

**2021-2022**

**ROCK CREEK PUBLIC SCHOOL**

**PK-12<sup>th</sup> GRADE**

**STUDENT HANDBOOK**



**It's a great day to be a MUSTANG!**

<https://www.rockcreekisd.net/>

# Rock Creek 2021-2022 School Calendar

## AUGUST 2021

S	M	T	W	T	F	S
1	P	3	4	5	6	7
8	P	P	P	F	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER

S	M	T	W	T	F	S
			1	2	P	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	PT	H	H	H	16
17	18	19	20	21	V	23
24	25	26	27	28	V	30
31						

## NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	V	6
7	8	9	10	11	V	13
14	15	16	17	18	V	20
21	H	H	H	H	H	27
28	29	30				

## DECEMBER

S	M	T	W	T	F	S
			1	2	V	4
5	6	7	8	9	V	11
12	13	14	15	16	V	18
19	H	H	H	H	H	25
26	H	H	H	H	H	

## JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	V	8
9	10	11	12	13	V	15
16	H	18	19	20	V	22
23	24	25	26	27	V	29
30	31					

## FEBRUARY

S	M	T	W	T	F	S
		1	2	3	V	5
6	7	8	9	10	V	12
13	14	15	16	17	V	19
20	H	22	23	24	V	26
27	28					

## MARCH

S	M	T	W	T	F	S
		1	2	3	V	5
6	7	8	9	PT	V	12
13	H	H	H	H	H	19
20	21	22	23	24	V	26
27	28	29	30	31		

## APRIL

S	M	T	W	T	F	S
					V	2
3	4	5	6	7	V	9
10	11	12	13	14	V	16
17	18	19	20	21	S	23
24	25	26	27	28	S	30

## MAY

S	M	T	W	T	F	S
1	2	3	4	5	S	7
8	9	10	11	L	P	

**FIRST DAY OF SCHOOL - F**

*AUGUST 12, 2021*

**LAST DAY OF CLASSES - L**

*MAY 12, 2022*

**PROFESSIONAL  
DEVELOPMENT DAYS - P  
(No School for Students)**

August 2, 9-11: In-Service

September 3: Bryan Co. Teachers' Mtg

May 13: Professional Day for Teachers

**HOLIDAY-H**

**(No School for Students)**

September 6: Labor Day

October 13-15: Fall Break

November 22-26: Thanksgiving Break

December 18-Jan 2: Christmas Break

January 17: MLK Day

February 21: President's Day

March 14-18: Spring Break

**VIRTUAL DAYS- V**

October: 22, 29

November: 5, 12, 19

December: 3, 10, 17

January: 7, 14, 21, 28

February: 4, 11, 18, 25

March: 4, 11, 25

April: 1, 8, 15

**SNOW DAYS - S**

*If we do not miss an unusual amount of school,  
we will be out these days:*

April: 22, 29

May: 6

**PARENT-TEACHER  
CONFERENCE DAYS - PT**

*(3:20 pm—9:20 pm)*

October: 12

March: 10

**SENIOR GRADUATION**

MAY: 13

**\*\*Dates/Events Subject to Change\*\***

## ADMINISTRATION

**ROB FREDERICK**  
**SUPERINTENDENT OF SCHOOLS**  
**580-295-3137**

**DEVIN BIRDSONG**  
**HIGH SCHOOL PRINCIPAL**  
**580-295-3761**

**KYLE WINGFIELD**  
**ELEMENTARY PRINCIPAL**  
**580-924-9601**

### BOARD OF EDUCATION

**Scott Robinson**  
**Myron Wilson**  
**Deidra Munson**  
**Jerry Cook**  
**D.W. Pair**

**THE ROCK CREEK PUBLIC SCHOOL ADMINISTRATION AND BOARD OF EDUCATION RECOGNIZE THAT THE PRIMARY FUNCTION OF Rock Creek PUBLIC SCHOOLS IS TO EDUCATE OUR STUDENTS IN A SECURE, NON-THREATENING ENVIRONMENT. THIS HANDBOOK IS INTENDED AS A GUIDE TO ASSIST STUDENTS, STAFF, AND PARENTS IN UNDERSTANDING GENERAL SCHOOL POLICY. THIS HANDBOOK IS NOT ALL INCLUSIVE AND IS IN NO WAY INTENDED TO REPLACE OR SUBSTITUTE FOR ALL APPLICABLE SCHOOL BOARD POLICIES, STATE OR FEDERAL LAWS.**

### **ROCK CREEK PUBLIC SCHOOLS MISSION STATEMENT**

Rock Creek teachers and parents motivate students to learn and achieve by building their self-esteem, setting high expectations, emphasizing cooperation in the classroom, using praise effectively, building their interest, and promoting student responsibility, thereby becoming productive citizens in a democratic society.

- We believe that all students can learn and succeed.
- We believe that all students have special gifts to offer the world, and that it is our responsibility to help identify and foster those gifts.
- We believe all students are entitled to a learning environment in which they experience security, acceptance and dignity as individuals.
- We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.

## **WELCOME**

The faculties and Board of Education of Rock Creek High School extend to you a cordial welcome. We solicit your cooperation in our effort to make this year both profitable and happy. We are proud of your school and we want you to become a part of it. As years go by, we believe that you will look back on these years as some of the happiest ones of your life.

## **ANNOUNCEMENTS**

The principal or designee will make announcements at a convenient time during the school day. A minute of silence and a flag salute shall be part of the announcement procedure each day. The principal or designee must approve all materials for distribution or display on Rock Creek Public School property. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

Student and personnel publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the principal for review for accuracy and compliance with district policies before publication.

## **PLEDGE TO THE AMERICAN FLAG**

"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 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 upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

SCHOOL COLORS - Blue and Gold

SCHOOL MASCOT - Mustangs

## **OBJECTIVES OF THE ROCK CREEK HIGH SCHOOL**

1. To develop an appreciation and understanding of democracy and democratic government.
2. To promote a willingness to respect the rights of others.
3. To promote a spirit of fellowship, fair play, and social cooperation.
4. To encourage the practice of good citizenship.
5. To instill in each student an incentive sufficient to cause himself to become a better citizen and to leave Rock Creek High School a better institution.
6. To teach the importance of ideas and good habits for better character development.
7. To foster and promote high scholarship.
8. To encourage each student to measure their success by comparing his achievements with his own ability---not with that of a classmate.

## COMPACT FOR LEARNING

In partnership with parents and the community, the mission of Rock Creek Public Schools is to educate all students through an unconditional commitment to quality and high standards.

We believe that student success is a joint effort of the home, school and community. The purpose for this Compact for Learning is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards, receives a quality education, and is prepared for the future.

As a parent, I will strive to:

- Provide a quiet place and set aside a specific time to do homework.
- Praise my child's efforts and be supportive of his/her activities.
- Sign and return all papers that require a parent/guardian signature.
- Encourage a positive attitude toward school.
- Ensure that my child attends school daily and arrives at school on time.
- Attend parent/teacher conferences and other school functions.
- Encourage my child to follow rules and regulations of the school.

As a teacher, I will strive to:

- Believe that each child can learn.
- Respect and value the uniqueness of each child and his or her family.
- Provide an environment that promotes active learning.
- Assist each student in achieving success each day.
- Maintain open lines of communication with students and parents.
- Give assignments that are an extension of what is learned in the classroom and not merely "busy work" or untaught concepts that may cause parents and students undue stress at home.
- Give corrective feedback.
- Respect cultural, racial and ethnic differences.

As a student, I will strive to:

- Attend school regularly.
- Comply with school rules.
- Accept responsibility for my own actions.
- Work to resolve conflicts in positive, nonviolent ways.
- Respect the personal rights and property of others.
- Complete homework in a thorough, legible, and timely manner

## **Hours of Operation & Teacher Reporting Times**

Parents/Guardians are asked not to drop students off before the scheduled teacher reporting times listed below since teachers are unavailable for supervision of students. The school will not be responsible for students who are dropped off before teacher reporting time at 7:25 a.m.

**Hours of Operation: 7:45 a.m. - 3:15 p.m.**

**Teachers Report at 7:25 a.m.**

## **General Information**

### **FERPA-Family Educational Rights under FERPA for Elementary and Secondary Institutions**

In compliance with the Family Educational Rights & Privacy Act (FERPA), parents of students in Rock Creek Public Schools have the following rights with regard to student educational records:

1. The right of a student's parents and eligible students (18 years of age and older) to inspect and review the student's educational records.
2. The right of a student's parents or eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading or in violation of the student's rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or the eligible student's request.
3. The right of a student's parent or eligible student to consent to disclosure of personally identifiable information contained in the student's educational records, except where consent is not required to authorize disclosure.
  - o Student name
  - o Names of the student's parents
  - o Student's date of birth
  - o Student's address
  - o Student's class designation (i.e., first grade, tenth grade, etc.)
  - o Student's extracurricular participation
  - o Student's achievement awards or honors
  - o Student's photograph
  - o Student's weight and height if a member of any athletic team
  - o The school or school district the student attended before he/she enrolled in Rock Creek School District
4. The right of any person to file a complaint with the US Department of Education, concerning alleged failures to comply with confidentiality requirements.

Copies of Rock Creek Public Schools' FERPA policy are available for parent and eligible student review in the principal's office of each school building and at the superintendent's office. Parents or Students (18 and older) may request and sign a form at the principal's office indicating that they do not want directory information released.

### **Annual Asbestos Notice**

This is to inform you that Rock Creek Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility. If you have questions, contact the Office of the Superintendent. A copy of the management plan is located in this office.

### **TITLE I-PARENTS' RIGHT TO KNOW**

It is the policy of Rock Creek School to employ only those teachers and paraprofessionals (teachers' aides) who are considered highly qualified by the OSDE and the United States Department of Education.

- Parents have the right to make a written request for additional information about their child's teacher which includes the following:
  - The level of state certification—emergency, alternative
  - The college degree(s), certification(s) and content area(s) of the degree(s) and certification(s).

Parents may also make a written request for the qualifications of the paraprofessional (teacher's aide) that works with their child. These requests should be made through the building principal where the student attends.

