

# **A MESSAGE FROM YOUR PRINCIPALS**

Welcome to Dale Public Schools. We hope you enjoyed your summer vacation and are looking forward to a new year.

This handbook has been prepared to help parents and students become better acquainted with our school. It is the desire of the board of education, administration, faculty, and student council that you will use this policy book to become well informed about the school; and you are challenged to make an honest effort to live up to the high ideals and standards of Dale Public Schools. It should be kept as a ready reference should questions arise during the school year. Each student is held responsible for these policies throughout the school year. This handbook is a board-of-education-adopted policy book and must be followed by all students. This handbook will be enforced at the discretion of the administration.

The home is the greatest single influence upon students. It is in the home that a child establishes his first habits and obtains most of his ideas and attitudes. Nothing the school can do for a student will substitute for the influence of a good home situation. Only to the extent that the school and home work together will either institution be of maximum benefit to our students.

Parents, please make every effort to see that your child attends school regularly and punctually. Irregularity of attendance is a frequent cause of failure, while tardiness tends to develop bad habits and attitudes toward life and its responsibilities.

The intent of this handbook is to give parent and child information concerning Dale Public Schools. You will have a better knowledge of our school if you refer to it frequently. Additions to this booklet will be made periodically through the school's weekly bulletins during the year as need arises.

# PERSONNEL OF DALE PUBLIC SCHOOLS

## Board of Education

President	Robin Wiley-Greene
Vice-president	Tim Collins
Clerk	Roger Batt
Member	Ronnie Newton
Member	

## Administration

Will Jones	Superintendent (964-5558)
Erick Muncy	High School Principal (964-5556)
Kim Powell	Middle School Principal (964-2799)
Tamee Daniel	Elementary Principal (964-5514)

## Senior High & Middle School Faculty

Ashley Barbosa	HS Special Education
Alex Benito	HS Computers and Tech
Carren Cantrell-Milligan	Counselor
Bryce Clemons	HS History, Asst HS Softball
Angela Coker	MS History and Language Arts
Brittany Collier	MS Science and Social Studies
Jeanna Dickinson	MS Humanities
Jeff Edmonson	MS & HS Math and Boys' Basketball
Michelle Edmonson	MS English
Josh Forsythe	HS Social Studies, Asst Baseball
Darian Gates	LPC
Jon Golliver	Agriculture Education
Louri Goodwin	HS Science and Cheerleaders
Jimmy Harris	Baseball; Geography, On-line Spanish, P.E.
Toby Hathcock	HS Science
Sage Higdon	HS English
Cindy Hill	MS Science and Leadership Class
Reed Johnson	MS Math and Asst Basketball
Mandy Jones	HS and MS Math; MS Counseling
Lauren Kelly	MS Language Arts and Social Studies
Nick Noble	Band
Alisha Payne	MS Math and Social Studies
Marcia Permenter	MS Special Education
Stacia Peterson	MS Language Arts; MS Academic Bowl
Andy Powell	MS Social Studies and Softball
Jason Reece	Athletic Director
Allison Robinson	HS English and Yearbook
Jerry Sanford	MS & HS Math; STEM
Lori Sanford	HS Math; Stuco
Eric Smith	MS Science, Girls' Basketball
Tabbitha Tannehill	MS Math
Holly Thompson	Librarian
Bruce Throckmorton	JH Softball
Kaylee Townley	HS History
Dianna Wilkins	Computer Education
Scott Wilson	MS Social Studies and Girls' Basketball
Jill Wooldridge	MS Science; HS Academic Bowl

## Elementary School Faculty

Kelcie Badley	Pre-kindergarten	Jordan Knutson	Second Grade
Emily Battershell	Kindergarten	Margaret Mocabee	Spec. Ed. Direc.
Kasey Clark	Third Grade	Allison Nichols	First Grade
Ashley Conley	Fourth Grade	Amber Parker	Special Ed.
Jenny Dilbeck	Kindergarten	Gracie Pipes	Third Grade
Cheryl Eichling	Kindergarten	Jana Richardson	Third Grade
Hilda Findley	Fourth Grade	Amy Roberts	First Grade
Jennifer Galloway	Music	Emilie Rohr	Second Grade
Hailee Grove	First Grade	Marty Shirey	P.E.
Stacy Gill	Pre-kindergarten	Kelley Willis	Second Grade
Jacque Huff	Special Ed.	April Woods	Computer Lab
LaKeta Ille	Fourth Grade		

## Elementary School Faculty by Grade Level

<b>Pre-kinder.</b>	Kelcie Badley Stacy Gill	<b>Second Grade</b>	Jordan Knutson Emilie Rohr Kelley Willis
<b>Kindergarten</b>	Emily Battershell Jenny Dilbeck Cheryl Eichling	<b>Third Grade</b>	Kasey Clark Gracie Pipes Jana Richardson
<b>First Grade</b>	Hailee Grove Allison Nichols Amy Roberts	<b>Fourth Grade</b>	Ashley Conley Hilda Findley LaKeta Ille

## Support Staff

### Cafeteria

Johnny Radford	Child Nutrition Director
Kristina Butler	Cook
Tiffany Lackey	Cook
Alicia Lohman	Dishwasher
Darlene Swaim	Cook

