principal before visiting a classroom.

### **RULES GOVERNING INTERSCHOLASTIC ACTIVITIES**

#### Section 1

Any student who reaches his/her nineteenth birthday before September 1<sup>st</sup> will not be eligible for athletic competition. Non-athletics: Any student who reaches his twenty-first birthday before September 15<sup>th</sup> will not be eligible.

#### Section 2

No student shall be eligible to represent his/her school in athletic competition until there is on file with the principal a physical examination and parental consent certificate on a form prescribed by the OSSAA, on which the examining physician shall certify as to his/her findings that the student is physically fit at that time to participate in the various athletic sports for the current school year. The school year begins July 1, this physical examination is required for students each school year. One or both parents or legal guardian must sign the parental consent form each year before the student participates in athletic contests.

#### Section 3

Each non-athletic activity organization which assists in the sponsorship of interscholastic activities may operate under a constitution, or set of rules, which complies with the Constitution and rules of the Oklahoma Secondary Schools Activities Association.

#### Rule 2 — Attendance

A student who has not attended class ninety percent of the time for the semester becomes ineligible. Exceptions may be made by the principal due to injury, illness, death in the immediate family, or valid reasons for late enrollment.

#### Rule 3 — Scholastic Eligibility

OSSAA scholastic eligibility standards are required of all students participating in extracurricular activity programs. Local school boards may make exceptions for only those students participating in noncompetitive activities. (Board Policy).

#### Section 1 — Semester Grades

- A. A student may have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits 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 they attend.
- 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. Students enrolled for the first time must comply with the same requirements of scholarship.

The passing grades required for the preceding semester should be obtained from the records in the school last attended.



## Section 2 — Special Provisions

- A. 12<sup>th</sup> grade student must maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college course to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects 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 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.
- 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 (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster.) (Board Policy allows a maximum of two weeks to apply this exception.)
- D. One summer school credit (one-half 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.
- E. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- F. Silo High School will have an eligibility list submitted by each teacher on each Thursday of each week beginning the third week of each semester. These lists will be compiled by the principal, and those students who are failing in any class will be notified Friday. Students receiving a failing grade for the first time will have one week of probation to be passing in all classes. A student who is failing any class for two consecutive weeks will be declared ineligible. (A student who fails one class one week and a different class the next week is still ineligible.) A student may regain eligibility when they are passing in all classes.

### **STUDENT ACTIVITIES**

The Silo Board of Education believes that student activities are important to the full educational growth of its students. School administrators shall strive to achieve equitable participation opportunities and positive recognition to students, while working to enhance the achievement of desired educational goals. To meet this end, the board supports local, regional and state activities.

The Silo School District shall be a member of the Oklahoma Secondary School Activities Association. Rules and regulations of the association will be strictly adhered to by all concerned in activities sponsored by the Oklahoma Secondary School Activities Association.

Every student who competes in athletics must have written permission of his parents and must pass a physical examination. All students who represent the school in academic, athletics, music competition, livestock show or any interscholastic competition must be passing all subjects.

Students participating in interscholastic athletics must show evidence that they have accidental injury insurance.

Any activity to be scheduled on the school calendar must be scheduled by the sponsor through the principal one month before the event. School activities should not be scheduled on Wednesday night.

Students intending to participate in extracurricular activities such as dances (including prom), bowling and movie trips or any activity as designated by the building principal must be academically eligible.

### **COMPLIANCE WITH TITLE IX ASSURANCE**

The Silo Independent School District does not discriminate on the basis of sex, race or creed in the educational programs or activities which it operates. It is required by Title IX of the Educational Amendments

of 1972, as amended, and Part 86 of Title 45, Subtitle A, Rules and Regulations of the U.S. Department of Health, Education, and Welfare, not to discriminate in such a manner. This requirement to discriminate in educational programs and activities extends to employment in the School District.

Inquiries concerning the application of Title IX and Part 86 may be referred to Elementary/High School principal or directly to H.E.W.