### **PUBLIC RECORDS ACCESS FEE SCHEDULE**

Photocopies: .25 per copied page Search/Research: \$15.00 per hour Plus Postage if Applicable.

### **SCHOOL TO PARENT COMMUNICATION**

To ensure a successful school year, it is important to implement effective communication between the school and parent. Tools used by the school to inform parents of important announcements such as grades, lunch bills, dates, times and locations of special events are:

- School Website: <https://www.rockcreekisd.net/>
- WENGAGE (Parents can access child's grades)
- E-Notes
- Notes Sent Home With Students
- Mailings sent home to parents
- Personal Phone Calls from Teachers/Administrators

### **NOTICE OF NON-DISCRIMINATION**

The Rock Creek Public School District adheres to the equal opportunity provisions of Federal Civil Rights laws and regulations that are applicable to this institution. In the pursuit of educational goals and objectives, and in the administration of personnel policies and procedures, Rock Creek School does not discriminate on the basis of race, religion, color, national origin, sex, handicapping condition, disability, genetic information, veteran status, marital status, or age in its programs and activities.

All class offerings, courses, clubs, and extracurricular activities offered at Rock Creek School are open to all students regardless of race, creed, national origin or sex. The student must meet the prerequisites of grade level and grade point average, attendance and behavior requirements, for admittance to any given course, club or activity. The district person to contact to report alleged acts of discrimination is Jon A. Tuck, Superintendent of Schools.

### **SPECIAL EDUCATION**

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA-B), P.L. 101-476. In keeping compliance with law, Rock Creek Public Schools has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services. Anyone who knows of any child meeting these criteria, who lives in the district and is not being served, is urged to contact school officials.

### **CHANGE OF ADDRESS, E-MAIL OR TELEPHONE**

Notify the office immediately if you change your name, address or telephone number. Changes in work telephone numbers for parents or guardians should be brought to the attention of the school, so that we may notify parents in the event of an emergency.

### **E-NOTES**

E-Notes is a voice, text, and email alert system that will be used as needed to inform parents or guardians of a student's absence. It has a documentation feature that allows the school to monitor the number of contact attempts made and whether or not someone was reached.

### **TELEPHONE**

Telephone calls for students will be taken from parents only, and students will be called from classes only in cases of emergency. In other cases, the office will take messages for students to call at the end of the class period. Students are not allowed to use school phones during school hours, unless they have become ill.

### **INTERNET USE**

All Rock Creek School students using the computer network or the internet will be required to sign a *User Agreement*. This agreement states the regulations for proper use of the system. A copy of the district's internet/computer use policy for students and staff is available at each site. Failure to abide by the terms of the User Agreement will lead to disciplinary measures which may include but are not limited to: loss of internet/computer privileges, detention,

and/or suspension. **Additionally, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or Federal law.** Examples of inappropriate uses of Internet include but are not limited to: Uses that violate the law or encourage others to violate the law; Uses that cause harm to others or damage to their property; Uses that involve access to pornographic or other inappropriate content; Uses that involve cheating; Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet; Uses that are commercial transactions; Uses that are considered Cyber Bullying (Intentionally harming, harassing, intimidating, or rejecting another person using technology).

#### **PERSONAL PROPERTY**

Students are strongly discouraged from bringing personal property (other than items needed for classes) to school. Bicycles may be ridden to school but must be kept in designated areas during school day. Skates and skateboards are prohibited on campus. **The school will not be responsible for the loss or damage to personal property of the student.**

#### **TRANSFERS**

Students are required to be legal residents of Rock Creek School District, or to have on file in the superintendent's office the necessary transfer forms from districts outside of Rock Creek School District.

#### **WITHDRAWAL**

In order to withdraw, the following steps are to be taken:

1. A withdrawal form (obtained from the main office) must be signed by a parent or guardian.
2. The withdrawal is signed by each teacher indicating a partial or complete grade and the return of all books and materials.
3. The withdrawal is also signed by the librarian and the counselor.
4. The principal, counselor or school secretary frees all records which will then be sent to a receiving school at the school's request.
5. Usually the records will not be released until a receiving school requests the student's records.

#### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be scheduled twice yearly by the school, one in the fall and one in the spring. Parent/Teacher conferences may also be arranged on any school day at the parent's request. We would ask that they be held during the teacher's planning period. Parents may call their child's campus office to arrange a conference. See calendar for parent/teacher conference dates/times.

#### **VISITORS**

**All visitors** must report and sign in at the office and for safety reasons are not allowed to roam campus, travel hallways or disrupt classrooms. Students not enrolled in Rock Creek Public

School will not be allowed on campus unless the principal has invited them for special programs.

### **STUDENT RELEASE**

Parents are encouraged to list all persons who can pick up students from school on the student's enrollment form. Students will not be released to anyone other than the legal parent/guardian unless the person is listed by the legal parent/guardian on the enrollment form. Proper Identification may be requested. If an official court document **signed by a judge** terminating the rights of that parent is on file, the district will not release the child to that parent. Without this legal documentation, the district will not deny any parent or legal guardian access to their child.

### **CHECKING OUT OF SCHOOL**

Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school. **Students must check out through the office before leaving campus even if their parent or guardian has given permission for student to leave. (Failure to do so may result in Suspension or ISD.)**

### **STUDENT ATTENDANCE**

In accordance with the policy of the board of education, each student in K-12 is required to attend class a minimum of 90% of the time in order to receive credit for that class. The Oklahoma Department of Education does not distinguish between excused and unexcused absences when determining if a student is chronically absent. Therefore, Rock Creek Schools will not record absences as excused or unexcused. Students may have a total of 8 absences per semester. A student who has more than 8 absences will receive a failing grade for the class (for the semester).

#### **Absences**

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multi-county grand or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation

It is the responsibility of the parent to notify the school by 10:00 a.m. if a child is to be absent for one of the above reasons. The student may make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the

district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

**A student will not be considered absent from school if:**

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

**Chronic Absenteeism**

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

**School Activity**

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

**Truancy**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. The student may be subject to further disciplinary action.

**Tardies**

1. A student is tardy who is not in the classroom when the bell to begin the period sounds
2. A student who is more than fifteen (15) minutes late is counted absent for the period

3 tardies = 3 days noon or morning detention

4 + tardies = 6 days noon or morning detention

Each tardy after 6 tardies = All day ISD.

Each tardy after 10 tardies = 5 days ISD.

**ALTERNATIVE EDUCATION**

Rock Creek ISD will provide alternative education to students who meet the qualifications and guidelines governed by the Rock Creek Board of Education and Administration.

Priority will be given to the following students: their class has already graduated students who are 10 or more credits behind, students moving in from out of state, and seniors who are a year or more behind.

Students who attend Rock Creek/Choctaw Nation Inter-Local will be under the same guidelines and policies of all Rock Creek students.

**OUTSIDE AGENCY STUDENT INTERVIEWS**

Rock Creek Public School will follow all state laws and local school board policy regarding student access/interviews by outside agencies. DHS, Child Welfare, Law Enforcement officials, etc... must receive authorization from the building principal or designee before interviewing students, and the principal or designee may request to be present during the interview. Although parents are not required to be notified in all instances, credentials will be checked before allowing access to students. All subpoenas will be honored. Counselors from outside agencies will not be allowed access to students without prior district approval and written parental consent. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

### **MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT**

Oklahoma law requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services (DHS). School officials must report any suspected incidents of child abuse or neglect to the proper legal authorities and are protected from civil liability from such reporting.

### **FIRST AID**

First aid equipment will be found in the office of the principal. Students who become ill during school hours will report to the office.

### **CLOSING SCHOOL (BAD WEATHER)**

Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio and television stations and the E-Notes (phone messaging system).

### **LIBRARY**

Library procedures and policy are under the direction of the media specialist. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students will be liable for destroying or failure to return library materials.

### **TEXTBOOKS/SCHOOL PROPERTY**

Students shall be held accountable for the care, use and return of textbooks and other school property and shall be required to pay for any damaged or lost school textbooks or property.

### **LOST AND FOUND**

All articles found will be placed in a lost and found box. Students should check the box when they have lost something. Articles not claimed by the end of each semester, will be donated to a local charity organization.

### **PETITIONS/FLIERS**

Fliers may not be posted or circulated in a school building without approval of the building principal. Petitions may not be displayed or circulated without prior permission from the superintendent of schools.

### **PUBLIC COMPLAINTS**

**Research proves that students feel more secure and have greater success in school when they understand that their parents/guardians and school officials have a positive working relationship for what is in their best interests.**

The Rock Creek Public School Board has confidence in its professional staff and desires to support their actions in order that they are protected from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

## **PARENTAL CONCERNS AND GRIEVANCE PROCEDURE**

The Rock Creek School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. Because there must be an orderly procedure for addressing these concerns, parents are asked to seek out facts and give school officials time to investigate before reacting to situations. Parents/legal guardians, who have concerns or complaints, should first request a conference with the teacher or staff member. **Parents/guardians are required to report to the office, and under no circumstance should confront a teacher/staff member during the performance of their duties.** Depending upon the nature of the concern/complaint, the principal may decide to handle this initial meeting. If still not satisfied, the parent should request a meeting with the principal and then the superintendent. Finally, if all other avenues have been exhausted, parents may request (through the superintendent's office) to be on the agenda to speak to the board of education. The Board's action shall be a final determination of the grievance.

In adherence to confidentiality laws, under no circumstances will school staff discuss student issues with any family member other than the legal parent/guardian.

## **CIVILITY (Conduct of Parents, Visitors and District Employees)**

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her rights to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

## **EXPECTED LEVEL OF BEHAVIOR**

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

## **UNACCEPTABLE/DISRUPTIVE BEHAVIOR**

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, school bus, activity trip locations, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parents/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior may constitute a criminal violation.
4. Damaging or destroying school property.

5. Abusive, threatening or obscene email/voice mail, text or other written messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom, school event, bus trip, or any school facility.