### Assistant to the Superintendent & Encumbrance Clerk

Tonya Landreth

### Activity Fund Clerk

Larry Capps

### Secretaries

Jeanna Hartman	High School
Taryn Shirey	Middle School
Kristin Nowakowski	Elementary

### Maintenance

Brent Vanlandingham, Dallas Covel

### Custodians

Karen Hammons, Tammie Roe,  
Kim Bowser

### School Resource Officer

Brent Vanlandingham

### Aides/Paraprofessionals

Cheyenne Berryhill	Elementary
Jacklyn Crosthwait	Elementary
Kaydee Folmar	Elementary
Kristi Hurt	Elementary
Madison Long	Elementary
Sunny Mitchell	Elementary
Dallas Read	Elementary
Tena Sanders	Elementary
Savannah Smith	Elementary
Le Thornton	Elementary

### Bus Drivers

Amber Parker	Rt. 1 (South & West)
Kim Bowser	Rt. 2 (South & East)
Bryce Clemons	Rt. 3 (Central, A.M.)
Ashley Barbosa	Rt. 3 (Central, P.M.)
Louri Goodwin	Rt. 4 (North & West)
Nick Noble	Rt. 5 (N. & E., A.M.)
Troy Flewallen	Rt. 5 (N. & E., P.M.)

## **Club and Organization Sponsors**

<b>Academic Bowl Teams</b>	Jill Wooldridge, HS Stacia Peterson, MS
<b>Bands</b>	Nick Noble
<b>Cheerleaders</b>	Louri Goodwin
<b>Future Farmers of America (FFA)</b>	Jon Golliver
<b>Honor Societies</b>	Allison Robinson
<b>Student Council</b>	Lori Sanford
<b>Yearbook</b>	Allison Robinson

## **Extracurricular Committee**

Carren Cantrell-Milligan, Erick Muncy, Nick Noble

## **Class Sponsors by Grade Level**

<b>Sixth Graders (Permanent)</b>	Cindy Hill Lauren Kelly
<b>Out of Rotation for One Year</b>	Bryce Clemons Holly Thompson Dianna Wilkins
<b>Seventh Graders</b>	Alex Benito Andy Powell Kaylee Townley Jill Wooldridge
<b>Eighth Graders</b>	Ashley Barbosa Louri Goodwin Marcia Permenter Reed Johnson
<b>Freshmen</b>	Michelle Edmondson Toby Hathcock Lori Sanford Eric Smith
<b>Sophomores</b>	Josh Forsythe Jon Golliver Jerry Sanford Alisha Payne
<b>Juniors</b>	Angela Coker Jeff Edmonson Sage Higdon Nick Noble
<b>Seniors (Permanent)</b>	Allison Robinson

# EDUCATIONAL PHILOSOPHY OF DALE PUBLIC SCHOOLS

## Mission

The mission of Dale Public Schools is to create an environment that channels each student's energy into self-realization and high academic standards.

## Goals

1. Dale Public Schools will provide each student with the opportunity and guidance necessary to develop skills for
  - applying mathematics, social and natural sciences, and the communication skills of reading, writing, speaking, and listening to the solving of real life problems;
  - dealing with change on all levels—locally, nationally, and globally;
  - exercising personal, social, and moral responsibility in dealing positively with health, wellness, drugs, and environmental issues;
  - developing a sense of responsibility for successful citizenship in our American democracy in order to serve the community and society and to achieve personal fulfillment; and
  - developing creativity and enhancing positive human relationships.
2. Students in Dale Public Schools should realize a wide range of job and educational opportunities available to them through cooperative and individual education. Ideally, every student should graduate with a marketable skill and foundation which fosters life-long learning upon which further education can be built.
3. Through the education of our youth and the active involvement of parents and citizens, Dale Public Schools are committed to developing, improving, and advancing the community.

## **Arrival at School**

Buses will arrive at school by 8 A.M. Students may enter the school building at 8 A.M., *not before!* Dale Schools is not responsible for students who arrive before 8 A.M.

## **Bell Schedules**

<u>Elementary School</u>	<u>Middle &amp; High Schools</u>
8:20 A.M. Prepare for school day	8:10 A.M. First Bell
8:30 A.M. School day begins	8:14 A.M. Second Bell
11:55 A.M. Grades K-2 Noon recess concludes	8:14-9:04 First Period
12:20 P.M. Grades 3-5 Noon recess concludes	9:04-9:20 Pirate Time
3:10 P.M. Students riding home in cars dismissed	9:25-10:15 Second Period
3:15 P.M. Bus students dismissed	10:20-11:10 Third Period
3:25 P.M. Students walking home dismissed	11:15-12:05 Fourth Period
	12:05-12:30 Lunch
	12:35-1:25 Fifth Period
	1:30-2:20 Sixth Period
	2:25-3:15 Seventh Period

## **End of School Day**

School is dismissed at 3:15 P.M. No student is allowed on school premises after 3:30 unless attending a school function or under adult supervision. The school district cannot be responsible for students who are not picked up by 3:30.