Title 10, Section 170.1 Oklahoma Statutes **AUTHORIZATION TO CONSENT TO MEDICAL OR DENTAL CARE.**

Either parents, if both parents have legal custody, or the parent or person having legal custody or the legal guardian of a minor may authorize in writing an adult person into whose care the minor has been entrusted to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advise of a physician and surgeon licensed under the laws of the State of Oklahoma, or to consent to an x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the laws of the State of Oklahoma.

Title 10, Section 170.2 Oklahoma Statutes **EMERGENCY TREATMENT.**

In case of an accident requiring emergency treatment, nothing in this act shall be construed so as to prohibit any person having custody or control of a minor child from taking such steps as are necessary to insure such emergency treatment.

### **ATTENDANCE / DRIVERS LICENSE**

HB 2692, effective July 1, 1996 requires a school district to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, or accumulates 15 unexcused absences throughout the course of the school year, as defined by the state; unless the student is withdrawn due to circumstances beyond his control, a lawful excuse, transfer to another school or home schooled as confirmed in writing from the parent or guardian.

The Department of Public Safety, upon notification will deny a driver's license to any person under 18 who is not attending school or revoke an existing license except for the aforementioned reasons.

### **SCHOOL SPONSORED DANCES**

Several school-sponsored dances may be held at the school during the year. Dances are open to students in grade seven through twelve. The dances shall be properly chaperoned. Those in attendance shall follow all regulations. School-sponsored dances shall be allowed as long as those in attendance abide by the rules and regulations and conduct themselves properly. Dates other than Silo students shall be allowed at the discretion of the sponsor and/or principal. Students who attend the dance who are not from Silo should be approved in advance. Guests who are the dates of Silo students are the responsibility of their hosts. Prior approval must be given before out-of-school guests may attend.

Students must be academically eligible in order to attend school dances including the prom. School Dance, Prom and Royalty Dress Code (Formal Attire). Periodically throughout the school year, school-sponsored dances are approved for students to attend. Likewise, the Prom is scheduled in the spring of each school year for students to attend. Students who participate in the various school royalties are also subject to this dress code. While the school appreciates the changing nature of clothing designs and fads in the style in which clothing is worn, there remains a standard of appropriateness for students in terms of how they dress for school functions.

Students are warned that any type of dress that is deemed inappropriate, conspicuous, indecent, profane, crude, or unbecoming by the school administration shall be considered in violation of this dress code and shall result in the denial of admission to the dance or Prom or prohibition from participating in the royalty activities and may result in further disciplinary action. Students may bring a picture of the clothing to school for approval prior to the event if there is a concern that it may be in violation of this policy.

## **STUDENT FOOD SERVICES (LUNCH)**

The Silo Board of Education through authorized representatives provides all students attending the Silo Independent School the opportunity to participate in a school lunch program with meals of maximum nutritive value prepared under sanitary conditions. These meals are provided at the lowest possible cost, and served to children without regard to race, color, and national origin. Students who have need of financial help may file an application in the office of the Superintendent of Schools for free or reduced-price meals, in accordance with the School Board policies on file with the State School Lunch Department. This information is kept confidential.

We are proud of our cafeteria facilities and encourage each of you to eat there as often as possible. We need your help in making it the kind of cafeteria each of us can be proud of. Let's all follow the suggestions listed below as ways of showing our appreciation to the cafeteria staff and custodians:

1. Go to the back of the serving line to wait your turn for a tray. It is unfair to others if you cut in line or ask someone to hold a place for you.
2. Walk at all times when in the cafeteria. Running is hazardous to those carrying trays of food.
3. Act courteously to those around you, whether in line or at the tables.
4. Remove all food, trays, napkins, milk cartons, and paper from the tables after eating.
5. Treat all cafeteria workers with respect.
6. No outside beverages, chips, candy, gum, etc., are allowed in the cafeteria. (Elementary)

If you think you might be eligible for free or reduced-cost lunches, please ask the office secretary for an eligibility form.

