

*2018-2019*

*Turpin*



*Student  
Handbook*

Oklahoma school law no longer allows public schools to purchase accident insurance coverage for students. However, Turpin Public Schools have made available individual coverage that can be purchased by parents. The school system assumes no financial responsibility for medical costs of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

You will receive a packet which outlines the different plans available. You simply choose the plan that fits your needs best, fill out the application and send it along with the appropriate premiums directly to Mega Life. A supply of claim forms will be available at the school office, but it is the parent's responsibility to make sure the claim is submitted to Mega Life in case of an accident. Applications will be handed out upon enrollment or may be picked up in principals' offices.

Turpin Public Schools provide a cafeteria for noon meals. This cafeteria must operate under the guidelines of the National School Lunch Program. One part of this program is a provision for free and reduced lunch prices for students of families who meet certain income guidelines. Please take some time to review the application for free and reduced lunches. If students are on this program, it is a great benefit to the school. The school receives more money for free lunches than if students pay for them themselves. The school also qualifies for more federal funding whenever more students are on this program. We also take precautions to assure that students who sign up for the program are not identified.

We are not asking for proof of income at this time. Federal guidelines require that we do a random sample and check a small percentage of those families applying. That sampling will be done in October. At that time, if your number is drawn, we will ask for income records. Please review the application and guidelines provided in this packet and submit the application if you feel you qualify. If you have questions or need help please feel free to call. Keith Custer

#### **TURPIN SCHOOL CAFETERIA POLICY EFFECTIVE 8-1-97**

- \* School lunches are payable in advance.
- \* All previous semesters lunches must be paid or payment schedule currently paid before a student may charge a lunch.
- \* Ten days of charges are allowed before cafeteria privileges are suspended.
- \* Cafeteria bills prior to this semester are considered delinquent. Statement regarding delinquent accounts will be mailed. A collection agency may handle delinquent accounts of over thirty (30) days.

#### **Transportation**

The Turpin School District's transportation area is one of the largest in Oklahoma. There are 6 busses which travel approximately 800 miles per day. The drivers have the same authority over the students riding on the busses as the teachers have while the students are in school. Busses will begin arriving at the school about 10 minutes before classes begin.

#### **FOLLOW THESE BUS RULE**

**The bus driver may assign seats. Be courteous, no profanity, do not eat or drink on the bus, keep the bus clean, violence is prohibited, remain seated, no smoking, keep your hands and head inside the bus, do not destroy property, for your own safety, do not distract the driver through misbehavior.**

#### **EDUCATIONAL GOALS**

The Turpin Board of Education establishes the following philosophy of education for the public schools in this district:

1. The goals and objectives of education are to assist all students to develop a way of life that will provide personal satisfaction and allow them to be productive citizens.
2. The board believes that the individual student should be the focal point of education.
3. The board believes that the influence of teacher personality on student personality is the most important factor in the educational process.
4. The board believes that the function of the school is to provide an environment in which the student is exposed to learning experiences that contribute to proper development of the student as an individual and as a member of society.

#### **MISBEHAVIOR ON BUS:**

Penalty at discretion of principal depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious **misbehavior** on the bus may also be cause for punishment up to and including suspension or expulsion from school.

#### **STUDENT PHONE USE**

Important messages will be taken by office personnel and delivered to the student. Students will be allowed to use the telephone before school starts, during noon, and after school. **THE TELEPHONE IS TO BE USED ONLY FOR SCHOOL BUSINESS.** Students will be limited to emergency calls or calls approved by the principal. **TEACHERS** are not to let a student leave their class to use the telephone unless it is an emergency situation. **PARENTS PLEASE LIMIT YOUR CALLS AND DISCUSS WHAT YOU CAN AT HOME BEFORE YOUR CHILD LEAVES FOR SCHOOL.** A lot of the schools business calls are delayed because the 3 incoming telephone lines are busy with students messages.

#### **Metal/Wood Shop Guidelines:**

Turpin Schools offer metal and wood shop classes for students. These courses are designed to provide progressive skills development in working with metal and wood. The following guidelines will apply for both programs.

- I. Because of the cost of supplies, repairs and equipment, a lab fee will be charged for each course. The fees are as follows:  
Metal shop-----\$ 30.00

#### **This fee is due and payable upon enrollment in the course.**

- II. One of the requirements for course credit is the successful completion of an individual project. The teacher shall work with the students to determine the type and cost of the individual project. The following guidelines shall be used in student projects:
  1. The teacher shall prepare an estimate of project cost. This estimate may be more or less than the actual finished project. The following guidelines shall be used in student projects.
  2. This estimate of cost shall be sent home with the student. It shall contain an installment plan of payments for the parent to consider. If the parent agrees to the project, the cost, and the installment plan, the form should be signed, dated, and returned to the teacher. The parent will be billed accordingly. No individual projects begin until the signed form is returned.
  3. **Delinquent Payment**  
Students and parents are expected to stay current on payments. If payments become delinquent the following actions will be taken:
    - a. Projects will be auctioned at the end of the semester or the end of the year if outstanding payments have not been made. Turpin Schools will give no refunds to students or parents for prior payments toward the project.
    - b. No projects will be taken to contest until payments are current.
    - c. If a student is not current, arrangements may be made for delinquent account payments. This arrangement must be in writing and signed by both parties. The student could then enroll as long as the agreement is kept.

## **Responsibilities**

### **I. The Teacher shall:**

- A. Help the student choose a suitable project.
- B. Develop a cost analysis and a payment installment plan for the student if necessary.
- C. See that a completed project form is signed by the parent and returned to the teacher.
- D. Provide a copy of the above plan to the activity clerk.
- E. Work with the clerk to help secure payments of students.
- F. Communicate with the encumbrance clerk and the activity clerk concerning expenses of the particular programs.
- G. Communicate with the superintendent concerning program needs.

### **II. The activity clerk shall:**

- A. Keep records of student project accounts from project form sheets.
- B. Issue bills to parents accordingly.
- C. Collect lab fees.
- D. Set up payment schedules for prior year delinquencies.
- E. Provide teachers a monthly accounting of debits and credits.

### **III. The encumbrance clerk shall:**

- A. Keep separate records of budgets and expenditures of metal and wood shop.
- B. Communicate with teachers concerning expenditures chargeable to the respective programs.
- C. Provide monthly statements to teachers concerning debits or credits of their programs

## **WELLNESS POLICY**

The Turpin Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases. Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity and developmentally appropriate exercise; and
3. Provide accurate information related to these topics.

### **Overall Goal:**

All students in Turpin School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Turpin School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Turpin School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

### **Nutrition Guidelines**

#### **School Meals:**

- Per USDA Regulations 210.10 and 220.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- Per USDA Regulation 210.10, school lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulation 220.8 school breakfasts will provide ¼ of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulations 210.10 and 220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulation 210.10 and 220.8, the total calories from saturated fat in school meals will be less than 10 percent when averaged over one week.
- Per USDA Regulations 210.10 and 220.8, school meals will meet the Dietary Guidelines for Americans.