#### **AUTHORITY OF SCHOOL PERSONNEL TO DIRECT PERSONS TO LEAVE SCHOOL FACILITY PREMISES/PROPERTY/SCHOOL ACTIVITY WHETHER ON CAMPUS OR ELSEWHERE**

1. Any person who demonstrates unacceptable/disruptive behavior may be directed by the principal, assistant principal, school administrator or designee to **promptly** leave the school grounds, facility, or any school event held on school campus or elsewhere. If the person refuses to leave the school premises or school event located elsewhere, as directed, the administrator or designee shall seek the assistance of law enforcement officers and take action as is deemed necessary.
2. Any person who is verbally or physically threatening, belligerent, or refuses to follow school guidelines/procedures or staff directives may be banned from campus including during the academic day and at all school functions by the superintendent of schools for a period of six months. Any banned person who then returns to the campus or school event whether on campus or elsewhere within this six-month time frame is guilty of an offense classified as a misdemeanor under Oklahoma law.

#### **ASSAULT, BATTERY, OR ASSAULT AND BATTERY UPON SCHOOL EMPLOYEE**

Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee. For purposes of this policy, “assault” shall be defined by Section 641 of Title 21 of the Oklahoma Statutes, and “aggravated assault and battery” shall be defined by Section 21 of Oklahoma Statutes. “Assault” is defined as any willful and unlawful attempt or offer (threat) with force or violence to do a corporal hurt to injure another. “Battery” is defined as any willful and unlawful use of force or violence upon the person of another. For purposes of this policy, “School Employee” shall mean any duly appointed person, employee, or employees of a firm contracting with Rock Creek Public School, for any purpose, including such personnel not directly related to the teaching process and board members during meetings. REFERENCE: 21 O.S. § 650.7

#### **SAFETY AND TRANSPORTATION**

***A copy of the district safety/crisis prevention/emergency response plan is available at all sites or the Central Office. A safety team with parent, student, teacher and administrative representatives meets at least once annually to review school safety practices and make recommendations to principals. Safe School Helpline Safe-Call is a toll-free anonymous hotline sponsored by the Oklahoma State Department of Education that allows students and/or parents to report any activity they feel may threaten the safety of our students. The number is 1-877-SAFECALL, Ext. OK1 or 1-877-723-3225, Ext. 651***

#### **DROP OFF/PICK UP PROCEDURE**

Student safety is a priority of Rock Creek Schools. Each school site has a specific procedure that must be followed when dropping off or picking up students. HB1965 became effective in 2015 and bans texting while driving. Law enforcement will be able to pull over drivers who are

texting on their cell phones behind the wheel and issue a \$100 fine. **Cell phones are prohibited in Rock Creek's school zones.**

### **ACTIVITY TRIP TRANSPORTATION**

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must present a written request to the principal or the activity advisor, including a telephone number for verification purposes by 3:00 pm on the travel date. Parents may sign their own children out at any event. If a parent chooses either of these options, the school is not responsible for the student's return trip. The person a student rides home with is the responsibility of the parent. The school will assume no liability for the student once the parent signs them out. **No one other than Rock Creek school personnel and students may ride in school vehicles including school buses unless the administrator overseeing the activity has authorized the transportation of non-school personnel as chaperones beforehand.**

### **TRANSPORTATION/PRIVILEGES**

**The provision of school bus transportation is not a right of students, but is a privilege extended by the Board of Education.** Upon suspension of this privilege, it is the parent's/guardian's responsibility to transport their student to school. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

### **BUS REGULATIONS**

In accordance with the policy of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting on and traveling on school buses.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
3. Passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver.
4. The use of tobacco or any tobacco simulated product and the consumption of food or beverages are not permitted on school buses.
5. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw or dangle objects from windows or extend any part of the body through a window.
6. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver.

7. Seats will be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.
8. All district rules and regulations regarding student misconduct, possession or use of alcohol and/or drugs and possession or use of weapons shall be extended to any and all persons utilizing school transportation.
9. Any passenger who defaces or vandalizes a school bus in any way may be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the equivalent of one semester. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.
10. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action he/she deems necessary. For a second occurrence, bus privileges may be withdrawn for one to five days. For a third, and subsequent offense, a student's privileges may be withdrawn for the equivalent of one semester.
11. If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without parental permission.
12. Bus evacuation drills shall be conducted on the school buses for this school district as required by the Oklahoma Transportation Laws.

#### **FIRE DRILL**

A map showing the fire exit routes will be posted in each classroom. There will be 2 fire drills each semester. Teachers will review the routes and procedures with their students.

1. School's alarm sounds.
2. Pre-designated student leads the way to the evacuation site.
3. Teacher follows the last student out.
4. Teacher takes class roster and emergency bag.
5. Close windows, turn off lights, and close classroom doors.
6. **LEAVE DOOR UNLOCKED.**
7. In case of a blocked exit, search for the closest other exit.
8. Take roll and keep your class/group together.
9. Wait for "all clear signal" (radio/verbal) to re-enter or wait for further instructions.

#### **LOCKDOWN/INTRUDER DRILL**

There will be one lockdown and one intruder drill per semester to familiarize students with our procedures. Should an emergency event occur our first priority is our students and staff. Therefore, parents will not be allowed in the buildings or to check out their child until the proper officials deem it safe.

#### **TORNADO DRILL**

Tornado drill maps will be posted in each classroom and the teachers will review these procedures with each class each semester.

1. A scripted announcement over the intercom system will be made to alert the students and faculty that a tornado drill will be conducted.
2. Classes will move to their assigned areas upon direction from the administrator or his/her designee. Do not move your class until then.
3. Students shall leave their class in single file in a quiet and orderly manner.
4. A student in each class may be selected to lead the students to the designated area. Each teacher will follow the last student out with his/her emergency bag and class roster.
5. Students are to go directly to their designated area. Each teacher needs to remain with his/her class at all times.
6. Students are to be seated as soon as possible.
7. Students will return to class on directions from the intercom system or administration.

*Disclaimer: Rock Creek school personnel, to the best of their ability, will keep students safe in the event of an emergency.*

### **DISSEMINATION OF MATERIALS**

Rock Creek Public School does not distribute any type of religious materials from any religious organization.

### **COUNSELOR**

Students and parents are encouraged to visit with the school counselor about any problem causing students to have difficulty with school. The counselor has reference sources and materials available that may help students find answers to a variety of problems. A copy of the district counseling policy is available at the Central Office. Counselors will help coordinate testing, gifted/talented, health and wellness, character education, drug/alcohol/tobacco and bullying prevention activities.

### **HEALTH AND WELLNESS**

A nutritional breakfast and lunch program are provided daily. A copy of the district's health and wellness plan is available at the Central Office.

### **STUDENT INSURANCE**

School insurance is available to all students at <http://www.studentinsurance-kk.com/>. Purchase of this insurance is optional; however, **the school is not responsible for medical bills of students who become sick or are injured during school or at school sponsored events;** therefore, parents are advised to carry medical insurance on their children.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed note from the parent must be presented to the office. **All medication will be kept in and dispensed through the office.** Such medication should be properly labeled with the physician's directions. Students will not take any prescription or nonprescription medication without first reporting the use to the office.

***Exceptions may be made in cases where parents notify the office if a student is asthmatic, diabetic or has other serious medical conditions that warrant special medical plans.*** In these cases, a physician's statement must be presented stating that the student is trained and capable of administering the prescribed medication and parents must provide written authorization on a form containing a disclaimer of liability from the district. **Under no circumstances will students share any type of medication with other students. Doing so will result in suspension from school.**

#### **STUDENT IMMUNIZATION**

State Statute 1210.191 (70§1991) as amended, states "No minor child shall be admitted to any public, private, or parochial school operating in this state unless such child presents to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, Hemophilus influenza type B (HIB), measles (rubeola), rubella, mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease." **A meningococcal vaccine is recommended for all children at their routine preadolescent visit (11-12 years of age).** Upon receipt of a written statement from the state verifying exemption because of religious, medical, or other reasons, then such child shall be exempt from the provisions of this act. Rock Creek Public Schools will follow state guidelines on all recommended immunization dosage.

#### **MENINGOCOCCAL DISEASE**

Meningococcal Disease results from a type of bacteria called Neisseria meningitidis that can cause serious, life-threatening infections in humans. It is contagious and can spread from person to person through the air, kissing, sharing eating utensils, and hand-to-hand contact. Most commonly these infections involve the tissues that surround the brain and spinal cord, but they can also occur in the bloodstream. Symptoms may include headache, sensitivity to light, high fever, confusion, unusual irritability, rash of dark red or purple spots, seizures, change in level of consciousness, and neck stiffness. Meningococcal disease needs to be treated with prompt and aggressive antibiotic therapy to lower the risk of complications. **The disease can often be prevented through vaccination.** Detailed information on meningococcal disease will be distributed at enrollment and is available at all offices.

#### **HEAD LICE/NITS/SCABIES/IMPETIGO/STREP THROAT/ STAPH INFECTION/FIFTH'S POLICY**

Students suspected of having head lice will be sent to the office for examination, by a designated person. A designated school official will notify the parent(s) that the student is not to return to school until the live bugs have been eliminated, the nits are removed and the student has been checked by the designated school official to return to class.

Impetigo and scabies are highly contagious. Students should not attend school with these infections. Students will be sent home for treatment and may not return until all sores and scabs are healed.

Students should not come to school when they are sick. Students will be sent home if they develop symptoms of illness to prevent the spread of sickness to others.

#### **Symptoms:**

Fever of 100 or higher

Diarrhea  
Vomiting  
Body rash with fever  
Sore throat with fever or swollen glands  
Severe coughing  
Eye discharge

**Strong efforts are made to provide a safe and healthy place for students to come to school. Please assist us by keeping your child at home when ill.**

#### **BED BUGS**

Inform the building principal. The building principal will notify the superintendent and begin the notification process as to the location of where the bed bug was found. Under no circumstances will the identity of a student, parent, or employee be released with regard to where the bed bug is suspected to have originated. Students and employees who are suspected of having bed bugs on their person will not be disciplined nor will they be removed from the premises for having bed bugs on their person or in their homes. The parents or guardians of the child who was found with a bed bug on their person should also be informed as soon as possible.