## **POLICY ON DISPENSING MEDICATION**

1. The term "medication", as used in this policy, means "non-prescription medicine and filled prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial, with a label, which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for administering the medication.
2. Only the following personnel shall be authorized to administer medicine at school: the school principal or classroom teachers who have been designated by the school principal as authorized to administer medicine. A nurse employed by the county health department and the school district may also administer medication.
3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during the school day shall bring the medication to the principal of the school the student attends and complete and sign the "Parental Authorization Form" available in the office. Each school shall keep on file the written authorizations of the parents or guardians.
4. Filled prescription medicine shall be administered pursuant to directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored, and not be readily accessible to persons other than those who shall administer the medication.
5. Each school in which the medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, and the dosage administered.
6. The Board of Education adopted this policy pursuant to the provisions of 70 O.S. 1984, S1-116-2.

Under this statute a county nurse, administrator, or designated school employees are not liable to the student or his parents or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator of designated school employee administering any medication pursuant to the provisions of this statute. However, such immunity does not apply to acts of omission constituting gross, willful, or wanton negligence.

7. According to SB 0343 - Self-Administration of Medication, effective April 28, 2003, The Board of Education has adopted the following policy requirements:

1. Parent or guardian of the student to authorize in writing the student's self-administration of medication;

2. Parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;

3. Parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered;

4. School district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and

5. Parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self administration of medication by the student.

### **STUDENT ORGANIZATIONS**

Any school organization or class desiring to have any activity should first check with its sponsor. The sponsor shall check with the principal to clear the date. After a date has been agreed upon, the event shall be entered onto the school calendar. The organization or class must have this activity scheduled at least one week in advance. Activities should not be scheduled on Wednesday nights. Anyone who has ten or more unexcused absences shall not be allowed to go on school trips. The principal may make exceptions in extenuating circumstances.

### **ACADEMIC TEAM**

Silo High School has an academic team that competes interscholastically. The academic team was initiated to promote academic excellence. The members of the team shall be chosen by a play-off tournament. From this tournament, the top eight scorers shall become the team for the season of competition. The team shall participate in several matches with conference schools during the season. At the end of the season, the team shall play in post-season play-offs that could eventually lead to the state tournament.

All academic team members must abide by the eligibility rules of the OSSAA, Silo Schools, and those set forth in this handbook.

### **BETA CLUB**

Students who record a 3.4 grade point average for one semester and who maintain a 3.0 cumulative GPA may join the BETA Club. Freshmen shall be selected at the end of the 1<sup>st</sup> semester if they have a 3.4 GPA.

### **HALL POSTERS**

The activity sponsor must approve all posters or signs before being placed in the building. Removal of the posters shall be the responsibility of the organization which put them up. No posters on painted walls. Poster must be hung in designated areas approved by the office.

### **FREE APPROPRIATE PUBLIC EDUCATION**

Silo Public Schools are committed to providing a Free Appropriate Public Education for students with disabilities age 3-21 who are legal residents of the district. Any eligible child with disabilities has the right to a public education through the 12th grade and completion of a secondary education program in accordance with

the Individuals with Disabilities Act. For more information, contact the Special Education Director, Principal, or Superintendent.

### **NON - DISCRIMINATION POLICY**

The School Board of Silo Public Schools, District I-001, Bryan County, Oklahoma adheres to a policy on non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all required by:

1. Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, religion, or national origin.
2. Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, sex, or national origin.
3. Title IX of the Education Amendment of 1972 - prohibits discrimination on the basis of sex.
4. Age Discrimination Act of 1967, as amended - prohibits discrimination on the basis of age between 40 - 70.
5. Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the handicapped.
6. Veterans are provided re-employment rights in accordance with P.L. 93-508.

### **NOTIFICATION LETTER TO PARENTS, TEACHERS AND EMPLOYEES**

Subject: Results of AHERA mandated asbestos inspection and management plan.

In accordance with federal law, Silo Public Schools, District I-001, Bryan County, Oklahoma, was inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those, which can be, crumbled by hand pressure, and therefore have a potential to release airborne fibers if the material is damaged or disturbed. Non-friable materials are hard, and therefore are incapable of releasing asbestos fibers, unless the materials are machined in some way.