#### **Other Food Items Sold on School Campuses**

- Per USDA Regulation 210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, an FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices.

#### **NUTRITION EDUCATION**

- Per USDA Regulations 210.12 and 227, nutrition education is offered in the school cafeteria as well the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

#### **PHYSICAL ACTIVITY**

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.

#### **SCHOOL-BASED ACTIVITIES**

- Per Oklahoma Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.
- Per the school district's Child Nutrition Program Agreement, school meals may not be used as a reward or punishment.
- Per USDA Regulations 210.12 and 227, students and parents will be involved in the USLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.

## **Curriculum**

The Turpin Board of Education recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program

and/or the School Breakfast Program. To implement the program, the superintendent shall adopt and implement a comprehensive curriculum on health, fitness, and nutrition that will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents, and public health professionals will be encouraged.

Nutrition, health, and fitness topics shall be integrated within the sequential comprehensive health education curriculum taught at every grade level, K-12, and coordinated with the district's nutrition and food services operation.

The district shall take a proactive effort to encourage students to make nutritious food choices.

The superintendent shall ensure that:

1. A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;
2. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and
3. Nutritious meals served by the school nutritional and food services operation complies with state and federal law.

## **Child Nutrition Program**

The Turpin Public Schools will operate a school lunch program which will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch be made available to all students.

Free and reduced price lunches be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination Complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the superintendent any decision with respect to his/her application for free or reduced price food services.

The district's child nutrition program shall reflect the board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every level, pre-kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

It is the intent of the board of education that district schools take a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans. Food and beverages sold or served on district grounds or at district-sponsored events shall meet requirements for nutritional standards and/or other guidelines as may be recommended by the district and school health and nutrition committees. The superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events.

The superintendent is directed to prepare rules and regulations to support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities, and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation.

## **CHILD NUTRITION PROGRAMS (REGULATION)**

In accordance with the Child Nutrition Programs policy of the board of education, the following regulation shall govern the child nutrition program in this school district.

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. These students may eat their lunch in the school cafeteria or a designated area. Vending machine ("junk food") items shall not be consumed in the dining hall.
3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria. Payment for meals is due by the first of each month unless other arrangements have been made with the building principal.
5. All school lunches must be paid in advance. All previous charges must be paid before any student will be granted cafeteria privileges for the current school year.
6. Refunds for school lunches will not be made for days absent unless the absence is for a prolonged period due to the student's illness.
7. A student guest must be accompanied by a parent or adult relative
8. Use of dining room facilities by nondistrict organizations must have approval of the superintendent.
9. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.
10. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
11. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

## **Definitions**

1. Competitive foods means any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods.
2. Dietary Guidelines for American means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. Nutrition education means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
4. Foods of minimal nutritional value means:
  - A. In the case of artificially sweetened foods, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and
  - B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

- C. Food that is classified into four categories: Carbonated soft drinks-Chewing gum-Water ices-Certain candies make predominately from sweeteners such as hard candy, licorice, jellybeans, gumdrops, marshmallows, fondant, cotton candy, and candy-coated popcorn.
5. Food service area means any area on school premises where child nutrition program meals are both served and eaten, as well as any areas in which such meals are either served or eaten.
6. Meal period means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule:

#### **Nutrition Education**

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management, the use and misuse of dietary supplements; safe food preparation, handling, and storage; and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, and critically evaluation nutrition information, misinformation, and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.  
In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring:
4. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. The maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible:
5. Links with nutrition service providers(e.g., qualified public health and nutrition professionals) are established to provide screening, referral, and counseling for nutritional problems inform families about supplemental nutritional services available in the community(e.g., food stamps, local food pantries, summer food services program, child and adult card food program); and implement nutrition education and promotion activities for school staff, board members, and parents;

#### **Nutrition and Food Services Operation**

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the building principal is responsible for ensuring:

1. The school encourages all students to participate in the school's child nutrition program meal opportunities.
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.
3. The school's child nutrition program maintains the confidentiality of students and families applying for or receiving free or reduced-price meals (or free milk) in accordance with the National School Lunch Act.
4. The school's child nutrition program operates to meet nutrition standards in accordance with the Healthy Meals for Healthy Americans Act of 1994, as amended, and with applicable state laws and regulations.
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.
7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
8. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food(s) to be omitted and the food or choice of foods that must be substituted.
9. Food service equipment and facilities meet applicable local and state standards concerning health; safe food preparation, handling, and storage; drinking water; sanitation; and workplace safety.
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure;
  - A. Tables and chairs are of the appropriate size for students;
  - B. Seating is not overcrowded;
  - C. Students have a relaxed environment;
  - D. Noise is not allowed to become excessive;
  - E. Rules for safe behavior are consistently enforced;
  - F. Tables and floors are cleaned between meal periods;
  - G. The physical structure of the eating area is in good repair
  - H. Appropriate supervision is provided.

#### **Foods of Minimal Nutritional Value and Competitive Food Sales**

In keeping with federal regulations, the district controls the sale of foods of minimal nutritional value and all competitive foods.

Accordingly the district will offer choices in vending machines from the following nutritional food items:

1. Canned fruits;
2. Fresh fruit(e.g., apples and oranges);
3. Fresh vegetables (e.g., carrots);
4. Fruit juice and vegetable juice (at least 50% full strength), and bottled water (within established district guidelines);
5. Low-fat crackers and cookies, such as fig bars and ginger snaps;
6. Pretzel;
7. Bread products (e.g., bread sticks, rolls, bagels, and pita bread);
8. Ready-to-eat, low sugar cereals (e.g., granola bars made with unsaturated fat);
9. Low-fat (one percent) or skim milk;
10. Low-fat or nonfat yogurt;
11. Snack mixes of cereal and dried fruit with a small amount of nuts and seeds;
12. Raisins and other dried fruit;
13. Low-fat crackers.

(Note: The district may modify the list as necessary.)

#### **Other Foods Offered or Sold**

The district recognizes that federal government standards requiring schools to provide child nutrition program meals consistent with applicable Dietary Guidelines for Americans do not apply to competitive foods sold or served outside the food service areas as defined in this regulation.

#### **Staff Development**

Ongoing in-service and professional development training opportunities for staff, in the area of food nutrition, will be encouraged.

#### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Families are invited to attend exhibitions of student nutrition projects or health fairs;
4. Nutrition education workshops and screening services are offered;
5. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.)and

- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate.

#### **Program Evaluation**

In order to evaluate the effectiveness of the school health program in promoting healthy eating and to implement program changes as necessary to increase its effectiveness, the building principal is responsible for ensuring:

- Board policy and this regulation are implemented as written;
- All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance, and consistency with state and local district educational goals and standards;
- Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program;
- Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities; and
- Families and community organizations are involved, to the extent practicable, in nutrition education.

### **TOBACCO USE PROHIBITED**

The Turpin Board of Education recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property during the hours of 7:00 a.m. to 4:00 p.m., during school session, or when class or any program established for students is in session.