#### **BULLYING**

Rock Creek Public School has a zero-tolerance policy for harassment, intimidation, bullying, hazing, or other abusive behaviors that can lead to physical or psychological harm and/or loss of or damage to property. The district policy for bullying prevention is available at every site. Any student, who believes he/she or any other student is a victim of any type of abuse, should immediately report the incident(s) to a teacher, counselor or principal. All reports of abuse will be fully investigated.

“Harassment, intimidation and bullying” as defined by Oklahoma Statutes, means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation and bullying” include, but are not limited to gestures, written, verbal, or physical acts, or electronic communications.

- “Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular phone or other wireless telecommunication device, or a computer.
- “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.
- “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

### **DRUG/ALCOHOL/TOBACCO PREVENTION**

Educational programs are coordinated by guidance counselors at each site.

### **AIDS/COMMUNICABLE DISEASE PREVENTION/SEX EDUCATION**

Age appropriate educational programs are coordinated by counselors. Parents are notified before instruction, provided opportunities to review curriculum and may choose to opt their child out of programs.

### **STUDENT COUNCIL**

Rock Creek Student Council is comprised of two elected representatives from each grade (7<sup>th</sup> through 12<sup>th</sup>) and the elected class officers from each grade. Candidates for class officer and student council representative must have a minimum 3.0 GPA with no grade below a C for their prior school year. The council serves pursuant to rules promulgated by the Council and is subject to administrative approval.

Spirit Week and Homecoming activities are under the direction of the Student Council. Each 7<sup>th</sup> through 12<sup>th</sup> grade class competes against the other classes in various activities during Spirit Week.

## **OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION**

### **OSSAA RULES**

#### **AGE, PHYSICAL EXAM, AND PARENT'S CONSENT CERTIFICATE**

Any student who reaches his/her nineteenth birthday before September 1<sup>st</sup> will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1<sup>st</sup> will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1<sup>st</sup> will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1<sup>st</sup> will not be eligible for the seventh grade or below. Non-athletic: Any student who reaches his twenty-first birthday before September 1<sup>st</sup> will not be eligible.

No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1<sup>st</sup> of the preceding year in which the students are to

participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the pupil participates in any organized athletic practice session including contest participation.

#### **ATTENDANCE**

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If the student is ineligible because of late enrollment, the student must attend classes to regain eligibility the same number of days missed by late enrollment; otherwise, the student must attend a period of time equal to the number of days absent in excess of twenty percent for the semester. In the event of late enrollment due to illness, injury or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to the time required to become eligible. After a student regains eligibility and then is absent, his or her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming ineligible, shall be calculated from the date on which eligibility is regained.

#### **STUDENT CONDUCT**

A student whose conduct or character at school is under discipline, or whose conduct or character outside of school reflects discredit upon the school, shall be ineligible until reinstated by the principal.

A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. Students ineligible under these rules are not eligible until reinstated by the principal.

If a student who is ineligible under these rules transfers, the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.

A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the *Board of Directors*.

No person shall enter a contest under an assumed name.

**Any pupil, who is a member of a gang or secret society (fraternity, sorority) in violation of the State Law of Oklahoma, or the regulations of any local Board of Education, is not eligible. Any school violating this rule will be subject to suspension for a period of one (1) year.**

#### **STUDENT ELIGIBILITY**

Scholastic eligibility for students will be checked at the end of the fourth week of the semester and each succeeding week thereafter. A student must be passing all subjects enrolled in during

a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, the student will be ineligible to participate during the next one-week period.

1. The ineligibility period will begin on Monday and end on Sunday.
2. A student who loses eligibility under the provisions must be passing all subjects to regain eligibility.
3. A student regains eligibility under Rule 3 with the first class of the new one-week period.

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

## CODES OF CONDUCT

### SPECTATOR CODE OF CONDUCT

The following code of conduct should serve as a model at all sporting events as well as all school sponsored activities/events.

Believing that sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

Believing that my conduct is an important part of the school's programs,

I PLEDGE to act in accordance with these principles.

As an athletic or school event spectator, I will:

1. Exemplify the highest moral character, behavior and leadership so as to set a worthy example for young people
2. Maintain and exhibit poise, self-discipline and control during and after the event
3. Conduct myself in such a manner that attention is drawn not to me, but rather to the participants who deserve **positive** attention
4. Regulate my actions at all times so that I will be a credit to the event I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the student participant
5. Support all reasonable measures to improve good sportsmanship
6. Treat visitors and spectators as guests, being courteous and fair
7. Avoid actions that will offend individual participants or guests
8. Accept the judgment of the coach or sponsor
9. Honor the rights of visitors in a manner in which I would expect to be treated
10. Respect the property of the school
11. Display good sportsmanship by being modest in victory and gracious in defeat
12. Remember that all of the participants are young people who are still learning and growing, not paid professionals

13. Pay respect to both teams or all participants as they enter and during the competition/event; Remember that the opponents are young people—somebody's children—and they want to win and excel as much as we do
14. Appreciate the talents exhibited by both teams and all participants
15. Show sympathy for an injured player or participant including those from visiting schools
16. Honor the officials as respected guests and treat them as such
17. Direct my energies to encouraging my team rather than yelling at the players, coaches/sponsors or officials
18. Leave the correcting to the **qualified** school staff (coaches/sponsors)
19. Believe that the officials are fair and accept their decisions as final
20. Learn the rules of the game in order to be a more intelligent fan
21. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship
22. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities
23. Realize that negative remarks, jeering, obscene cheers, littering, throwing of objects, verbal indignities directed toward athletes, student participants, coaches, sponsors, or officials or any other act of poor sportsmanship shows a lack of class, is a poor reflection on the school and community, and has no place in school athletics or at any school sponsored event. Should this be an issue removal from school property will occur and possible ban from future events/campus at the discretion of administration.

### **STUDENTS GENERAL CODE OF CONDUCT**

The General Principles of the Code of Conduct are:

- Accept responsibility for your education, decisions, words and actions.
- Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
- Be active in the school and community.
- Maintain a balance between academics and co-curricular activities continually giving your best effort to each.
- Support your fellow students and their activities.
- Respect cultural diversity, individuality, and the choices and rights of others.
- Have Self Respect and Respect for Others will follow.

### **SEARCH POLICY**

In accordance with 70 O.S. § 24-102, the superintendent or principal, teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for the following:

- Dangerous weapons
- Controlled dangerous substances
- Intoxicating beverages, low-point beer

- Missing or stolen property if said property is reasonably suspected to have been taken from another student, a school employee or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched. The search shall be witnessed by at least one other authorized person of the same sex if practicable. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school lockers, desks or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property.

Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

### **DRUGS AND ALCOHOL PROHIBITED**

This policy includes, but is not limited to, all illicit drugs, including alcohol and tobacco/ simulated tobacco products, and prescription drugs that are not lawfully prescribed to the student and/or that are not taken as prescribed.

Rock Creek Public Schools strictly prohibit the unlawful use, possession, dispensing, distribution, manufacture or possession with intent to distribute, of any illicit drug, including alcoholic beverages, in or on any Rock Creek School District property (including vehicles), or at any school district-sponsored function or event.

Compliance with this policy is mandatory and will be consistently enforced. Any student suspected of violation of this policy may be immediately suspended from school by the principal.

### **INTENT TO DISTRIBUTE DRUGS OR ALCOHOL**

A student will be suspended, and a police report will be filed.

### **GANG-RELATED ACTIVITIES**

It is the policy of the Rock Creek Public School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension. Any person (s) displaying gang affiliation in any manner at any school event will be asked to leave school premises. Law enforcement will be contacted when deemed necessary.

### **GUNS/WEAPONS**

It shall be unlawful for any person to have in his/her possession on any public school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Oklahoma Statutes as "...any pistol, revolver, shotgun or rifle whether loaded or unloaded or any 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, whether such weapon be concealed or unconcealed...". A police report will be made for violation of this law. Knives of any kind or size are not allowed on campus. Toy Guns, paintball guns, BB guns, water guns, etc...are also strictly prohibited on campus.

### **HAZING**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep

deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

#### **INDECENT ACTIONS**

Any acts, expressions, comments or other actions, either written or expressed, that are considered indecent, threatening and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

#### **INAPPROPRIATE DISPLAYS OF AFFECTION**

Overly affectionate behavior is not acceptable at school or on school-sponsored activities. Couples are expected to keep their hands to themselves and not publicly display affection by, hugging, cuddling, kissing or any other affectionate display that is deemed inappropriate. Students participating in this behavior will be subject to disciplinary consequences.

#### **TOBACCO PROHIBITED**

**Rock Creek Public School is a 24/7 Tobacco Free Campus.** The Rock Creek Board of Education prohibits the use or possession of any tobacco product or simulated tobacco product on the school premises or at any school-sponsored activity. Possession, use, or distribution of tobacco products by minors is a violation of state law, and use or possession will result in disciplinary action. This will include possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, vaping device or any other form of tobacco products.

#### **WIRELESS TELECOMMUNICATION DEVICE/ELECTRONIC DEVICE RESTRICTIONS**

A student may possess a wireless telecommunication device while the student is on school premises. Students who are in possession of such devices must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use. Approved devices must always be in silent mode while on school campus. Students are only allowed to use such devices before/after school and at lunch recess unless given permission by an administrator or teacher. Students are not authorized to use headphones without teacher permission or between class periods. Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes office runners and/or students who are in the hallways or in the restrooms during instructional time. Each teacher has the discretion to allow and regulate the use of devices in

the classroom and on specific projects. Students will not be allowed to charge their devices in any classroom or on any school issued laptop during the school day.

Students may not use wireless telecommunication devices to “bully” or to post derogatory statements about students, faculty, or staff via text message or Social Media. Students may not use devices to record or videotape. It is prohibited to take pictures, record, or videotape faculty or school staff. School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Wireless telecommunication devices that ring, vibrate excessively, or in any other way disrupt the educational process, are grounds for confiscation of the device by school staff or personnel and could result in punishment. Devices may not be used during emergency drills or emergency events. Use of a wireless telecommunication device is not a right but a privilege. When abused, privileges will be withdrawn. If smart watches are used inappropriately then the same rules will apply.