## **CAFETERIA Meal Prices**

\$ 1.50	Breakfast—Daily (PreK-12)
\$ 7.50	Breakfast—One-week ticket (PreK-12)
\$ 2.00	Breakfast—Adult
\$ 2.00	Lunch—Daily (PreK-5)
\$ 2.25	Lunch—Daily (6-12)
\$ 3.25	Lunch—Daily (Adults)
\$ 2.50	Pizza Slice
\$ .50	Extra Milk

### **Reduced Meal Prices (for those who qualify)**

\$ .25	Breakfast (PreK-12)
\$ .40	Lunch (PreK-12)
\$ .50	Extra Milk

### **Charging Meals**

Students may charge school meals only up to the total amount of \$10 per student before action is taken. When a student account exceeds \$3 charged, the parent will be sent a letter (account statement) by the food service manager stating the amount of money owed. Prompt payment is expected. When a student account exceeds \$10 charged, a second letter will be mailed to the parent/guardian by the food service manager. A telephone call may also be made informing the parent/guardian of the situation. After all collection efforts have been made with no payment or correspondence, an alternative meal will be offered to a child until balance is paid in full. Students may bring a sack lunch from home or pay daily as well. Students will not go without eating.

All students will be expected to pay meal charges due in full before being checked out for the school year. Balances owed by graduates must be paid in full before they receive their caps and gowns. Money owed may be from previous years, not just the current year.

Applications for free and reduced-price meals are available in all school offices. Applications will also be mailed to households upon request.

If at any time you need to know your child's account balance, please call the food service manager at 405-964-5558. Student balances are also available through the parent grade book portal.

### **Cafeteria Privileges**

Our cafeteria will be in operation for your use and benefit. All meals, whether you bring them or buy them, shall be eaten in the cafeteria. No food from the cafeteria shall be eaten elsewhere.

We are striving to serve you the best meals possible at the lowest price possible. To do so, all lunch bills must be paid regularly. It is our desire that no student go hungry and undernourished. If it becomes impossible for parents to pay for a student's meals, the parents should contact the appropriate principal's office; and when it is determined that the necessity exists, proper arrangements will be made.

In order to maintain the cafeteria as a clean, orderly place where students like to come, certain guidelines must be observed:

1. Cafeteria lines should be formed in an orderly manner.
2. Keep your place in line. Running or crowding in line is never in order.
3. Don't hold a place in line for a friend. Doing so is unfair to other students in line.
4. You should observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your own home.
5. Have your money (exact change if at all possible) ready for the cashier. Elementary

- students should pay for their lunches at the beginning of the week.
6. Finish your meal, including candy, iced cream, *etc.*, before leaving the cafeteria.
  7. Students must take care of their own trays.
  8. When you have finished eating, take your tray to the designated area, carefully placing dishes, silverware, trays, and milk cartons in the designated places. Place all wastepaper in trash receptacles before leaving the cafeteria.
  9. Remember that teachers and other adult supervisors are in charge at all times.
  10. There should be no running in the cafeteria.

### **Elementary School Lunch Period and Noon Recess**

11:00-11:30 A.M.	Grades K-2 Lunch
11:35-11:55 A.M.	Grades K-2 Noon Recess
11:30-12:00 A.M.	Grades 3-5 Lunch
12:00-12:20 P.M.	Grades 3-5 Noon Recess

### **Middle/High School Lunch Period**

Students are to be dismissed for lunch at 12:05, **not before**.

Teachers on hall duty may let their students go to lunch at 11:58, **but not before**.

## **ATTENDANCE**

*Parents and Students, read the following carefully:*

The only legitimate reason for school absences is sickness or serious emergency. Regular attendance is of tremendous value to the student as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class work. A student out of school one day really loses two days of work because he or she comes to school unprepared for the day following the absence. Habits of regularity and punctuality are good habits to form. In many cases, business firms have refused to employ those whose school attendance has been poor.

Oklahoma School Code, Article 10, Section 10, or Oklahoma Compulsory School Attendance Law Provision, 70 O.S. 10-105 states, "It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless such child has been screened as provided for in Section 1210.282 of this title and such child is determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (½) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Section 1210.282 of this title, or as otherwise excepted from same by this section.

"It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child, or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than five dollars (\$5) nor more than twenty-five dollars (\$25) for the first offense, not less than ten dollars (\$10) nor more than fifty dollars (\$50) for the second offense, and not less than twenty-five dollars (\$25) nor more than one hundred dollars (\$100) for each subsequent offense. Each day the child remains out of school after the written warning has been given or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district."

When a student knows that he has to be absent, he should ask his parents to confer with the principal. This must be done a day in advance.

## **Illness**

To maintain a healthy school environment and prevent the spread of contagious illnesses among students and staff, it is important that a parent or guardian keep a child home from school if that child exhibits signs of illness, such as fever (100.4°F or 38°C), vomiting, diarrhea, persistent coughing, or severe sore throat.

To return to school a student must be fever-free, with no vomiting or diarrhea for twenty-four hours without the use of medication.

## **Minimum Required Attendance**

**In order for students in grades K-12 to receive a passing grade, they must be in attendance 90% of the time. This policy will be applied on a semester-by-semester basis. Extenuating circumstances will be considered (for example, doctor's orders). Note: Students that miss more than 10% of the time in a class will fail that class.**

## **Admittance to Class after an Absence**

**Middle- and high-school students:** All admit slips must be secured before 8:15 A.M. A tardy will be given to anyone who must obtain an absentee slip after 8:15 A.M. Any student that fails to obtain an admit slip by the last bell will be assigned one day detention in Room 4 to do work related to his first-period subject in order to get back into the class. Extra work will be assigned by the teacher of the class and turned in to the teacher the next day. Students must pick up admits before school or admits will be unexcused. Students will not be allowed to call parents to receive admits after 8:15 A.M. Parents must call before 8:15 in order for admits to be excused. Students who arrive after the tardy bell must check in with the office.