- "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:
  - All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.
  - All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
  - All vehicles used by the district for transporting students, staff, visitors, or other persons.
- "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.
- "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
- "Staff" includes, but is not limited to, full-time, part-time, and contract employees.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited except in designated smoking areas outside the buildings for the use of adults during certain school activities or functions, including, but not limited to, athletic contests. Such areas will be designated by the superintendent and shall be more than 25 feet from the entrance or exit of any building. Employees and patrons shall refrain from the use of tobacco except in specifically designated areas after normal school hours. Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

### **PERSONNEL FILES CERTIFIED STAFF**

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Turpin Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

**Confidentiality** Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

The superintendent shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the superintendent reasonably believes disclosure would invade the employee's privacy. The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by the employee or the collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Files containing medical information regarding an employee will be kept separate from other personnel files.

#### **Types of Information**

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information which will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

- The correct name and the current address and telephone number of the employee;
- An accurate record of the work experience of the employee;
- Current data on education completed, including the transcripts of all academic work;
- Proof of requirements fulfilled in order to be eligible for salary;
- Current data on credentials;
- Any current data requested concerning the health of the employee, or medical examinations which the employee may have undergone;
- Records of assignment;
- Evaluations of performance;
- Letters of commendation, reprimand, or omission of duty;
- Other materials mutually agreed upon between the principal and the teacher.

#### **Use of Personnel Records**

All the contents of the personnel records file, with the exception of evaluations, comments, or recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district, shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Any complaints directed towards a teacher, which are placed in the personnel file, are to be promptly called to the teacher's attention in writing.

#### **Parental Notice**

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

### **ATTENDANCE/ACTIVITIES POLICY (REGULATIONS)**

In accordance with the policy of the board of education the following regulations shall govern student attendance and activities within this public school system:

**Students will be allowed a maximum of ten absences from each class period during the school year to participate in approved activities. Absences for activities that are of a state and national nature, as defined by the criteria of earned right to compete, shall not be considered an absence for the purpose of this regulation**

The following activities are not included in the above category. Therefore, absences caused by participation shall be counted toward the maximum:

1. Athletic contests other than OSSAA play-offs. (Includes initial qualification for play-offs for athletes and cheerleaders.)
2. Shows and contests that are not defined as state contests.
3. Conferences such as FCLA Student Council, etc.
4. District contests for concert band and marching band.
5. FCLA leadership.
6. Field trips sponsored by clubs or organizations that are not classified as academic field trips.
7. Band trips, chorus trips, speech and drama trips.
8. State vocational conventions for which no earned right to attend is required (FCLA State conventions).
9. School related community activities.

The following activities will not be counted against the permissible ten (10) day absence regulation:

1. Academic classroom field trips (History Day, NSU; Math day, Connors; High School Bowl, OSU; science fairs, Business Day Competition NSU).
2. OSSAA sponsored state play-offs that require earned qualification to participate (athletes and cheerleaders).
3. Assemblies that are school sponsored and required.
4. School pictures.
5. Class meetings
6. Participation in school approved testing programs.
7. State band, chorus, and speech contests.
8. Scholastic contests.
9. FCLA State shows and states fairs. To be eligible, however, students must have placed in one of the top seven (7) places at the county show/fair.
10. Legislative page.
11. There is no activities absence if a student is enrolled in an activity class and is away from school during the time the class is scheduled.

### **SCHOOL DAY (REGULATION)**

#### **ELEMENTARY SCHOOL DAY:**

The school day at the Elementary School shall begin at 8:10 a.m. and end at 3:03 p.m.

Student will be admitted to the building at 8:00 a.m..

#### **JUNIOR HIGH/HIGH SCHOOL:**

The school day at the High School shall begin at 8:10 a.m. and end at 3:03 p.m. The school day shall consist of 7 class periods.

Students will be admitted into the building at 7:40 a.m for breakfast.

Students may not leave the school without permission from the building principal. Students absent without permission are truant and will be disciplined.

Any deviation of the normal school day due to fire or severe weather will be reported to the Department of Education, Accreditation Section, within 72 hours.

### **SCHOOL LIBRARY (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the use of the school library and materials.

1. Barrowed books are due two weeks from the date they are checked out.
2. Students may check out a maximum of three books from the library at one time. Permission may be obtained from the librarian to barrow additional books if needed for reference or a special project.
3. Books may be barrowed for one additional check out period unless someone is on a "request list" for the book.
4. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers. A fine will be charged for each day a book remains overdue, excluding weekends and holidays.
5. Borrowers will be charged replacement costs for all books or materials, which are lost or destroyed.
6. Encyclopedias and other reference books or materials may not be removed from school premises. A photocopy of a specific article may be obtained from the librarian.
7. Magazines, newspapers, and other periodicals may not be removed from the library and must be returned to the proper rack, shelf, or table.
8. Students will not be admitted to the library while classes are in session without a hall pass signed by their teacher.
9. Quiet and orderly conduct in the library will be enforced by the library staff.
10. Audio-visual equipment and materials may be checked out by teachers only. Teachers may request equipment for student use.
11. The use of library equipment and materials shall be pre-arranged with the librarian including any after school hour uses.
12. Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library material from the premises of a library facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library materials, or to fail to return any library materials which have been lent to said person by the library facility, within seven days after demand has been made for the return of the library materials.

13. The Librarian or any person on the library staff will not disclose or permit the revealing of any records or materials which disclose which of its documents or other materials have been loaned to or is being used by any student or group except such information may be disclosed to (a) persons action within the scope of their duties within the school district, (b) persons authorized to inspect such records, in writing, by the student or group, or (c) by order of court.

### **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

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

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

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal you personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Illegal activities are strictly prohibited.
7. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
8. No charges for services, products, or information are to be incurred without appropriate permission.
9. Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
10. Do not use the network in such a way that you would disrupt the use of network by other users.
11. Respect the privacy of others. Do not read the mail or files of others without their permission. All communications and information accessible via the network should be assumed to be private property. Copyright and licensing laws will not be intentionally violated.
12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher or system administrator

### **FOREIGN EXCHANGE STUDENTS**

It is the policy of the Turpin Board of Education that the following shall apply to the enrollment of all foreign exchange students:

1. There shall be a limit of four (4) foreign exchange students per school year.
2. Students must arrive not later than one week after the first day of school.
3. The host family must contact the school prior to committing to a student to ensure the limit has not already been reached.
4. Students must be proficient in the reading, writing, and speaking of English.
5. Students will not be allowed to drive while in attendance at Turpin Public School.
6. Students must follow all other administrative and district policies and procedures.
7. Foreign exchange students attending Turpin Public Schools for their senior year may participate in commencement exercises and receive a diploma bearing a special designation as a Foreign exchange student, provided student is in good standing at Turpin Public Schools. The student would not be considered in class ranking awards.

Violation of this policy will result in the student either not being admitted to Turpin Public Schools or being dismissed from Turpin Public Schools. The effective date of this policy is September 1998.