The complete inspection report and asbestos management plan are available for review during normal business hours in the superintendent's office. We are pleased with the plan and continue to strive to provide a quality and safe environment for our students and faculty.

### **INTERNET ACCEPTABLE USE POLICY TERMS AND CONDITIONS FOR USE OF INTERNET**

Please read the following carefully before signing this document. This is a legally binding document.

Internet access is now available to students and teachers in the Silo Public School District. We are very pleased to bring this access to Silo 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 Silo Public School District by facilitating resource sharing, innovation, motivation, collaboration, communication, self-directed learning, personalized instruction and research.

The Internet is an electronic highway connecting thousands of computers all over the world and to individual subscribers. Students and teachers have access to including but not limited to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain software and shareware of all types.
4. Discussion groups on pertinent topics.
5. University catalogs, enrollment, and scholarship info.

Access to e-mail and the internet enables 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 may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Silo Public School District and the Oklahoma State Department of

Education (SDE) 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 resources. To that end, Silo Public School District supports and respects each family's rights to decide whether or not to apply for access. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here 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 Silo Public School District user violates any of these provisions, his or her access will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **SILO PUBLIC SCHOOL ACCEPTABLE USE POLICY**

### **Internet - Terms and Conditions**

**1. Acceptable Use** - The purpose of the National Science Foundation Network, (NSFNET), which is the backbone network to the internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research 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 U.S. or state regulation is prohibited. This includes, but is not limited to:

copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

**2. Privileges** - The use of the districts 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 Silo Public School District 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 suspend specific user access.

**3. Unacceptable Use** – You are responsible for your actions and activities involving the use of the district's network. Some examples of unacceptable use are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulation.
- b. Downloading of software without authorization by the supervisor (teacher) regardless of whether it is copyrighted or virus free.
- c. Downloading copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space or printing materials.
- f. Gaining unauthorized access to resources or entities.
- g. Invading the privacy of individuals.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her consent.
- j. Posting anonymous messages.
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, ethnically offensive, harassing, or illegal material.

**4. Netiquette** - You are expected to abide by the generally accepted rules 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 number or the addresses and/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.

**5. Cyber Bullying** – Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

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

It shall be the policy of Silo 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 or expulsion 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.

**6. Warranties** - The Silo Public School District and the Oklahoma State Department of Education make no warranties of any kind, whether express or implied, for the service it is providing. The Silo Public School District 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, misdeliveries or service interruptions caused by negligence, error or omissions. Use of any information obtained via the Silo Public School District, or the Oklahoma State Department of Education is at the user’s own risk. Silo Public School District is not responsible for the accuracy or quality of information obtained.

**7. 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 the 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 access the internet as a system administrator or attempting to bypass or circumvent applicable security systems such as internet filters, intrusion detection systems and firewalls 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 the internet.

**8. Malware** – Users are responsible for checking their own disks and downloaded material for malware. Malware is defined as malicious software that includes but is not limited to:

- a. Viruses
- b. Worms
- c. Trojans
- d. Spyware
- e. Dishonest Adware
- f. Crimeware
- g. Most Rootkits

**9. Filters** – In accordance with the Children’s Internet Protection Act (CIPA) of December, 2000, Silo Public Schools uses internet filtering to restrict access to inappropriate websites which contain visual depictions that

are obscene, pornographic, and harmful to minors. Users are cautioned that due to the continuous proliferation of web sites, there can be no guarantee that inappropriate sites will never be accessed.

**10. 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 other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer malicious software.

**11. Telephone and Credit Card Charges** – Silo Public School District assumes no responsibility for any unauthorized charges for fees, including credit card charges, telephone charges, long-distance charges, per-minute charges, and/or equipment or line charges. Users must beware of any “free” offers. There is usually a hidden charge.

**12. Inspection** – The equipment and access to the internet remains the property and responsibility of the Silo Public School District which offers it to students for their convenience and educational use. The district reserves the right to limit use or inspect the contents of the files. All users are advised that they have no expectation of privacy in the information contained in school owned or leased equipment.