## **Permission to Leave School**

If a parent calls and checks out a student, that parent must report to the principal's office to officially pick up that student. No student may leave school at an irregular time without a permit from the office. If a student leaves school and fails to check out through the office, he will be treated as a truant. Punishment will be determined by the principal.

**Elementary School Parents:** Under *no* circumstances will a teacher release a student to a parent, guardian, or other person without permission from the principal's office. Parents are strongly urged to appear in person at the office to check out their children. If this is not possible, a note will be required, signed by a parent or guardian stating who the person is who is checking a child out and the reason for checking the child out. Students will be discharged from the office. The office staff has been instructed to be absolutely sure who each person is who checks out a child (even to the point of asking for identification, calling a parent at work, *etc.*) before giving permission to dismiss a student. Parents, please work with us and support us in this very important matter!

An absence will be considered "excused" if it occurs because of circumstances beyond the control of the absent student and his or her parent or guardian—as determined by the principal.

### **PHONE NUMBERS TO CALL TO REPORT EXCUSES**

Elementary School Office: 964-5514 • Middle School Office: 964-2799

High School Office: 964-5556 or 964-5555

## **Excused Absences**

1. Absences are excused when students miss school
  - a. to participate in a school-sponsored activity,
  - b. because of an illness or death in the immediate family, or
  - c. because of circumstances beyond parent and student control (as set by the principal).



2. A student with an excused absence will be allowed to make up work. It is the responsibility of such a student to go to his or her teacher and get all make-up work. Students must be allowed one day to make up work for each day missed.
3. No penalty will be assessed for excused absences; however, a student with an excused absence shall
  - a. be responsible for making up the work missed,
  - b. be responsible for getting make-up work in on time,
4. Middle- and high-school absence slips are to be turned in to the principal's office at the end of the school day.
5. The date of each absence is to be recorded in the teacher's record book.
6. Three tardies, excused or unexcused, equal one absence.

### **Unexcused Absences**

1. Any absence which, in the opinion of the principal, could have been avoided will constitute an unexcused absence.
2. A student with an unexcused absence will be allowed to enter class, but no make-up work will be assigned. If a student with an unexcused absence missed any work while absent, a *O* (zero) will be recorded for each assignment missed.
3. Three unexcused tardies equal one unexcused absence.
4. Students who have unexcused absences will be assigned one hour of detention per hour missed.

### **Excused Tardies**

1. Any student entering class after the bell starts ringing is considered tardy.
2. Each student will be allowed to have three tardies each semester without penalty. For each subsequent tardy, a student will be assigned noon detention.
3. When a teacher keeps a student after class, it is that teacher's responsibility to admit the student kept to his next class. Such a student is not to be counted tardy.

### **Unexcused Tardies**

1. Each unexcused tardy is to be recorded in the office.
2. There will be no grade-point deduction for an unexcused tardy, but a teacher and/or the principal may require a student with an unexcused tardy to do additional class work. Every unexcused tardy or unexcused absence will require one day of detention for each tardy or class period missed (for example: tardy in two classes—two days of detention; seven unexcused absences—seven days of detention).
3. Each unexcused tardy is to be recorded in the teacher's record book as such. Three tardies per period—excused or unexcused—equal one absence.

### **“Ten Day” Rule**

No student will be allowed to miss school for school activities more than ten days, excluding state-sponsored events, such as Tulsa and Oklahoma City Livestock shows, and state FFA conventions.

A special request for additional days may be submitted to the Extracurricular Committee (Current members are listed on Page 4). Each such request must be submitted by a sponsor, a student, and a parent. All students participating in extracurricular school activities must have clearance sheets signed and approved by all of their teachers and principal.

Events which do not count as one or more of the above-mentioned ten days:

1. state-sponsored events,
2. gifted-and-talented trips,
3. interscholastic meets,
4. those approved by a special committee, and
5. national FFA conventions.

## **Tuancy**

A student is considered truant when he or she leaves school without permission from the office or if he or she remains away from school without the knowledge and consent of his or her parents or guardian. Cutting class for just one period will be considered truancy, even though the student did not leave the school grounds.

Any student who skips school will be placed on strict probation.

## **Bus Absences and Tardies**

1. No penalty will be assessed against an absent or tardy student's record if
  - a. his school bus is late arriving at school, or
  - b. his school bus does not make the regular run for the day.
2. In the event that a student is absent because his school bus doesn't make its regular run for the day, the student will be required to make up work missed and will receive full credit for work thus made up.
3. When a student fails to catch the school bus, or when a student does not ride the bus when the bus makes its regular trip, the conditions governing regular *excused* or *un-excused* absences will apply.
4. When a bus is late arriving to school, an announcement will be made over the intercom advising teachers that the bus was late and to admit students riding the bus to class without a tardy slip.

## **STUDENT CONDUCT**

### **School Loyalty and Code of Ethics**

In order for your school to become even better, its school citizens must be loyal, devoted, and faithful with respect to every area of school life; full of courage; and regardful of honor. To be a good school citizen, you should be able to carry out the following pledge:

"I will obey, and help other students to obey, those rules which further the good of all."