The student assumes all risks in bringing such devices onto school property or to school related functions. Rock Creek Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Possession of a wireless telecommunication device by students is presumed to indicate consent by the parent/guardian.

**WARNING:**

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a **CRIME** under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be suspended from school and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and criminal prosecution.

**CLOSED CAMPUS**

1. No one is to leave the campus during the school day. Any student leaving the school property without securing permission and signing out through the office will be truant and dealt with accordingly.
2. Students who need to leave the campus must come to the main office.
3. If parents are picking up a student for lunch, they must come to the office and sign him/her out. The student is responsible for returning to his/her next class on time.
4. Students who are not currently enrolled in Rock Creek Public School are not allowed to visit campus or classrooms unless approved by the principal for special programs.
5. Once a student comes on campus, he/she is to remain there.

**OUTDOOR CONDUCT**

Students are to remain in assigned areas and are expected to keep the campus trash free. Students are not to engage in horseplay, pushing/shoving, tackle football, boxing, wrestling, choke holds, or any other activity that could reasonably be expected to cause harm to oneself or others.

### **CAFETERIA CONDUCT**

Food service offers students high quality, well-cooked, balanced meals. In order to provide a pleasant and relaxed atmosphere, students are expected to follow these common courtesies:

1. Keep noise to a minimum.
2. Do not break into lines.
3. Have a lunch card ready (if applicable).
4. Leave the area clean.
5. Return trays.
6. Do not take food or cups from the cafeteria.

### **CARE OF SCHOOL BUILDING**

We are proud of the facilities we have here in Rock Creek Public School system. Clean, well maintained facilities help build pride and help set a climate that is conducive to learning. In order to continue this pride, we ask that all students do their part in keeping the buildings and campus areas clean and in excellent condition. Students are not allowed to bring any food or drinks into the school. Students are to respect the property of the school at all times. Any student who damages or destroys school property will be asked to pay in full the amount of the damages caused.

### **HALL CONDUCT**

It is necessary for all students to be thoughtful and cooperative in the hallways. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic. When the 1-minute bell rings, students are expected to immediately go to their next class. Shouting, whistling, running, scuffling, etc. will result in disciplinary action. Hall passes are required during regular class hours. Students are not allowed to bring food or drinks into the buildings unless it is pre-approved by a teacher for a class party.

**Elementary principals may require separate rules for hallway conduct at their sites.**

### **LOCKERS**

School lockers will be assigned at the time of enrollment for the school year. **It is strongly advised that all valuables be left at home as the school will not be liable for theft or loss.** The school will not assume responsibility for any items taken from student lockers. Students are encouraged to use padlocks. An extra key or the combination must be provided to the office.

### **SCHOOL TRIPS**

Only students who are academically eligible will be allowed to travel on school trips.

### **CHEATING AND PLAGIARISM**

Cheating and plagiarism will not be tolerated. Plagiarism is defined as using another person's work as your own. This will include but not be limited to downloading material from the Internet; computer hard drives, using another person's previously completed work to be turned in for a grade, etc. Cheating is defined as using unacceptable means to achieve academic success. Cheating may include, but is not limited to, the following: copying tests, individual in-class assignments, or homework, obtaining verbal assistance or looking on another's work during a test, or using unauthorized test material. The consequences for cheating and plagiarism will include: Loss of credit on the academic project (term paper, research paper, etc.) and discipline will be administered at the discretion of the Principal.

### **DRESS CODE**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. **Students/parents are advised not to purchase school clothing that could be deemed too revealing, indecent, improper or distracting.**

- All students will wear underwear and footwear (no house shoes)
- Students will not wear pajamas or swimsuits/trunks (except on school approved dress up days).
- There will be no bare backs or skin showing around the waist.
- No spaghetti strap or strapless tops, halter tops, low cut or off the shoulder shirts.
- Tops that show bra straps or cleavage are not allowed.
- No part of any underwear garment is to show at any time whether standing, moving or sitting.
- Sunglasses, caps, hats or other headgear are not allowed to be worn in buildings.
- Bandanas and sweatbands are prohibited.
- Students will not be allowed to wear pants that are overly "sagging."
- Students will not wear see-through clothing or underclothing (such as boxer shorts) as an outer garment.
- Length of shorts and skirts must be of reasonable length when standing or sitting so as not to expose above mid-thighs.
- No holes or tears in shorts or pants above mid-thigh.
- Leggings must be covered to mid-thigh.
- Any apparel worn by students which displays alcoholic beverages, tobacco, gang symbols or expressions, drug advertising, or displays words, pictures or drawings considered to be in poor taste will not be permitted during school hours or during any sponsored activity.
- Any style of clothing, piercings, tattoos, hairstyle which is considered contrary to good hygiene or which is distracting, disruptive or detrimental to the purpose or conduct of the school will not be permitted

\*\*\*Sponsors of activities may establish through the administration additional requirements and regulations regarding haircuts/dress codes which they feel are necessary and appropriate for their particular sport or activity.

**Final authority on any dress code matter or policy rests at the discretion of the building principal. The elementary principal may have separate dress requirements for younger students.**

### **PROM, DANCES or OTHER SCHOOL SPONSORED EVENTS**

Students and their pre-approved dates must abide by all school rules and policies. Any student who wears clothing that is considered too revealing or indecent shall be denied access to the school sponsored event. **Discretion is advised when purchasing clothing for the prom or other events.**

### **STUDENT DRIVING PRIVILEGES AND PARKING**

1. All students must register all vehicles with the school that may be used during the school year. Failure on your part to register the vehicle could cause the vehicle to be towed at your expense. Registration materials are available in the office.
2. Students will be assigned parking spots.
3. Students must hold a valid driver's license to drive on school grounds.
4. Students may not go to vehicles during the school day without permission.
5. Students are not allowed to ride in the back of trucks.
6. Students are required to wear seatbelts.
7. Students are not to transport other students from campus without permission.
8. Students are to enter and exit campus slowly and safely, watching for pedestrians.
9. Students are not allowed to move vehicles during the day unless checked out of school.

**THESE RULES WILL BE STRICTLY ENFORCED. ANY VIOLATION OF THE ABOVE RULES WILL BE CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING LOSS OF PARKING PRIVILEGES AND/OR A CITATION BEING ISSUED TO THE VIOLATOR.**

### **DISCIPLINE**

One of the most important lessons education should teach is discipline which underlies the whole educational structure. **At Rock Creek Public Schools, we have high expectations for our students in the areas of attendance, performance and behavior.**

### **DISCIPLINE ACTION**

**The district reserves the right to determine the severity of all offenses and fit punishment to the offense.**

### **DISCIPLINARY REPORTS**

In the event that students get into trouble at school or school-sponsored activities, a disciplinary report will be completed for the student or students. These reports will be kept on file in the principal's office and a copy will be sent to the parent/guardian.

## **STUDENT BEHAVIOR**

**The following behaviors at school, while on school vehicles or going to and from or attending school events will result in disciplinary action, which may include parental conferences, corporal punishment, in-school placement options, out-of-school suspension or notification of proper authorities for possible charges and/or legal action.**

1. Arson
2. Assault (whether physical or verbal) and/or battery
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed any message or material
5. Bullying
6. Bus Misconduct
7. Cheating
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping or refusing to do work in class
10. Disruption of the educational process or operation of the school
11. Extortion
12. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or action
18. Graffiti
19. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts, taking of or destruction of property
20. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
21. Inappropriate Attire, including violations of dress code
22. Inappropriate behavior or gestures
23. Indecent Exposure
24. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening by word, or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or Verbal Abuse

27. Plagiarism
28. Possession or Distribution of a Caustic Substance
29. Possession or Distribution of obscene materials
30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, fireworks, etc...)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e, 3.2 beer), illegal chemical substances, or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
33. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Pranks
35. Profanity
36. Purchasing, selling, sharing and/or attempting to purchase, sell or share prescription and non-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, substitutes, volunteers
38. Theft
39. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts including taking of or destruction of property
40. Truancy
41. Use or possession of tobacco or tobacco simulated products in any form
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Vandalism
45. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or electronic media, name calling, destroying or defacing school property
46. Violation of District Computer/Internet Use Policy
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official

**In addition, conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.** This includes but is not limited to electronic communication, whether or not such communication originated at school or with school

equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

**All teachers have the responsibility for correcting misconduct of any student or group of students while the student is under the jurisdiction of the school. This includes any and all school functions.**

Infringement of school rules may result in a conference with a teacher or principal, a parent conference, detention, in-school detention (ISD) or out-of-school suspension (OSS), depending upon the nature or the severity of the offense and the regularity of its occurrence. **Students whose actions threaten the welfare and safety of others will receive long-term suspension.**

### **DISCIPLINARY MEASURES**

In administering discipline, consideration will be given to the alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. In considering alternative corrective actions the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student and/or parent
2. In-school Detention
3. Detention
4. Referral to Counselor
5. Behavior Contract
6. Changing student's seat assignment
7. Corporal Punishment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of Privileges
11. Involvement of Local Authorities
12. Referring student to appropriate Social Agency
13. Out of School Suspension
14. Other Appropriate discipline action as required and as indicated by the circumstance

### **EDUCATIONAL PLAN FOR STUDENTS IN OSS**

Upon parental request, students who are suspended from school will receive their assignments. Parents will be required to pick up the assignments in the principal's office and return them to the principal's office with their student on the day the student re-enters school.

### **EDUCATIONAL PLAN FOR STUDENTS IN ISD**

Students will receive and complete class assignments while in ISD. Students will not be dismissed early for “good behavior” while in ISD.

#### **IN-SCHOOL DETENTION (ISD)**

Students assigned to in-school detention will report to the in-school detention room instead of their regular class schedule. Students who cannot function according to the following standards or refuse to cooperate will be suspended “Out of School” for an additional number of days not to exceed the remainder of the current semester and the succeeding semester.