**13. Acceptance of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the Silo Public School District, 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.

## **INTERNET SAFETY**

**1. General Warning** – Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriated school designee.

**2. Personal Online Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user’s home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone “met” on the computer network or Internet without a parent’s permission. Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting. The user will also recognize electronic threatening behavior as cyberbullying. The user will not become a victim, or a perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately. Silo Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness and response. To ascertain each student understands appropriate online and electronic behavior; every teacher will implement activities and/or dialogue which will address appropriate online behavior which is age-appropriate. The Library-Media specialist will address this topic during the annual library orientation classroom visit. Principals will address this topic in an opening group assembly. New students arriving throughout the year will be given the “Welcome Brochure” which explains all of the above, when they are enrolled on the local area network.

**3. Hacking and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any such use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.



**4. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**5. Active Restriction Measures.** The school, either by itself or in conjunction with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona-fide research or other educational projects.

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

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

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

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

**INTERNET ACCESS CONDUCT AGREEMENT**

Every student, regardless of age, must read and sign below:

User Full Name (please print) \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Login ID \_\_\_\_\_

Grade Level (Student only) \_\_\_\_\_

Please select one of the following:

Administrator

Teacher

Parent

Student

Staff

I understand and will abide by the above Terms and Conditions for Internet access. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and /or appropriate legal action may be taken.

User signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR GUARDIAN** (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and the LEA and the Oklahoma State Department have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the LEA and the Oklahoma State Department of Education to restrict access to all controversial materials and I will not hold the LEA or the Oklahoma State Department of Education responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (Please print): \_\_\_\_\_

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

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Silo High School Graduation Checklist

Name \_\_\_\_\_

Graduation Year \_\_\_\_\_

**College Prep**

OHLAP Yes / No

**Core Curriculum**

English (4 Units)

\_\_\_\_\_ English I                      \_\_\_\_\_ English III  
 \_\_\_\_\_ English II                    \_\_\_\_\_ English IV

Mathematics (3 Units)

\_\_\_\_\_ Algebra I                      \_\_\_\_\_ Math Analysis  
 \_\_\_\_\_ Algebra II                    \_\_\_\_\_ AP Statistics  
 \_\_\_\_\_ Geometry                      \_\_\_\_\_ Calculus  
 \_\_\_\_\_ Trigonometry                \_\_\_\_\_ Other

Laboratory Science (3 Units)

\_\_\_\_\_ Physical Science              \_\_\_\_\_ Chemistry  
 \_\_\_\_\_ Biology I                      \_\_\_\_\_ Physics  
 \_\_\_\_\_ Biology II                      \_\_\_\_\_ Anatomy/Phys.  
 \_\_\_\_\_ Other

History and Citizenship Skills (3 Units)

\_\_\_\_\_ 1 United States History, and  
 \_\_\_\_\_ 1 United States Government  
 \_\_\_\_\_ ½ Oklahoma History  
 \_\_\_\_\_ 1 selected from the subjects of History, Government,  
 Geography, Economics, Civics

Additional Course Selected from any courses listed above (1 Unit)

\_\_\_\_\_

Foreign Language or Non-English (2 Units)

\_\_\_\_\_ Spanish 1  
 \_\_\_\_\_ Spanish 2  
 \_\_\_\_\_ Other

OR

Computer Technology ( 2 Units)

\_\_\_\_\_  
 \_\_\_\_\_

Fine Arts or Speech (1 Unit)

\_\_\_\_\_

Electives ( 7 Units)

\_\_\_\_\_ Personal Financial Lit  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**EOI Testing Requirements\***

\_\_\_\_\_ English 2  
 \_\_\_\_\_ Algebra 1  
 And 2 of the following  
 \_\_\_\_\_ English 3  
 \_\_\_\_\_ Algebra 2  
 \_\_\_\_\_ Geometry  
 \_\_\_\_\_ Biology  
 \_\_\_\_\_ U.S. History

**Core Curriculum**

Fine Arts or Speech (2 Units)

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Electives ( 9 Units)

\_\_\_\_\_ Personal Financial Lit  
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