### **Rules of Conduct**

Students who attend Dale Public Schools are ladies and gentlemen. Their standard of conduct shall be to always think and do those things which are right and proper in a democratic society. Their speech and deeds will be expected to be above criticism.

**All rules will be administered strictly. As a last resort corporal punishment may be administered.**

### **Authority of the Teacher**

According to Oklahoma state law (Oklahoma School Code, Article VI, Section 95), the teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. The same control applies to an extracurricular school activity.

### **Student Discipline Plan**

The goal of any disciplinary policy should be to correct the misconduct of the individual student and to promote adherence by that student and by other students to the policies and regulations of the district.

The Dale Public Schools, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with the tranquility of its schools or the safety of its students or that cause damage to school or personal property. Students, while enrolled in Dale Schools, shall be under the supervision of and accountable to school personnel. The supervision shall include time spent going to and from school and attending any school-sponsored activity or going to and from such an activity.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based upon a careful assessment of the circumstances (for example, the student's attitude or the seriousness of the offense and its potential effect on other students) surrounding each infraction.

To deal with a minor discipline problem, a teacher will proceed through the following steps:

- Step 1. The teacher will counsel a misbehaving student.
- Step 2. The teacher will implement the class disciplinary policy.
- Step 3. The teacher will communicate with the misbehaving student's parents in an effort to correct the problem.
- Step 4. The misbehaving student will be referred to the principal.

When a teacher refers a misbehaving student to the principal, the principal will proceed through the following steps unless a more severe punishment is deemed necessary:

- Step 1: The principal will counsel the student and possibly assign noon detention.
- Step 2: The student will be assigned noon detention.
- Step 3: The student will be assigned a minimum of three days of noon detention.
- Step 4: At the discretion of the administration, the student may (a) be assigned to in-school suspension (if available), (b) receive corporal punishment, or (c) receive out-of-school suspension.
- Step 5: The student will be assigned a minimum of three days of after-school detention.

After Step 5, the student will be suspended for one day, followed by three days if necessary, followed by five days if necessary.

A student may reverse the above steps through good behavior. For each month of school with no disciplinary problems, a student may move backwards one step.

Major infractions may result in suspension from school. A parent may appeal such a suspension by requesting a hearing before a committee made up of one elementary teacher, one middle-school teacher, one high-school teacher, and one administrator.

### **Offenses for which Students May Be Suspended from School**

1. Unwillingness to accept milder forms of corrective action
2. Unwillingness to attend school regularly
3. Unwillingness to accept the policy of the school that no student is allowed to interfere with the learning of another
4. Unwillingness to respect the position of the teacher who must at all times remain in control of the classroom or school-sponsored activities
5. Unwillingness to respect the position of the school administrator and/or his representatives who must at all times control school-owned and/or school-operated buildings.
6. Continual disruption of the school atmosphere through any method or instrument or material
7. Unwillingness to maintain a civil tongue or to refrain from profanity and/or any form of obscenity
8. Engaging in any activity which might result in damage to or destruction of property or bodily harm to any student or staff member
9. Bringing, or causing to be brought, onto school premises any instrument (such as a knife or a gun) or material which would, if used, result in property damage or bodily injury to any person
10. Engaging in vocal, written, or symbolic threatening of damage to or destruction of any school property
11. Engaging in vocal, written, or symbolic threatening of bodily harm to any student or staff member

12. Engaging in any action of extortion and/or theft on school premises
13. Unwillingness to maintain a personal physical condition conducive to learning and/or participation habitually in any act or procedure which is not conducive to learning in the normal school atmosphere.
14. Possession, association with, or use of any controlled substance, narcotic, stimulant, barbiturate, alcohol, or drug paraphernalia (Students may be required to submit to a drug or alcohol test. Refusal may result in a suspension.)
15. Possession or use of any type of tobacco product, lighter, or matches
16. Vandalizing, intentional damaging, or destroying school property

## **Weapons-free School**

It is the policy of the Dale Schools to comply fully with the Gun-free Schools Act.

1. Any student in the Dale school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion; (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.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined as "... any pistol; revolver; dagger; pocket knife; art knife; switchblade knife; spring-type knife; sword cane; knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded cane; billy; hand chain; metal knuckles; or any other offensive weapon."

Any student who violates this policy will be subjected to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

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

The superintendent or his 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.

## **Out-of-school Suspension Policy**

Dale Schools will provide limited educational services to students during periods of suspension. Alternative in-school placement options were considered but rejected in order to protect the health and safety of students and staff and to aid in the effective, orderly functioning of the school district.

**Students under suspension or expulsion may not attend or participate in any extra-curricular activity.**

Any student suspended for a violent crime directed toward the classroom teacher cannot be readmitted to that teacher's class without teacher permission.

Students in possession of a firearm will be suspended for not less than one year.

## **Suspension Procedure**

### **Short Term Suspension Policy (Fewer than Ten Days)**

1. When suspending a student, the superintendent and principal shall notify the student and his or her parent or guardian, orally or in writing, stating the reason for suspension, the term of the suspension, and his or her right of a hearing before the principal.
2. Any student suspended for fewer than ten days will be able to make up work missed but for no more than seventy-five-percent credit.
3. Any appeal of a suspension must be brought before an appeals committee within twenty-four hours of the suspension.