### **STUDENTS: FEES, FINES, AND CHARGES (REGULATION)**

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel which becomes the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.
10. A student fee will be charged for Drivers Education to offset the cost to the school district.
11. All students enrolling in upper level Advanced Placement classes will be required to take and pay for the end of course exam that is required of each course. (Exception: Students in AP English classes will be required to take the AP exam after the second year of AP instruction. It may be voluntarily taken after the first year.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.



## CLOSED CAMPUS TURPIN HIGH SCHOOL

In keeping with the educational philosophy and stated objectives of the Turpin Public Schools, the Turpin High School campus will operate as a “closed campus” in the following manner:

1. Students shall be required to attend classes during the entire school day with the following exceptions.
  - A. Seniors who have the required number of credits for graduation may enroll in as few as (but not less than) 6 hours;
  - B. Students will be expected to be in the classroom during class hours and will not be allowed in the halls or the parking lots during class hours.
2. Students are required to remain on campus during the lunch period. Students are expected to remain in the buildings and shall not be allowed in automobiles.
3. Parents will be notified within 24 hours of any absence of one or more hours by their child from any class during the school day.
4. Violation of this policy will subject the student to disciplinary action under the truancy policy of the school.

### LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Turpin Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

Each student should plan to arrive at school before the 8:10 a.m. bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to change dress unless extenuating circumstances exist.

#### **Before permission can be granted for a student to leave the campus:**

1. The Student's parent/guardian must telephone the principal's office to advise the student will be leaving.
2. Only the parent/guardian may pick up the student, unless other arrangements have been made by the parent/guardian through the principal.
3. The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.
4. The student must be picked up and returned at the appropriate school entrance.
5. The student must sign back in upon returning to campus.
6. Students are not permitted to drive from the campus at noon if planning to return for afternoon classes.

Any student who fails to abide by these policies will be considered truant and will be subject to policy regulations.

### STUDENT RETENTION (REGULATION)

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through twelve must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends 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 decision of the board of education shall be 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.

### WIRELESS TELECOMMUNICATION DEVICES DISTRACTING DEVICES

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take “photographs” of any kind.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

#### Distracting Devices

Students in the Turpin Public Schools are not permitted to have laser pointer pens, televisions, video games, or any other device that is deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses at any time. Ipods with head phones will be permitted within each teacher's discretion that is not disruptive to the educational process. During passing, Ipods are to be turned off to hear important messages. Laser Pens use or possession of laser pens on district property or at a district-sponsored event is prohibited without prior approval of the building principal. Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property or while traveling to or from any school event is prohibited. Staff wishing to use laser pens for instructional purposes shall do so only with prior administrative approval. Policy Violations. Any student who violates this policy shall be subject to disciplinary

action, including the confiscation of the device. Confiscated devices will be taken to the building principal’s office. The device shall not be returned to the student and may be returned to the student’s parents after a conference among the student, the student’s parents, and a school administrator.

**RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS**

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Lockers will be checked the day before report cards are issued.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers. If a student decides to put a lock on the locker, the combination or key must be given to the high school principal.

**HIGH SCHOOL COURSE TITLES**

**In accordance with the policy of the board of education, this regulation reflects courses available for high school students in this school district and the grades in which the courses are usually taken:**

<u>Required Courses</u>	<u>Elective Courses</u>	
	<b>Freshmen</b>	
High School English	Band	Vocal
English I	Athletics	Wellness
Oklahoma/World History	Spanish I	Wood I
Algebra I	Art I	Family Living
Physical Science	Home Ec.	Speech
	Computers Apps.	Music Appreciation
	Health	Survival Skills
	Summer Drivers Ed.	Journalism
	German I	
	<b>Sophomore</b>	
High School English	Band	Vocal
English II	Athletics	Music Appreciation
Biology I	Spanish I/II	Wood I/ II
Algebra I	Art	Family Living
Algebra II	Home Ec.	Wellness
Geometry	Computer Apps.	Speech
Geography	Metal Tech	Survival Skills
	Health	Journalism
	German I/II	Summer Drivers Ed.
	<b>Junior</b>	
High School English	Band	Vocal
English III	Athletics	Wellness
AP English	Spanish I/II	Metal Tech
Early American History	Art	Wood III/IV
Algebra I, II	Home Ec.	Health
Geometry	Computer Technologies	Family Living
Trigonometry	Speech	Accounting I/II
Zoology	Music Theory	Zoology
Physiology/Anatomy	Yearbook	Chemistry
Advanced Math	Journalism	Survival Skills
	Journalism	Summer Drivers Ed.
	<b>Senior</b>	
High School English	Band	Vocal
English IV	Athletics	Wellness
AP English	Spanish I/II	Survival Skills
Government	Home Ec.	Health
Biology	Computer Technologies	Family Living
Algebra I/II	Music Appreciation	Speech
Geometry	Zoology	Chemistry
Trigonometry	Physics	German I/II
College Algebra (ACT 19)	Metal Tech	
Geography	Yearbook	
AP Geography	Physiology/Anatomy	
College Geography (ACT 19)	Journalism	
Advance Math		

## REPORT CARDS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the reporting of student progress.

1. Report cards or progress reports will be issued to students within a week after the nine-week period.
2. Students are expected to share the reports with their parents or guardian.
3. The semester grade is recorded on each student's permanent school record.
4. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.
5. The following letter grades will appear on report cards and in the student's permanent record:

90-100	A	Excellent
80- 89	B	Above Average
79- 70	C	Average
69- 60	D	Below Average
59 and below	F	Failing
	I	Incomplete

In addition to the above reports, progress reports will be mailed to parents or guardians of students who are failing or at near failure the middle of each grading period.

Reports may also be mailed (at teacher's discretion) reflection satisfactory progress. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment at any time.

### **GRADING**

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the teacher. Teachers who find that an excessive number of students are earning A's B's may wish to examine and modify their methods of grading. Teachers who find that an excessive number of students are earning D's and F's may wish to examine and modify their methods of grading.

### **Exemption Policy**

Students who fulfill the following attendance requirements and earn the following grade point average may be exempt from the semester test:

Semester (20%) grade.

Grade Average	Maximum Allowable Absences
A (90 – 100)	3
B 80 - 89)	2
C (70 - 79)	1

In considering days missed, all absences, excused and unexcused will be counted except absences because of school-sponsored activities. An exempted student has the option to take the semester tests. Doesn't count against student.

1. That tests for the second and fourth nine weeks be changed to comprehensive tests,
2. That a semester test may consist of additional sections from the comprehensive test or may consist of a different type of test at the teacher's discretion,
3. That students remain exempt from semester test if attendance meets current set standards,
4. That semester tests be required on the date scheduled if a student is not exempt,
5. That failure to take the semester test (barring documented emergency) will result in a failing grade for the course.

(One exception requested for this policy is that Advanced Placement students, at teacher discretion, may be excused from the fourth nine weeks exam since the Advanced Placement test itself is thorough and comprehensive.)