1. Students are to report ONLY to the assigned area immediately upon arrival at school.
2. Students assigned to the In-School Detention Program shall be in attendance during the hours of the regular school day.
3. Any student who is not in his/her assigned seat when tardy bell rings shall be considered late.
4. Students will not be in the In-School Detention room unless accompanied by the program instructor or an administrator designate.
5. Students will leave the school vicinity immediately at the close of the school day.
6. Students will be excluded from all curricular and extracurricular activities until their In-School Detention is completed.
7. Students will bring all books and materials with them for the period of time they are assigned to In-School Detention.
8. Students will only be allowed to talk or leave assigned seat with the permission of the program instructor.
9. Students must work at all times on assigned subject matter.
10. **The school will arrange for lunch for ISD students. Delivering lunch to students assigned to the In-School Detention program will not be allowed.**
11. Students will not be dismissed early for “good behavior” while in ISD.

#### **NOON LUNCH DETENTION**

A noon detention will be assigned to students who are unable to follow the rules of courtesy, responsibility and organization. Students will be expected to bring something to read or work on and be silent. The school will arrange for lunch for detention students. Delivering lunch to students assigned to lunch detention will not be allowed. An unexcused absence from noon detention will be considered as skipping a class.

### **SUSPENSIONS**

#### **OUT-OF-SCHOOL SUSPENSION (OSS)**

If a student is suspended from school, he/she may not participate in any school activities or **be on school property**. The student could be charged with loitering and/or trespassing. If the parent/guardian feels the suspension is not just, the parent/guardian has the right to appeal the decision as outlined in the Student Disciplinary Due Process Procedure.

### **SHORT-TERM OUT-OF-SCHOOL SUSPENSION OR DISCIPLINARY REMOVAL**

The authority to suspend a student from school is delegated to the building principal or superintendent. Any student may be suspended for:

- Violations of school policy or regulations.
- Possession of a dangerous weapon or controlled substance.
- Possession of alcohol.
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.
- Non-violent offenses plus assault.
- Acts of immorality.
- For any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property.

Pre-Suspension Procedures:

- Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
- Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternative in-school detention (ISD), placement in an alternative school setting, reassignment to another classroom or in-school detention or some other in-school related option.

For short term suspensions, students may be suspended from school for up to ten days or less by the principal. Both the student and the parent(s) shall be notified of the suspension and the reason(s) therefore.

### **LONG-TERM DISCIPLINARY REMOVAL IN EXCESS OF 10 DAYS**

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal.

### **DUE PROCESS: METHOD OF APPEAL TO BOARD OF EDUCATION**

Any student, who has been suspended under the Board Guidelines, or the student's parent, may appeal the suspension. The following procedures shall govern the appellate process:

- The student, or the student's parent(s), shall notify the superintendent in writing within five (5) days of the receipt of the written suspension notice of the intent to appeal the suspension.
- Upon receiving notice of a student's or student's parent(s) intent to appeal, the superintendent shall advise the suspension committee. The appeal shall be heard within ten (10) days from the date the notice of intent is filed with the superintendent.
- The decision of the committee is final for short-term suspensions. If the student or the student's parents wish to appeal the suspension committee's decision for long-term

suspension, the superintendent shall be notified in writing within five (5) days of the receipt of the hearing decision.

- The superintendent upon receipt of notice shall notify the Board of Education and the appeal shall be heard at the next board meeting or within ten (10) days of receipt of the intent to appeal, whichever comes first. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- During the hearing of the appeal, the student may be represented by legal counsel or another adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses; and offer other evidence in his/her behalf including the student's own testimony.
- The Board of Education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board of Education, or of the hearing officer, if applicable, shall be final.
- The suspension committee, Board of Education or hearing officer may 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 (5) school days of the decision.

### **Appeal for Reinstatement**

Any student, who has been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at 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 deems appropriate.

## **RECORDS AND REPORTS**

The principal will keep written records of each out-of-school suspension. The principal shall maintain records related to the Education Plan and the student's and/or parent's compliance or non-compliance with the plan.

## **DISCIPLINARY MEASURES FOR STUDENTS WITH DISABILITIES**

The District will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of The Rehabilitation ACT/TITLE II of the Americans with Disabilities Act.

## **ACADEMIC INFORMATION**

### **GIFTED/TALENTED PROGRAM**

"Gifted and Talented Children" means those children identified at the elementary and secondary level as having demonstrated potential abilities of high-performance capability and needing differentiated or accelerated education or services. Procedures used in the process of

identifying gifted students will be nondiscriminatory with respect to race, economic background, national origin or disabilities. Nominations will be sought from a wide variety of sources, including professional educators, parents, self and others. Data will be collected on nominated students. A student's placement in programming is based on his/her abilities, needs and interest. Opportunities will be provided for students to be considered for placement throughout their school experiences. A copy of the districts' gifted/talented plan is available at each site.

### **HOMEBOUND**

The purpose of any homebound instruction is essentially emergency in nature and should be used only when other approaches cannot be used. A statement from a physician that the student is unable to attend school may be required. The limited instruction time and the lack of social interaction are vital factors to be considered. Students are encouraged to attend school if all possible.

The Rock Creek Schools Homebound Program provides students the opportunity to continue their academic studies. There are three groups of eligible students:

- Students with severe handicapping conditions who have never attended school.
- Students with severe illnesses or handicapping conditions who will be absent from school for at least two weeks.
- Note—if the child's education is governed by an IEP, any situation which may change the child's placement must first be approved through the proper channels in accordance with the guidelines set forth in the IDEA.

### **ONLINE COURSES**

Students may receive credit by taking online courses. The student and parent/guardian have the responsibility to make certain the courses meet Oklahoma accreditation standards and will be honored by the student's college(s) of choice. Parents and students should discuss with the counselor/principal before taking such courses to make certain classes meet state and local requirements including but not limited to for graduation or Honors recognition purposes. Except in cases where the district is offering the online class as part of regular course offerings, the school assumes no responsibility for the fees or materials required for taking online courses.

### **PLACEMENT FOR HOMEBOUND OR STUDENTS WHO HAVE NOT ATTENDED**

Students who have been Homeschooled or have been out of school for extended periods, may be required to take proficiency tests to determine proper placement. The principal will make decisions regarding placement.

## **RETENTION**

When a teacher or teachers 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. The district's appeal process is that the parents meet with the teacher(s) and the principal. If dissatisfied after this meeting, the parents meet with the superintendent. Finally, the parents may appeal to the Rock Creek School Board. The decision of the Rock Creek School Board is final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student, stating the reason(s) for disagreeing with the decision of the board.

## **PROFICIENCY BASED PROMOTION**

Upon request of a student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by Subject or Grade Level Proficiency Tests.
2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year, once before the beginning of the school term and once at the end of the school term as identified in 70 O.S. 11-103.6. Notification of intent to take the test must be given to the student's principal two weeks prior to the testing week.
3. Proficiency for advancing to the next level of study will be demonstrated by a score of the 90% or comparable performance on a proficiency assessment.
4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as the end of each school term.
5. Qualifying students are those who are legally enrolled in the local school district.
6. Students will be allowed to take proficiency assessments in multiple subject areas.
7. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
8. Exceptions to standard assessment may be approved by a local committee appointed by the superintendent or IEP team for those students with disabling conditions.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with the parents in making such promotion and/or acceleration decisions. Such factors as social and mental growth, college preparation, EOI testing preparation, ACT preparation will be considered.
2. If the parent or guardian requests promotion and/or promotion contrary to the recommendations of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
3. Failure to demonstrate proficiency will not be noted on the transcript.

4. Elementary, middle school, or high school students may demonstrate proficiency and advance to the next level in a curriculum area but must progress through a curriculum area in a sequential manner.
5. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Proficiency Assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

Options for accommodating students' needs for advancement after they have demonstrated proficiency may include, but are not limited to the following:

1. Individualized Instruction
2. Correspondence Courses
3. Independent Study
4. Concurrent Enrollment
5. Cross-Grade Grouping
6. Cluster Grouping
7. Grade/Course Advancement
8. Individualized Education Programs

#### **MORNING AND/OR AFTER-SCHOOL TUTORING**

After-school tutoring may be available as an optional way for students to receive individual academic assistance, provided a tutor is available.

#### **GRADING**

Teachers will record student's grades weekly using an electronic grade book. Normally, a minimum of two grades per week (for full weeks of school) will be recorded. Parents will have access to their student's grades and attendance using the Wen-Gage program. Additionally, when students are failing or in danger of failing, parents will receive progress reports during the fifth week of each quarter. Parents are urged to confer with the principal and teachers when there is a question concerning these reports or the grades of the student.

The grading system is as follows:

A-Superior	90-100
B-Good	80-89
C-Passing	70-79
D	60-69
F	0-59

#### **REPORT CARDS**

Report cards will be distributed at the end of each semester.

### **GRADEBOOK**

Parents will receive a password in order to access their student's academic status online. Teachers record all grades online weekly or more often.

### **CLASS SCHEDULE CHANGES**

Schedules will not be changed unless a legitimate reason is given to the principal and is justified and advantageous to the student. Usually, there will be no schedule change after the first two days of the semester.

### **COLLEGE DAYS**

(Applies to seniors only during the school year in which the senior will graduate.) A senior student will be allowed a reasonable number of days (limit 2 days) to visit post-high school institutions in which the student is interested in attending after graduation. (\*A student may visit more than one institution in a day.)

The college day visitation must be pre-approved by the principal to be excused. A student who visits a post-high school institution without receiving prior permission from the principal will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

### **DRUG DOG**

A drug dog will be used on the high school site to ensure the safety of our students.

### **DRUG POLICY**

In order to drive or participate in extracurricular activities, a student must submit to a drug test. New students will receive a copy of the drug testing agreement on the first day of enrollment. Drug tests will be given each month and new students will have to submit to a drug test before participation in any activity. All drivers must be prepared to submit to a random drug test if selected.

### **ELIGIBILITY**

Scholastic eligibility for students will be checked at the end of the fourth week of the semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects at the end of a week, the student will be placed on probation for the next one-week period. If the student is still not passing one or more classes at the end of the probationary one-week period, they will be ineligible to participate during the next one-week period.