### **Long Term Suspension Policy (Ten Days or More)**

1. For suspensions recommended by the principal for ten days or more, the student and his or her parent or guardian may appeal to the superintendent. The appeal must be made within ten school days. After the hearing with the superintendent, if the parents wish to appeal the superintendent's decision, a written request must be received within five days. The appeal will take place at the next regularly-scheduled board meeting.
2. Dale Schools will provide limited educational services to students during periods of suspension.
3. Suspended students may enter the school building at 3:15 P.M. and pick up all assignments from their regular teachers. Alternative educational services will be provided during the time of the suspension by a certified staff member from 3:15 until 3:50 P.M. This time allows students to complete their homework while being supervised by a certified staff member. All assignments must be turned in to the regular classroom teachers at teacher request.
4. The student will be provided an educational plan for the core units only.
5. The parent is responsible for a supervised, instructional learning environment and must monitor the student's educational progress until suspension is completed.

## **Alternative Punishment**

When administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, administrators should be mindful of the fact that they are dealing with individual personalities. Administrators should consider consultation with parents concerning disciplinary measures that might prove most effective in particular instances.

## **Disruptive or Interfering Behavior**

A disruptive or interfering act shall be defined as, but not limited to, inviting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program of the school. The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, are examples of behavior that will constitute disruptive activities:

- Demonstrations
- Sit-ins
- Walk-outs
- Blockages
- Group violence
- Fighting
- Disrespect or disobedience to school personnel
- Disruptive publications
- Verbal or physical harassment and/or intimidation of students or school personnel
- The use of obscene, lewd, or profane language (visual and/or auditory)
- Theft or inappropriate use of personal or school property

## **Classroom Rules**

The following four rules of conduct apply to all classrooms:

1. Take all needed supplies (books, paper, pen or pencil) to class.
2. Be in your seat by the time the last bell rings. Do not get out of seat without teacher permission.

3. Do your work to the best of your ability. If you do not understand class material, talk to your teacher before the first class period of the day begins, during lunch period, or after the last period ends.
4. Do not talk to your neighbor or teacher without permission.
5. You will not be allowed to leave the classroom after the bell to start class.

## **Elementary Playground**

### **General Rules**

While on the elementary playground, students should

- not leave without the duty teacher's permission;
- not dig, throw, or roll in the black tire;
- not walk or run on the railroad ties;
- not jump on or hang from playground equipment;
- keep hands, feet, and other objects to themselves;
- always respect others;
- play touch football only;
- **not bring personal items to use on the playground.**

### **Proper Use of Playground Equipment**

**Swings:** Students should remain seated at all times, should not jump out of the swings, and should not push one another on the swings. Only one student should be seated in a swing in use.

**Tire swings:** No more than two students should use a tire swing. There should be no pushing of or standing on tire swings.

**Slide:** Students should slide feet first only.

**Horizontal Ladder (Monkey Bars):** Students should not stand on the horizontal ladder.

### **Playground Boundaries**

Students should not go beyond the south tree line, the east pipe-rail fence, the west fence, nor north of the cafeteria building.

## **Food and Drink**

Students are to eat and drink only in the school cafeteria or student lounge areas. No food or drinks are allowed outside these areas.

## **Selling**

No student is to sell any items without permission from the appropriate principal.

## **Grooming**

Hair shall be kept clean and neatly combed while the student is under the supervision of the school. The condition of the hair must not constitute a health hazard nor cause any distraction to the school day.

## **Clothing**

Students are expected to dress appropriately. Students must dress in such a manner as to not be a distracting or disturbing influence.

- No hats, other headgear (bandanas, hoods, caps, nets, scarves, beanies), sunglasses, chains, *etc.*, should be worn in the buildings.
- Walking shorts and skirts are allowed, provided they are no shorter than fingertip length when standing with arms held to the sides and shoulders relaxed.
- Revealing blouses, shirts, or haltertops are prohibited. Bare shoulders are not permitted. No bare-back blouses or shirts and no string-held tops are permitted.
- No body piercing, except on ears, is permitted.
- Not to be worn are clothing bearing suggestive or derogatory pictures or phrases; advertising of alcohol, tobacco, or drugs; or obscene, pornographic, or disruptive

statements—according to the judgment of school officials.

- Students are not to wear see-through mesh tops or undershirts, shirts with sides split open, half shirts, shirts with long open arm pits, or biker shorts.
- There should be no holes in trousers above the knees, and no over-sized, saggy pants should be worn.
- Students are not to wear the waists of shorts or pants so low as to be a distracting force.
- Tops must reach the top of the pants, with no midriff exposed. The tops of shirts and blouses, both male and female, should adequately cover the chest area and not expose excessive chest or cleavage.
- No student will be allowed to go barefoot.

**Any student who is in willful and persistent violation of this dress and grooming code will be suspended from school until all provisions of the school code are met. If a student is suspended three times, the school board will be asked to expel the student for the remainder of the semester. (Administrative discretion.)**

## **Electronic Sound-producing Devices**

Electronic sound-producing devices must not be a distracting or disturbing influence.

## **Personal Relationships**

Student relationships, while under the supervision of the school, are expected to be in good taste. Holding hands, embracing, kissing, or putting an arm around a shoulder is not permissible anywhere around the school.