## GRADUATION REQUIREMENTS

The Turpin Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2002-2003 school year, in order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

### **Language Arts:**

4 units or sets of competencies 1 unit of Grammar and Composition and 3 units which may include, American Literature, English Literature, World Literature, Advanced English Courses, Other English courses with content and/or rigor equal to or above grammar and composition

### **Mathematics:**

3 units or sets of competencies, 1 unit of Algebra I <sup>1</sup> and 2 units which may include: Algebra II, Geometry <sup>1</sup>, Trigonometry, Math Analysis or Pre-calculus, Statistics and/or, Probability, Calculus, Computer Science I and II, Intermediate Algebra, Mathematics of Finance, Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the district board of education Other mathematics courses with content and/or rigor equal to or above Algebra I

### **Science:**

3 units or sets of competencies, 1 unit of Biology I <sup>1</sup>. And, 2 units which may include: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, Qualified agricultural education courses.

Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the district board of education, other science courses with content and/or rigor equal to or above Biology I <sup>1</sup> These courses may be taught in a contextual methodology.

### **Social Studies:**

3 units or sets of competencies, 1 unit of United States History, ½ to 1 unit of United States Government, ½ unit of Oklahoma History, ½ unit to 1 unit which may include: World History, Geography, Economics, Anthropology, Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history,

**The Arts:**

2 units or sets of competencies

**Electives:**

8 units or sets of competencies

All students are encouraged to take 2 foreign language classes as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

### **STUDENT ATTENDANCE**

The Turpin Board of Education, realizing that some absences may be beyond a student's control, the board has adopted a policy requiring that students miss no more than ten days per semester in order to receive credit. Exceptions to this requirement will be addressed by an attendance committee composed of the student and/or parent, the counselor, the principal, and a teacher. Activity absences are addressed in separate policy. This committee will determine procedures which must be met in order for the student to receive course credit. Appeals will follow established grievance procedures.

### **STUDENT ATTENDANCE (REGULATION)**

In accordance with the policy of the board of education, the following shall govern student attendance:

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.
2. The total number of student activity absences allowed from any one class period shall be ten "per year".
3. Once a student has had ten activity absences from any one-class period, the student will be required to submit an Extracurricular Absentee Release Form to the principal. The form will insure that the student is in good standing in all his academic classes. After the form has been completed, the principal will be the deciding factor as to whether the absence is approved.

The criterion for continuing beyond the ten-day activity absence limit shall be as follows:

- A. A student must have a letter grade of a "C" or better in the subject he/she is wanting to miss.
- B. Before a student is given permission to be absent beyond the ten day limit, even though having a "C" or better, the student's record must show that the grade was not adversely affected by the previous ten days of absence and the student has turned in all required work missed on previous days out.
- C. It will be the students responsibility to make up any homework assignments, tests, quizzes, in-class work, etc... at the given time determined by the teacher. Each teacher will determine if work will be done prior to or after the absence.

The policy of the board of education does not set a maximum number of absences to be allowed per student. However, unreasonable request upon the principal for exemptions will not be considered.

Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.
2. When a student has accumulated eight student activity absences, advise the student and note it in the grade or plan book.
3. When a student has obtained ten activity absences, the student's name is to be submitted to the principal.
4. Each teacher who anticipates requesting students be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the ten-day activity rule are:

Class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests.

The board of education shall review annually the activity calendar.

### **ATTENDANCE POLICY (REGULATION)**

In accordance with the policy of the board of education, each student may miss no more than ten days each semester for each class. These absences include excused absences, absence by arrangement, un-excused absences, or truancy.

**Excused Absences**

Excused absence will be granted for the following reasons:

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 school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly 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.

**School Activity**

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

### **Absence by Arrangement**

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

### **Unexcused Absence**

This is any absence that does not fall within one of the above categories. Work may not be made up. Five unexcused absences will result in that student not receiving credit in that class for the semester. Excessive unexcused absences may result in suspension.

### **Truancy**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student may be subject to disciplinary action including suspension from school if persistent or of such a nature as to affect the discipline of the school. Work may not be made up.

### **Tardies**

1. A student is tardy who is not in the classroom when the second bell sounds.
2. Each three tardies will constitute an unexcused absence from that class.
3. Students who arrive on campus after the start of the school day must report to the principal's office before going to class.
4. Students will have to make up time missed due to unexcused or excessive tardiness.

### **Other Absences**

1. Students are not excused from school to take private lessons of any type.
2. Absences for the purposes of selling, soliciting, or rehearsing are discouraged. Students will be excused for performances only. Such performances must be approved by the building principal. Exceptions may be granted by the principal.

### **Parent Communications**

Parents may be notified by mail or by telephone call when absenteeism becomes a concern. The following steps will also be taken:

1. The principal's office will attempt to contact the parents after the student has three consecutive absences.
2. After parental notification, a conference may be requested.
3. If the absenteeism is not improved, the principal will seek the assistance of the superintendent.
4. Parents and students will be advised that excessive absences may result in the loss of credit for classes missed.

### **Teacher Responsibilities**

Teachers are expected to cooperate with the administration in encouraging students' regular attendance. Student absences will be recorded and reported as required by the administration and by the State Department of Education. Students are not to be excused from class without the principal's permission. Teachers should not encourage students to obtain special permits to be absent from other classes. The principal is expected to know where the students are at all times during the school day and the teachers are expected to assist the principal in this endeavor.

### **Appeal**

Any student, who exceeds the absence limit and is aggrieved by the decision of the attendance committee shall follow established district grievance procedures.

## **FIRST AID STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following procedure will be followed in the event of personal injury or sudden illness involving a student.

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid. The staff person will:

- A. Administer first aid to the child or injured person.
- B. Notify the student's parent or guardian, if possible; otherwise, follow instructions on student's enrollment card, if available.
- C. In the event of an extreme emergency, summon professional care, with or without parental permission.

In the absence of family transportation or ambulance service, the school nurse, principal, teacher, or other school personnel may transport the student to the student's home, to a physician's office, or to a hospital. An ill or injured student shall be accompanied by an adult.

Medication shall not be administered by school personnel, including the school nurse, without a prescription or a written order from a physician.

A written report of any accident or serious illness must be made as soon as possible, but not later than noon of the following school day. The parent or guardian of any students needing emergency care will be responsible for any charges incurred.

## **IMMUNIZATIONS STUDENTS**

The Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards which may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunizations required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school.

- 5 DPT (Diphtheria-Peruses-Tetanus) (unless the fourth dose was received on or after the fourth birthday)
- 4 Polio (unless the third dose was received on or after the fourth birthday)
- 2 MMR
- 2 Hepatitis A
- 3 Hepatitis B
- 7-12 grade 1 Tdap booster

All students entering kindergarten must provide documentation of having received one dose of the chicken pox (varicella) vaccine, 2<sup>nd</sup> dose is recommended.

## MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Turpin Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

- A. student's name,
- B. name and strength of medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
- E. Definitions:
1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## STUDENT AUTOMOBILE USE (REGULATIONS)

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Once parked, student vehicles may not be driven until school is dismissed for the day unless the student is excused to leave school for the day. Vehicles shall not be moved from the parking lot during or between classes without permission of the principal.
2. Students may not sit in, or upon, or congregate around vehicles at any time during school.
3. Vehicles shall not be driven on any grass area, around the junior high school, or upon or into any area not designated as a drive way or parking area.
4. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced. The speed limit on school grounds is 10 miles per hour.
5. Habitual tardiness to class may result in loss of driving privileges on school property.
6. Students participating in athletics or other activity classes are not permitted to drive to the gymnasium to dress before going to the appropriate area for practices or games. Vehicles are to remain in the designated parking areas.
7. Vehicles left unattended while classes are in session are not to be double parked.
8. Any student in violation of any of these rules shall, on the first offense, be suspended from operating a vehicle on school premises for two (2) weeks. A second violation shall result in the permanent suspension of driving privileges on school property.

## SCHOOL BUS PROGRAM (REGULATIONS)

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

Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.

1. Student and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
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. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window,

5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
6. 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 deems necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.
7. 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. Seats may 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. After the bus is en route, 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. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Elementary school students waiting at the high school until school dismissal must remain in the bus.
10. 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 written parental permission.

### **REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT**

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such reports.

### **STUDENT RECORDS**

It is the policy of the Turpin Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

## STUDENT ACTIVITIES ELIGIBILITY (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st.
2. If the student has on file, in the principal's or authorized director's office, a physician's and parent's certificate for the present school year.
3. If the student has attended classes 90% of the time for the current semester.
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester.
5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.)
6. If the student has not participated in a contest under an assumed name.
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.
8. If the student has not participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
9. If the student has not attended school eight semesters in grades 9 through 12.
10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade.
11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district.
12. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes.

**NOTE:** There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

To be eligible to participate in activities involving other schools, a student must be passing in all classes. The student must be attending classes at least 90% of the time. This applies to all students in any school sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests or in any activity. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

## EXTRACURRICULAR ACTIVITIES (REGULATION)

In accordance with the policy of the board of education, these regulations (FMA-R1, FMA-R2, and FMA-R3) shall govern extracurricular activities in the public schools:

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school which causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities which are part of interscholastic athletics.
4. All types of interscholastic competition.
5. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. School bus drivers must meet current certification requirements and licensing. Drivers of other school vehicles must possess a current, valid drivers license.
2. There must be an adult sponsor for each extracurricular activity which requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar in the high school office. The calendar will reflect the time, place, and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a C average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity

### 1. ABSENCES

- A. All students, who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Ten additional absences may be granted for state and national events. Absences for the following reasons will not be charged against the ten absence limit:
  1. Participation in school sponsored state/national level contests by which the student earns the right to compete.
  2. Any activity held on campus, sanctioned by the principal.
  3. Serving as a Page in the Legislature.
  4. On campus visits by college representatives/vocational representatives.
  5. College entrance exams.
  6. Field trips in conjunction with a unit being taught in an academic class.
  7. Students excused to make appearances before local civic groups.
  8. Grade level field trips to area Vo-Tech School.
- B. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.



- C. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
  - D. A student is allowed 10 days of extracurricular activities in accordance with school and state academic requirements. After reaching the 10 day maximum the student will be required to submit and Extracurricular Absentee Release Form to the principal. The form will insure that the student is in good standing in all his academic classes. After the form has been completed, the principal will be the deciding factor as to whether the absence is approved.
- 2. SPONSOR/TEACHER RESPONSIBILITIES:**
- A. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.
  - B. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.
  - C. Sponsor/teacher should check activity absentee list regularly in order to help student's plan for future absences.
  - D. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.
- 3. CRITERIA FOR EARNING THE RIGHT TO REPRESENT THE SCHOOL IN ACTIVITIES OR CONTESTS BEYOND TEN DAYS:**
- A. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
  - B. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
  - C. Speech Contests
    - 1. Contestant must have participated in a chapter contest and placed in the top two in the specific speech area.
    - 2. Participants must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.
    - 3. To qualify for state speech contests during state fairs, a student must have placed in the top two in a speech contest of a county level or better the previous year. If a first year student wishes to participate in a state fair contest, the student must challenge other members of local chapters and it will be the responsibility of the local chapter advisor to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.
  - D. Judging Contests:
    - 1. Students must participate in at least five chapter judging workouts before contest and be selected as member of team.
    - 2. Student must have participated in a minimum of two contests which did not require school time before participation in a contest that requires school time (summer field-days, Saturday contest, etc.).
    - 3. Team winning state contest will represent Oklahoma in national contest.
  - E. State and National Conventions and Conferences:
    - Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limits the legal authority of school officials to deal with disruptive students.

### **Rights**

- 1. Students have the right to expect that attending school will be productive.
- 2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
- 3. Students have the right to compete for student office and to vote in student elections.
- 4. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
- 5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
- 6. Students have a right to an education and to the equality of educational opportunity and right to expect that punishments, which deprive them of this right, will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### **Responsibilities**

- 1. Students will attend school daily (except when ill), attend all classes and be on time.
- 2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
- 3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
- 4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
- 5. Students should willingly and dutifully serve that segment of the student body which they represent.
- 6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
- 7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
- 8. Students should develop the best school record of which they are capable.
- 9. Students should develop the best school record of which they are capable.
- 10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

## **STUDENT CONDUCT (REGULATION)**

In accordance with the policy of the board of education, the following standards of conduct re established for the Turpin Public Schools.

For the purpose of this regulation, at student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Student's displays of affection are restricted except on the basis of common courtesy. Examples of restricted student affection are: Kissing, hugging, sitting on laps, holding of hands ect.
3. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.
4. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.
5. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
6. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
7. Conduct or speech that violates commonly accepted standards of society within the community.
8. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
9. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Disruptive activities include, but are not limited to, the following:

- Demonstrations
- Sit-ins
- Walk-outs
- Blockages
- Group violence
- Disrespect to or disobedience of school personnel
- Harassment and/or intimidation, verbal or physical, of any person
- Obscene, lewd, or profane language (visual and/or auditory)
- Fighting
- Disruptive publications
- Theft

Inappropriate use of school personnel or school property. Any student knowingly violation any of these policies and regulations will be subject to warning, reprimand, probation, or suspension in addition to any civil or criminal proceedings or prosecution.

## **STUDENT CONDUCT DRESS CODE (K-12<sup>th</sup> Grade) (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the Turpin Public School system.

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. Judgment concerning compliance with grooming requirements and modes of dress not specifically mentioned, will be made by the school administration.