#### **THE INELIGIBILITY PERIOD BEGINS AND ENDS ON MONDAY AT 8:00 am**

A student who has lost eligibility must be passing all subjects by the end of the ineligibility week to regain eligibility to participate. "Passing grade" means work of such character that credit would be entered on the records were the semester to end at that time.

The regulations of the Oklahoma Secondary School Activities Association require a student to be in attendance in every class a minimum of 90% of the time to retain eligibility. Eligibility

requirements apply to all 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grade students participating in any school-sponsored activity. Any student who is ineligible or suspended from school, for any reason, will not be permitted to participate in activities or activity trips.

### **SEMESTER TESTS**

At the High school and Middle school level, comprehensive semester tests will be given in all core subjects. Tests will cover state learner objectives that were taught during each semester. Teachers will provide study reviews that will help the students prepare for the exams. All students will take the exams and the exam will count no more than ¼ of final semester grade. Exams are not to be given early. Make-up days will be arranged at teacher discretion.

### **Exemption Policy**

Students who satisfy the requirements of the exemption policy are eligible to be exempt from semester exams. This is an incentive system for Rock Creek High and Middle School students with excellent attendance. Semester test exemptions are based on the following conditions being met in specific classes for which the semester exam(s) would be taken:

GRADE	ABSENCES
A	3
B	2
C	1

A student who is exempt may take the semester test to attempt to improve his/her semester grade even if he/she falls under the above conditions. Students who have been suspended or placed in ISD are not eligible for exemption. Absences for the exemption policy are counted beginning the first day of the semester.

The following procedures apply to test days (last two days of the semester):

1. Day 1, afternoon classes (5, 6, and 7) will be tested.
2. Day 2, morning classes (1, 2, 3, and 4) will be tested.
3. Students who are in school must attend class.
4. If a student attends class he/she must take the semester test.
5. Students who do not need to attend all test sessions on a given day will only be allowed to leave school early for the day if they are checked out by a parent or guardian. No exceptions.
6. All absences, except school activities and excused medical absences with a doctor's note are counted. No exceptions.
9. The cut-off for calculating grade averages is Wednesday of the week prior to Semester Testing.
8. The cut-off for determining absences two days prior to Semester Testing.

Absences related to Drive Test/Examinations administered by the Oklahoma State Department of Public Safety will not count toward the semester absence total for the purposes of

calculating semester exam exemption status (appropriate documentation required). Documentation to confirm the nature of these absences must be provided to the principal. This does not include an absence taken to visit tour or enroll in a college/university.

## **GRADUATION REQUIREMENTS**

### **College/Work Ready Plan:**

English - 4  
Math - 3 (Algebra I or above)  
Science - 3 Laboratory Sciences only  
Social Studies - 3  
Fine arts and/or Humanities - 1  
Computers or Foreign Language - 2  
Electives (7 to equal 24 credits)  
(Personal Financial Literacy and CPR)

**Core Graduation Plan:** (This must be signed by the parent/guardian with the understanding this is a NON-college bound curriculum. The parent of the student may opt-out of the college bound curriculum with the understanding this plan does not qualify students for admission to a college or university.)

English - 4  
Math - 3 May include Contextual Algebra, Math of Finance or Intermediate Algebra  
Science -3 (can include qualified agriculture classes)  
Social Studies - 3  
Fine Arts/Humanities/Speech - 2  
Electives (9 to equal 24 credits, must include one Computer Technology)

## **CLASSIFICATIONS**

Freshman	0-5 credits
Sophomore	6-10 credits
Junior	11-16 credits
Senior	17 + credits

## **CAREER TECH**

Career Tech courses are available for students in the 11<sup>th</sup> and 12<sup>th</sup> grades through Kiamichi Tech in Durant. Priority is given to applications that are submitted by February 1<sup>st</sup> for the following school year.

## **CONCURRENT ENROLLMENT**

Juniors and Seniors may enroll in college courses if they meet admission requirements. Juniors and Seniors may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. High School seniors who meet the eligibility requirements are entitled to

receive tuition waivers for up to six hours per semester. These waivers do not include costs of books, travel expenses or student fees. The HS Guidance Counselor has information on the specific academic requirements for enrolling in Concurrent Enrollment for college in Oklahoma. Students must obtain a concurrent permission form from the high school counselor or office, which must be signed by the counselor or principal, parent/guardian, and the student.

**The district is not responsible for any costs associated with concurrent enrollment. The following higher education courses commonly taken through Concurrent Enrollment have been reviewed by the Oklahoma State Department of Education and approved for academic credit.**

<u>Concurrent Course</u>	<u>High School Course</u>
*English Comp 1/ English Comp II	1 credit English IV
College Trigonometry	1 credit Trigonometry
World History	1 credit World History
World Geography	1 credit Geography
US History	1 credit US History
Government	1 credit Government
College Algebra	1 credit Algebra II
Computers in Society	1 credit Computers
Music in Society	1 credit Fine Arts
Business/ Professional Speaking	1 credit Speech
Beginner Spanish Courses	1 credit Spanish I
Intermediate Spanish Courses	1 credit Spanish II

If a student wishes to forego taking English IV at Rock Creek High School, he or she must complete BOTH English Composition I and II before the beginning of his or her senior year. Otherwise, he or she will be enrolled in English IV.

Other core classes will be considered as deemed necessary by the administration. Most CORE concurrent classes are counted as weighted classes when calculating GPA and are transcribed as one full credit. NON-CORE elective concurrent courses are not weighted and are transcribed as one-half (0.50) credit.

#### **HIGH SCHOOL HONOR GRADUATES/VALEDICTORIAN/SALUTATORIAN**

High School Honor Graduates are those seniors who have taken college-bound coursework and achieved a 3.75 GPA based on his or her seven-semester transcript (ninth grade through the end of the first semester of senior year). The Honor Graduate students with the highest and second highest seven-semester **weighted** GPA will be named Valedictorian and Salutatorian. Weighted classes include: Chemistry, Algebra II, and core concurrent courses. Students and parents should confer with the HS guidance counselor and plan a track of courses that are best suited for college preparation.

### **GRADUATION PROCEDURES**

A student may participate in graduation exercises if the student is no more than ONE credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Graduation ceremonies are subject to administrative and board approval.

### **CRITERIA FOR EARLY GRADUATION TRACK**

To be a candidate for early graduation, students MUST HAVE ACHIEVED AN OVERALL 3.75 GPA or higher by the end of their sophomore year. Students must be able to meet all graduation credit requirements at the end of their Junior year. Options for completing the four units of English include enrolling in English III and English IV their Junior year or taking English III along with Comp I and Comp II through concurrent enrollment. Students must meet state requirements for concurrent enrollment and the district assumes no costs associated with concurrent enrollment. Students on the early graduation track will remain with their cohort class until graduation. These students will receive the same consideration for graduating with honors as other Senior students.

### **SCHOLARSHIP INFORMATION**

All scholarship information is kept in the high school counseling lobby throughout the year. Each student in grades 7 through 12 is also provided with an OKcollegestart.com account that can be used for scholarship searches and post-secondary opportunities. Parents and students should also visit with the counselor regarding scholarship opportunities. The school will make available transcripts and other school related supporting documents, however completing and mailing applications before postmark deadlines is the responsibility of the student and parent/guardian. Applications should be (preferably) typed or printed neatly in black ink.

### **NCAA CLEARINGHOUSE**

The NCAA Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions. It does this by reviewing the student athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules. Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) for additional information and making applications. (Please note, NCAA does NOT accept two years of computer sciences as college-bound coursework. Students who wish to be listed with the NCAA Clearinghouse should take two years of foreign language instead.)

### **OKLAHOMA'S PROMISE**

The Oklahoma Legislature has set up a program for 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade students that will help pay for college tuition at any public university in the state of Oklahoma if their parents' net income from taxed and untaxed sources is \$55,000.00 or less at the time the student applies for

the program, and if the student meets all attendance, academic and behavior requirements of the program. Parents of students in grades 8-10 who meet these income guidelines are strongly encouraged to apply online at [www.okhighered.org/okpromise](http://www.okhighered.org/okpromise) . The MS and HS guidance counselors have additional information on this important program.

### **NATIONAL MERIT SCHOLARSHIP PROGRAM**

The high school counselor will offer the PSAT to Junior students with high scholastic aptitude who are interested in taking the exam. The PSAT is the practice test for SAT (the SAT is required instead of the ACT in some states) The PSAT is also the exam used to identify the top academic students in the nation through the National Merit Scholars Program, a highly prestigious program for the top academic students in the country. A PSAT exam is also available for 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade students who are interested, however the National Merit Scholar Qualifying Test is taken during 11<sup>th</sup>-grade year.

### **OKLAHOMA ACADEMIC SCHOLARS**

Seniors who (1) through the end of first semester earn a minimum GPA of 3.7 on 4.0 scale (or are in top 10% of class), (2) will complete all curricular requirements for a standard diploma **and** (3) achieve a minimum 27 composite score on the ACT or 1220 combined reading and mathematics score on the SAT 1 (National tests only) will be recognized with a certificate of recognition from the State Board of Education and the local high school, a gold seal affixed to their diploma, and the honor recorded on their official transcript.

### **ACADEMIC SCHOLARS PROGRAM**

Seniors may qualify for scholarships through the Oklahoma State Regents if they meet the requirements of the Academic Scholars Program (not to be confused with Oklahoma Academic Scholars) Students automatically qualify for the Academic Scholars Program if they are identified as a National Merit Scholar, National Merit Finalist or US Presidential Scholar or by scoring at or above the 99.5 percentile on the ACT or SAT.

### **FAFSA (Free Application for Federal Student Aid)**

**All seniors** interested in financial aid for college or other postsecondary studies need to complete the online form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The form should be completed **as soon as possible** after October 1 of the senior year after the parents/guardians (or student if legally declared as an independent) have filed tax returns. Monies are allotted on a first come-first served basis and on financial need. Many students receive grants for college every year that do not have to be paid back. Most families qualify for some financial assistance even if only low-interest student loans that do not have to be paid back until the student graduates college. In some cases, federal student loans for education and medical careers are forgiven when graduates take jobs in high poverty areas. College institutions and the school counselor can provide more information on this process.