## **Hazing**

No hazing is allowed by any organization at any time.

## **Vandalism and Graffiti**

Any student who cuts or otherwise injures any school building, bus, or other property or who writes or draws any profane or obscene language or lewd pictures on school premises shall be liable to suspension, expulsion, or other punishment befitting the offense, including corporal punishment. All damages by a student must be paid for before such a student will be allowed to attend school.

## **Harassment**

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while students are on school grounds; in school transportation; or attending school-sponsored activities; and while away from 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 to 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.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal,

or physical act. Such behavior is specifically prohibited.

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, *etc.*;
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; and
6. a process whereby 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 the school district.

## **TRAFFIC SAFETY AND AUTOMOBILES**

Students who drive vehicles to school are expected to observe all traffic regulations just as any other citizen licensed to operate a machine which both provides transportation and could cause death.

Stop signs and speed limits should be obeyed, and correct signals should be given for stops and turns. Reckless driving around the school will not be tolerated.

**It is a Dale School Board resolution that vehicles driven to school by students shall not be moved until after the dismissal bell rings at the end of the school day.** Neither shall students sit in or loiter in automobiles during school hours. Students **are not allowed** to drive their vehicles to the vo-ag building during school hours.

The speed limit between the highway and parking area is 15 M.P.H. Any students who willfully violate the rules of safe driving around the school will either be forbidden to drive their cars to school, or they will be required to turn their keys in to the principal's office each school day. Parents will be notified on the first offense.

Transportation will be furnished to students to and from school on a school bus if they are outside of walking distance to school. Every student is urged to use this bus service except when necessity demands that he furnish his own transportation.

Students who drive to school may leave, as soon as their school day ends, from the north parking lot. All parents, friends, or relatives who pick up students from school may leave as soon as the school day ends.

Parents bringing elementary school students to school or picking up elementary school students from school should do so using the east parking lot. Only buses and vehicles parking for the day will be using the west parking lot.

## **Student Parking**

Any student who drives a vehicle to school will be required to purchase a parking permit and will be assigned a parking space and be required to park in the designated space each day. The cost of each parking permit is ten dollars.



## **Policy on Contraband in Vehicles on School Property**

All student drivers and other drivers of vehicles on school property are responsible for the contents of their vehicles. It is the responsibility of the driver of any vehicle to ensure that the vehicle does not contain alcohol, controlled substances or related paraphernalia, weapons, or any item banned on school property.

### **BUS TRANSPORTATION**

1. Buses will begin their routes each day so that they will arrive at school by 8 A.M.
2. Buses will leave the school each day five minutes after the last bell.
3. No food or drink shall be eaten on the buses.
4. Nothing shall be thrown inside the bus or out of bus windows.
5. Students shall not extend arms or other parts of the body out of bus windows.
6. Students should remember that loud talking or unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.
7. All riders shall conduct themselves as ladies and gentlemen at all times. Riders should not stand or move from seat to seat while the bus is in motion.
8. Any damage to a bus by a student must be repaired, and such damage will be dealt with immediately.
9. **Buses will unload students only at school and at their homes or bus stops.**
10. **Administrators may suspend students from the privilege of riding on the bus because of disorderly conduct. In the event of such suspension, it becomes the responsibility of the parent to see that the suspended child gets to school.**
11. If a student violates any of the bus rules, he may be given an assigned seat on the bus.
12. The bus loading and unloading zone is west of the upper-elementary-school building for all students in grades K-12.

### **CLASSES AND ORGANIZATIONS**

#### **Class and Club Fund Raising**

No two fund-raising projects may be scheduled during the same time.

All fund-raising projects must be scheduled with the principal at least one week in advance.

All projects must have administrative and school board approval.

All fund-raising projects must be approved and be placed on the school calendar by the principal.

#### **Class and Organization Activity Fund Accounts**

All funds raised by classes and organizations will be deposited into the activity fund, which is handled by the encumbrance clerk in the superintendent's office. Each group will have its own account within the activity fund. All purchases using activity funds must be approved by the appropriate principal in advance.

#### **Class Organization**

The middle- and high-school classes will organize as early in the school year as it is feasible. During class elections each class will elect a president, vice-president, secretary-treasurer, one female student council representative and one male student council representative.

#### **Class Parties**

The elementary school will designate the dates for classroom holiday parties at the beginning of each school year. Ordinarily, such parties will be limited to three throughout the year, one each in the fall, winter, and spring. Exceptions will require advance approval by the principal.

There will be no school-sponsored class parties in the middle and high schools.

## Class Projects

All class projects or activities, before going into effect, must be approved by the principal. Each such project must have a class sponsor's approval as indicated by his or her signature. This information will be held strictly confidential by the office. All projects must be scheduled at least one week in advance.

Each class project must be detailed in writing by a class sponsor and presented to the principal for approval.

## Class and Club Trips

All class or club trips are subject to change by the administration.

The following groups have standing approval to take the trips indicated beside each group name:

**FFA:** 18 days during school time (21 with the national convention)

**High School and Middle School Athletics:** No trips during school time (except tournament games) unless approved by principal

**Science Classes:** One field trip during school time each semester

**Band:** Four field trips during school time

**Interscholastic Meets:** Two trips in the Pottawatomie County area, one to OSU

**Gifted & Talented:** As assigned by sponsors

**In the middle and high schools no class or club trips will be allowed after April 16.** Only one trip will be allowed a week. It is recommended that no student miss more than **five days of school** for extracurricular school trips each semester.