1. Clothing should be designed, constructed and worn in a manner which is not suggestive or indecent and will promote proper decorum in school.
2. Cleanliness of body, hair and clothing is to be maintained at all times.
3. Mesh, see-through, or underwear-type shirts shall not be worn as outside clothing. No sleeveless shirts are to be worn unless designed as such.
4. Tank tops must be worn with another shirt.
5. Double mesh shorts may be worn if the shorts contain a drawstring.
6. The District prohibits clothing or jewelry with emblems, pictures or writings which are lewd, offensive, vulgar, obscene, which advertise or depict tobacco products, alcoholic beverages, drug or any other substance.
7. Cut offs are not permitted unless they are hemmed.
8. Footwear shall be a part of the regular attire.
9. Bicycle shorts should not be visible beneath acceptable apparel.
10. No bandannas will be worn.
11. No sagging pants or shorts will be worn. Trousers, slacks or shorts are to be worn at the hip level. Pants that will not stay up at the hip level without a belt (and are not being worn with a belt at the hip level) are considered sagging/bagging.
12. No hats or caps will be allowed.
13. No gang related clothing will be worn.
14. Strapless dresses or sundresses are not allowed unless covered by an approved top or jacket. See-through blouses are not allowed. Bare midriffs or low-cut dresses are not allowed. Hip-hugger jeans or hip-hugger shorts are not allowed.
15. The length of dresses, skirts, pant, dresses and shorts must extend past the fingertips when the arms are placed by the student's side and the fingertips are extended downward.
16. Excessive make-up is not considered appropriate for school.
17. The neck opening of regular shirts shall not exceed the second button.
18. Shoes with metal tips or cleats will not be worn.

The principal, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

## **HARASSMENT**

It is the policy of this school district that harassment of students by other students, personnel, or the public ill not be tolerated. This policy is in effect while the students are on school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or the have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, achievements, ect.
4. Demeaning jokes, stories, or activities directed at the student.
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.
3. Establishment of adequate measures to provide confidentiality in the complaint process.
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to prevent reoccurrence of the harassment.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

## **DRUG-FREE SCHOOLS**

It is the policy of the Turpin Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

**"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office). Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents, which includes district policy relating to adoption and implementation of a drug prevention program for students.**

## **WEAPONS-FREE SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below: "...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 is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

**REFERENCE: 18 U.S.C. §921  
21 O.S. §1271.1, §1280.1**

**CROSS-REFERENCE: Policy FNCG, Weapons  
Policy FOD, Suspension of Students  
Policy FOD-R, Suspension of Students, Regulation  
Policy FODEA, Student Discipline Procedures for Handicapped Students  
Policy FODEB, Suspension of Disabled Students**

**NOTE 1:**The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

**NOTE 2:** Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma

Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities.

#### **SEARCH OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation must follow the suspension policy.

#### **STUDENT DISCIPLINE**

The Turpin Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense.
2. The effect of the offense on other students.
3. Whether the offense is physically or mentally injurious to other people.
4. Whether the incident is isolated or habitual behavior.
5. The manifestation of a disability.
6. Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action and is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

#### **Use of telecommunication devices**

1. Unexcused lateness to school, to class, and cutting class.
2. Truancy or leaving school without permission.
3. Refusing detention/late room.
4. Smoking, possessing or using alcoholic beverages or other mood-altering chemicals
5. Stealing, forgery, fraud, or embezzlement.
6. Fighting, assault physical and/or verbal.
7. Possession of weapons
8. Distributing obscene literature.
9. Destroying/defacing school property.

10. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor.
11. Sexual Harassment.
12. Gang related activity or action.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of 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
2. Conference with parents.
3. In-school suspension.
4. Detention.
5. Referral to counselor.
6. Behavioral contract.
7. Changing student's seat assignment or class assignment.
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. Suspension.
14. Other appropriate disciplinary action as required and as indicated by the circumstances.

Parents, guardians, and students residing in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrator's appropriate means of discipline for specific infractions.

### **SUSPENSION OF STUDENTS**

It is the policy of the Turpin board of Education that the superintendent or designee may suspend a student for:

1. Acts of immorality.
2. Violations of policy or regulations
3. Possession of an intoxication beverage, low-point beer (See policy FNCE).
4. Possession of a wireless telecommunication device in violation of school rules (see policy FNG)
5. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
6. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA).
7. Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA).
8. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials or damages property.
9. Adjudication as a delinquent for a violent or non-violent offense.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention, if alternative in-school placement options are considered inappropriate, the principal must provide written justification which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Student participation in extracurricular activities will be in accordance with district eligibility requirements. (See policy FM and FM-R).

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

NOTE: HB 2130 (1997) and FERPA provides that a school district may request student discipline records, and a school district must provide student discipline records upon request by another school district.

### **CONTROL AND DISCIPLINE POLICY**

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures.

<u>Infractions</u>	<u>Minimum Action &lt;</u>	<u>&gt; Maximum Action</u>
1. Unexcused tardiness	-----Refer to Attendance Policy----	
2. Disruption of class or assembly	Suspension	
3. Lunchroom misconduct	School Conference	Parent Conference      Suspension

4. Bus/playground misconduct	-----Refer to Attendance Policy----		
5. Negligence in completion class work	School Conference	Parent Conference	Suspension
6. Cutting class	School Conference	Parent Conference	Suspension
7. Leaving school without permission	---Refer to leaving School Grounds (Closed Campus) Policy---		
8. Truancy	-----Refer to Attendance Policy----		
9. Tobacco on school grounds	School Conference	Parent Conference	Suspension 1
10. Drugs or Alcohol possession	Parent Conference		Suspension 1, 2
11. Gambling	School Conference	Parent Conference	Suspension
12. Theft	Parent Conference		Suspension 1, 2
13. Assault-physical or verbal	Parent Conference		Suspension 1, 2
14. Fighting	Parent Conference		Suspension
15. Destruction of property, vandalism	Parent Conference		Suspension 1, 2
16. Threats/Harassment	School Conference	Parent Conference	Suspension 2
17. Extortion	Parent Conference		Suspension 1, 2
18. Refusal to obey school officials	School Conference	Parent Conference	Suspension
19. Possession of weapons			Suspension 2
1. May require counseling and rehabilitative efforts before reinstated in school programs			
2. May require notification of legal authorities			

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, financial restitution, if necessary, and referral to social agencies, if appropriate. Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (11 or more days).

### SUSPENSION OF STUDENTS (REGULATION)

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

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

- Any student may be suspended for:
  - Acts of immorality
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Adjudication as a delinquent
- A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
- Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
- Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
- Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
- A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

#### Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

- Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
- In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.
- Out-of-school suspension.
  - Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

## **Appellate Procedures**

### **Suspension Appeals Committee (Optional)**

A suspension appeals committee is hereby established which will consist of \_\_\_\_\_ administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

*(If a Suspension Appeals Committee is created, then. . .)*

### **Appellate Procedures (Option A)**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - E. **(Option 1)** Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
- (E). **(Option 2)** Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

*(If no Suspension Appeals Committee is created, then. . .)*

### **Appellate Procedures (Option B)**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE:70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

## GRIEVANCE PROCEDURE: PARENT-TEACHER

The Turpin Board of Education realizes that parents have a fundamental right to discuss any grievances the might have with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance. If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal. If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. The board's action shall be a final determination of the grievance.