### **TESTING INFORMATION**

#### **OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)**

These standards -based assessments are intended for grades 3-8 and 11 in Mathematics, English Language Arts, Science (grades 5,8 & 11 only) and U.S History (grade 11 only).  
*Note: Grade 11 students are assessed with the ACT exam as part of this program.*

### **ASVAB (11<sup>th</sup>), ACT, and SAT TESTING**

See the guidance counselors for scheduled dates and information regarding these tests.

### **ACT ONLINE REGISTRATION**

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

Rock Creek School assumes no responsibility for fees associated with exams such as PSAT, ACT or SAT. Fee Waivers may be available for students who qualify. See HS Guidance Counselor for information.

### **ACT TESTING DATES**

Visit [www.actstudent.org](http://www.actstudent.org) for current testing schedule or see HS Guidance Counselor.

**In addition to the National Testing, Students may also take Residual ACT tests at the college or university where they plan to attend. Contact the college/university of your choice for more information.**

### **READING SUFFICIENCY**

The reading goal for Oklahoma public schools is as follows: By July 1, 2008, and each year thereafter, one hundred percent (100%) of all third-grade students, excluding those students who have individualized education programs in an area related to reading, pursuant to the Individuals with Disabilities Education Act (IDEA), limited English proficiency, or for whom English is a second language, will read at or above grade level by the end of their third-grade year.

### **READING SUFFICIENCY TESTING**

Every student enrolled in K-3 grades will be assessed throughout the year for the acquisition of reading skills for the grade level in which they are enrolled. Any student found not to be reading at the appropriate grade level will be provided a reading assessment plan. This will include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan will also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
- O. Tutorial instruction as needed after regular school hours, and during the summer
- O. The six essential elements of reading instruction: phonemic awareness, phonics, spelling, reading fluency, vocabulary and comprehension.

The program will be continued until the student is determined not to be in need of remediation.

(O.S. 1210.508)

Except for students on an individual education plan, any third-grade student not reading on grade level by the end of the school year will be required to attend a Summer Reading Academy or fulfill requirements set by the school, and may be retained. Parents will be notified at the end of the first semester if the student is below grade level. If retention is recommended, a conference will be held at the end of the year with the parent/legal guardian.

### **Homework Policy**

Research indicates that schools in which homework is routinely assigned and accessed tend to have higher achieving students. Homework fosters student achievement, independence and responsibility and serves as a vital link between school and home. Homework should reinforce principles, skills, concepts and information taught in the classroom, be meaningful and appropriate to the ability and instructional level of students, support creative, logical, critical and analytical thinking, foster self-discipline, self-motivation and the wise and orderly use of time, and be adequately explained by teachers and clearly understood by parents. Under no circumstance should homework be assigned as busy work, and all assigned homework is to be graded with teacher feedback provided.

Keeping in mind that students may have assigned homework in several classes, teachers will make every effort to keep homework to a minimum and avoid assigning excessive homework especially when students have late night school activities or on holidays and weekends.

### **Make-Up Work**

Students will be given one day per day missed to complete make-up work. For example, if a student is absent one day, they will be given one day to turn in that day's assignments. The teacher may allow make-up work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after the final day for each semester grading period.

### **Student Surveys**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Responses will not be used in any identifying manner.

Parents/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  1. College or other postsecondary education recruitment, or military recruitment;
  2. Book clubs, magazines, and programs providing access to low-cost literary products;
  3. Curriculum and instructional materials used in schools;
  4. Tests and assessments;
  5. Student recognition programs; and
  6. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. *Added: 8-2-2017 (State Law)*

**FOR EXTRACURRICULAR ACTIVITIES  
AND PARKING ON SCHOOL PROPERTY**

**GRADES 7-12**

The Board of Education of the Rock Creek School District (the “School District”), in order to protect the health and safety of students participating in extracurricular activities and who drive to school and to educate and direct these students away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing for the use of illegal drugs, alcohol and performance enhancing drugs of students participating in extracurricular activities and who drive to school.

**STATEMENT OF PURPOSE AND INTENT**

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited, Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities and to park on School District property. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and

are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. Parking on the property of the School District is also a privilege, not a right. Students who park on School District property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner that includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

4. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy to participate in extracurricular activities and limiting the opportunity of any student who parks on School District property and who is found to be in violation of the Policy to park on School District property. There will be no academic sanction solely for a violation of this Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

## **DEFINITIONS**

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum.
2. "Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.
3. "Student Athlete" means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
4. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
5. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
6. "Permit Holder" means a student who holds a permit to park on School District property.
7. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

8. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
9. "Initial Testing" means the testing before any activities are performed.
10. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.
11. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
12. "Random selection basis" means a mechanism for selecting student extracurricular activities participants and Permit Holders for drug and/or alcohol use testing that:
  - a. results in an equal probability that any student extracurricular activity participant and Permit Holder from a group of student extracurricular activity participants and Permit Holders subject to the selection mechanism will be selected, and
  - b. does not give the School District discretion to waive the selection of any student extracurricular activity participant and Permit Holder selected under the mechanism.
13. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
14. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participant and Permit Holder and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
15. "School Day(s)" means a day when school is in session and students are required to report to school. By way of example only and not as a limitation, school day does not include snow days, holidays, or parent-teacher conference days.
16. "School District Property" means any property owned by or under the control of the School District.

#### **PARTICIPATION AND PROCEDURES –EXTRACURRICULAR ACTIVITIES**

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and wellbeing of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th- 12<sup>th</sup> grade

level. Any student found to be in possession of or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drug Contract (the "Extracurricular Activities Contract") which shall be read, signed and dated by the student parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the superintendent or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described, and the restrictions explained.

4. The Extracurricular Activities Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample:

a) prior to participating in school activities/or driving to school an initial drug test will be administered; b) monthly/as chosen by the random selection basis; and c) at any time a student extracurricular activities participant is requested by the superintendent or designee or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

5. Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis monthly from a list of all applicable student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

6. In addition to the drug and alcohol use tests required above, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

7. The School District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach or sponsor.

#### **PARTICIPATION - PARKING PERMITS**

1. Alcohol and illegal drug possession or use is incompatible with operating a motor vehicle on property of the School District. For the safety, health and wellbeing of the students and Permit Holders of the School District, the School District has adopted this Policy for use by all Permit

Holders. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. All students who park on School District property must have a proper parking permit issued by the School District.

3. Each Permit Holder shall be provided with a copy of this Policy and the "Parking Permit Application and Alcohol and Illegal Drug Contract" (the "Parking Permit Contract"), which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

4. The superintendent or his designee shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Permit Holder has been reported. If a violation of the Policy is determined to have occurred by a Permit Holder the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described, and the restrictions explained, including the beginning date of any suspension of the parking permit.

5. The Parking Permit Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample: a) as chosen by the random selection basis; and b) at any time a Permit Holder is requested by the superintendent or his designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.

6. Drug and/or alcohol use testing for Permit Holders will be chosen on a random selection basis monthly from a list of all Permit Holders. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs; provided however, a Permit Holder's name will be on the list only once if he/she is also an extracurricular activities participant.

7. In addition to the drug and alcohol use tests required above, any Permit Holder maybe required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

8. The School District may set a fee to be collected from each student when the Parking Permit Contract is signed and returned to the administration, to cover the expense of these testing procedures. TESTING PROCEDURES

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

2. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The superintendent or designee shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor

shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may but is not required to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days.

3. The medication list may be submitted to the lab in a sealed and confidential envelope.

4. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tests positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a reasonable period of time as determined by the laboratory.

5. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the superintendent or designee with the results. In the case of student extracurricular activities participants who are not athletes, the superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the superintendent or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Permit Holders, the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the superintendent or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the superintendent or designee will arrange for another test at the same laboratory or at another laboratory agreeable to the superintendent or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

6. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the superintendent or designee. The School District will rely on the opinion of the appropriate person from the original laboratory that

performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

7. A student who has been determined by the superintendent or designee to be in violation of this Policy shall have the right to appeal the decision to the superintendent or designee(s). Such appeal must be lodged within five (5) school days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities or park on School District property. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent or designee's decision and that decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

8. Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity and park on School District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the appropriate person from the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

9. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

## **VIOLATION**

1. Any student who is determined by observation or by alcohol or drug use tests to have violated the Policy shall be subject to the loss of the privilege to participate in extracurricular activities and loss of the privilege to park on School District property and offered educational and support assistance to stop using.

2. For the First Offense: Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) and suspension of the Parking Permit for 20 school days which may be reduced to ten school days for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency). These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension.

3. For the Second or Subsequent Offense (in the same school year): Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competitions and suspension of the Parking Permit for ninety (90) continuous school days and successive school days from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension. Offenses shall not accumulate from school year to school year; the ninety (90) day suspension shall come into play only when two (2) or more offenses are committed in the same school year.

4. Self-Referral: As an option to the consequences for a first offense only, a student may self-refer to the superintendent or designee or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and retain his

Parking Permit after the following conditions have been fulfilled: a conference has been held with the student, the superintendent or designee and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a written participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. The student or parent must provide documentation of successful completion of this commitment to the superintendent or designee. A student, who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

**REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST**

If, after signing the Extracurricular Activities Contract or the Parking Permit Contract, a student who refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competitions for eighteen (18) continuous and successive school weeks and will have his Parking Permit suspended for that same length of time. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension.

**SITE SCHEDULES**

**ELEMENTARY**

7:45	First Bell
7:50	Classes Begin/Tardy Bell
3:05	Dismissal

## MIDDLE/HIGH SCHOOL

### BELL SCHEDULE

7:50-8:45 .....	1st period
8:45-9:00 .....	Breakfast
9:00-9:50 .....	2nd period
9:55-10:45 .....	3rd period
10:50-11:40 .....	4th period
11:45-12:10 .....	JUNIOR HIGH LUNCH
12:15-1:10.....	Junior High 5th Period
11:45-12:40.....	High School 5th period
12:40-1:10.....	HIGH SCHOOL LUNCH
1:10-2:05 .....	6th period
2:15-3:05.....	7th period
3:05-3:15.....	Third Meal