### NOTICE

Turpin Public Schools  
Annual Notification for Parents, Teachers, & Employees  
Date: 7-1-2018

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The Turpin Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Keith Custer, Superintendent  
Designated Person

### SUSPENSION CONTRACT

We the undersigned agree to assist \_\_\_\_\_ in adhering to the terms outlined in this contract.

#### Student

1. Adhere to all conditions as outlined in this agreement.
2. Complete and return to the appropriate teachers all assignments sent home while suspended from school. This shall be accomplished the day that you return to school following the suspension.
3. Upon returning to school you will have \_\_\_\_\_ days to complete any additional assignments, exams or other requirements missed during your absence.
4. Upon returning to school you will participate in a post-suspension conference prior to being re-admitted.

#### Parent/Guardian

1. Adhere to all conditions as outlined in this agreement.
2. Confine student to his/her home under strict supervision. If the student cannot be confined at home, I agree to confine him/her at \_\_\_\_\_ in order for him/her to be supervised at all times.
3. Report to school officials between the hours of \_\_\_\_:\_\_\_\_ a.m. - \_\_\_\_:\_\_\_\_ p.m. and discuss the student's activities and progress.
4. Do not allow student to watch television, listen to stereo/radio, and/or participate in other forms of entertainment.
5. Do not allow student to receive visitors or talk with others over the phone.
6. Insure that student completes and returns all class assignments.
7. Agree to participate in post-suspension conference with your child and school official.
8. Secure all of the student's daily assignments from the designated school official.

#### School Official

1. Provide assistance to both parent/guardian and student in order to assure that both parties adhere to the contents of this contract.
2. Participate in the post-suspension conference.
3. Daily discuss with parent/guardian the student's progress during the suspension period.
4. Secure all daily assignments.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
School Official Date



## **PUBLIC COMPLAINTS**

The Turpin Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free 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.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the board of education. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made.
2. The principal of the school involved.
3. The superintendent.
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues. The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that does not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

## **Turpin ISD Gymnasium Weight Room Use**

Turpin students will be allowed to use the weight room and the gymnasium. Students wishing to use these facilities should check with the coach. The coach will have discretion of whether or not the student is allowed access. If the student is allowed access, the coach will unlock the building, allow the student entrance, and lock doors before leaving. The student will be responsible for seeing that the building is not damaged, that lights are turned off upon leaving, and that all doors are securely locked and closed. No keys will be given to anyone. Students should observe rules of proper footwear and other rules related to each building. Persons lifting weights must have a spotter. Lifting free weights alone is unacceptable for safety reasons. Buildings should be closed by 10:30 p.m. and should not be opened for students during regular church hours on Wednesday and Sunday. If something is damaged or if problems occur during gym or weight room use, the incident should be reported to the coach who allowed entrance.

## **SEXUAL HARASSMENT**

The policy of this school district forbids discrimination against any employee, applicant for employment, or student on the basis of sex. The Turpin Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

### General Prohibitions

#### **1. Unwelcome Conduct of a Sexual Nature**

- A. Conduct of a sexual nature may include verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct, that it is unwelcome.
- C. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### **2. Sexual Harassment**

##### **A. Employees:**

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. submission to the conduct is made either an explicit or implicit condition of employment or promotion;
2. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
3. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

##### **B. Students**

1. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject or a boy's ability to excel in a class historically considered a "girl's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
2. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

### Specific Prohibitions

1. Administrators and Supervisors
  - A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
  - B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
  - C. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
2. Non-administrative and Non-supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee or student to subject another such employee or student to any unwelcome conduct of a sexual nature. Employees or students who engage in such conduct shall be subject to sanctions as described below.

### Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy or through the Sexual Discrimination Grievance policy. (See policy DGBA and policy FBA.) The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
- A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.
- B. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
- C. Employees and students are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees or students if such conduct interferes with the individual's work performance, creates a hostile or offensive working environment, or interferes with the educational process of the student.
- D. Every attempt will be made to maintain confidentiality and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The administration has the responsibility of investigating and resolving complaints of sexual harassment.
  3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
  4. Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, corporal punishment, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
  5. A copy of this Sexual Harassment policy will be provided to employees, students, and parents each year.

### Examples of Harassment

1. The following lists examples of harassment (not all inclusive): Sexual comments or jokes, Sexual gestures and looks, Touching, grabbing, pinching in a sexual way, Brushing up against, Flashing or mooning, Spreading sexual rumors about the individual, Pulling clothing in a sexual manner, pulling clothing off or down, Showing or giving sexual pictures, messages or notes, Blocking passage in a sexual way, Writing of sexual messages or graffiti on walls, locker rooms, etc, Forcing a kiss, Calling someone gay or lesbian, Forcing someone to do something sexual other than kissing, Spying on someone while showering or dressing
2. The following lists examples of conduct which may be considered harassment if the conduct is unwelcome: Direct or indirect threats or bribes for sexual activity. Sexual innuendoes and comments, Intrusive sexually explicit questions, Sexual sounds or gestures, Repeatedly asking for dates or to have sex Touching, patting, pinching, tickling, squeezing, Rating a person's sexuality, Leering, staring at body parts, Spreading rumors about a person's sexuality Name calling (e.g., slut, bitch), Sexual ridicule, Frequent jokes about sex, Letters, notes, telephone calls of a sexual nature, Sexually explicit or graphic pictures, Stalking, Sexual assault or rape

## **Counseling Plan**

### **Testing/Evaluation Programs**

Maintain a current knowledge and awareness of the state policies and requirements regarding students of Oklahoma and Turpin Schools.

1. Attend all workshops or in-service meetings as is required by the state or as deemed necessary by the administration at Turpin Schools in order to obtain necessary information pertaining to testing and evaluation.
2. Provide information and coordination of other testing programs, both group or individual, which may not be required by the state, but considered appropriate by the administration of Turpin Schools.
3. Provide in-service instruction and information for any staff members who may participate in administration of the testing process.
4. Provide teachers and administration with testing results, and maintain records for future use.
5. Organize and coordinate all reports pertaining to testing results as required by the state.

### **Scheduling Procedures**

1. Collaborate with building principals to organize a master class schedule.
2. Collaborate with building principals to organize and coordinate the pre-school enrollment process.
3. Organize the process of class schedule changes at the beginning of each semester.
4. Direct and implement a pre-enrollment process during the spring of each year to assist in the planning the master schedule for the following year.

### **Special Education, 504, Gifted and Talented Programs**

1. Delegate to the appropriate staff member all information from the state or federal guidelines which may flow through the counseling office.
2. Participate as needed in meetings or in the evaluation process regarding placement or appropriate services.
3. Assist as needed in the completion of state or federal reports.
4. Be available for individual or group consultation, as it may pertain to the above programs.

### **Four Year Plan**

The counseling office will endeavor to meet with each ninth grade student, and their parents. The meeting will be for the purpose of orientating students and parents with regards to the following:

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