All class and club trips must be scheduled one week in advance.

## Elementary School Field Trips

Classrooms may take properly-planned field trips that are related to the curriculum and that enhance classroom instruction. A signed parental-permission slip from each student is required. Parents will be well informed of each trip, and adequate supervision will be required. Parents of students going on field trips will often be called upon to aid in the supervision of the students. **Due to insurance considerations, no children other than the students directly involved in field trips may participate in any such trips. Any student who participates in a field trip that is not intended for his class or grade level will be credited with an unexcused absence and will not be able to make up class assignments missed.**

## College Visits by Seniors

All college visitations by seniors must be set up and approved in advance by the principal and/or the counselor. Parents of seniors must call and request college visits. Seniors are allowed two college visits per school year with no more than two seniors allowed to be gone on a given day. A parent must accompany seniors on their visits.

## Senior Trip or Senior Day

There will be no senior trip or senior day during the school year.

## School-related Activities

Any school organization or class desiring to have any activity should first check with its sponsor. The sponsor will check with the principal to clear the date. After a date has been agreed upon, the event will be entered onto the school calendar. The organization or class must have this activity scheduled at least one week in advance. Activities should not be scheduled on Wednesday nights.

Anyone who has ten or more unexcused absences will not be allowed to go on school trips. Any absence will be considered unexcused if it is not for illness or a death in the family. The principal may make exceptions in extenuating circumstances.

# **ACADEMICS**

## **Homework Assignments**

No homework assignments are to be made immediately before holidays and teachers' meeting days. The administration feels that it is important for students to have a break from class work during holidays and extended weekends.

### **Class-load Requirements in the Middle and High Schools**

All students in grades six through eleven will be required to enroll in seven classes (360 minutes a day) in which they will receive units of credit. Seniors must be enrolled in six classes in which they will receive units of credit. Only seniors will be allowed to be office assistants, upon approval of the principal, provided being office assistants does not interfere with their regular class work and they have enough credits to fulfill graduation requirements.

### **Marking System**

All students entering Dale Public Schools will immediately become subject to the grading scale and grading policies of Dale Public Schools.

Progress reports will be mailed the fifth week of each nine-weeks period. The following grade marks are assigned to students for work completed in all three schools:

Superior Work:	A (90-100%)
Above Average:	B (80-89%)
Average:	C (70-79%)
Below Average:	D (60-69%)
Failing:	F (0-59%)

### **Dropping a Subject**

In the middle and high schools subjects must be dropped only through the office.

Students will be allowed three days at the beginning of each semester to make necessary changes in their class schedules. A request for a change in a class schedule after the initial three days each semester must be made through the office by a student and his parent and/or teacher. Dropping any subject after the first nine-weeks period will result in a grade being recorded on the student's permanent record.

### **Withdrawal from School**

If you plan to withdraw from school, your parents should advise the principal's office. On the morning of the last day in attendance, you must report to the principal's office to obtain a withdrawal-from-school clearance sheet. You must present this sheet to each of your teachers to obtain clearance.

All books must be returned to the teachers who issued them. Final clearance is obtained in the principal's office. No records will be forwarded to another school until a student has withdrawn through the principal's office.

### **Promotion of Students in Grades Six, Seven, and Eight**

Students in grades five through eight will not be promoted if a student fails two or more core subjects or doesn't meet state/district attendance requirements.

### **Technical Center Enrollment**

All students in grades eleven and twelve may enroll in either morning or afternoon Gordon Cooper Technical Center sessions. The Gordon Cooper bus arrival and departure times are 7:30 A.M., 12 NOON, and 4:15 P.M.

## Graduation Requirements

### Units    Courses Required

#### Curriculum for College Prep or Work Readiness

4	English
3	Science
3	Mathematics (grades 9-12)
3	History
2	Foreign Language or Computers
1	Additional (from above list)
1	Fine Arts
7	Electives
<b>24</b>	<b>Total Units</b>

#### For Core Curriculum

(Parents *must* submit in writing to opt out of College Prep/Work Ready curriculum.)

4	English
3	Science
3	Mathematics (grades 9-12)
3	History
2	Fine Arts
9	Electives
<b>24</b>	<b>Total Units</b>

The school may waive a unit of credit in mathematics and a unit of credit in science if a student completes during his junior and senior years six vocational units of credit. The six vocational units of credit shall be earned through a three-hour block-time schedule.

Only those students who are eligible for graduation—having completed the required number of credits for graduation—will be allowed to participate in graduation exercises.

### **Honor Societies and Honor Students**

The top ten percent of students in grades seven through twelve during the previous two semesters will be made members of the Oklahoma State Honor Societies, as per the guidelines for selecting students for the State Honor Society, as outlined by Dale School policy.

To be eligible for membership in the National or Oklahoma Honor Societies or to be named an honor student, a student must be enrolled in a minimum of four classes.

### **Valedictorians**

Valedictorians will be named at the end of seven semesters (middle of senior year). To be eligible to become valedictorian, a student must be enrolled full time. In addition each valedictorian must have taken at least one advanced placement class. Weighted credits from alternative sources (tech center or concurrent) may not exceed what is offered at Dale Schools. Any student who exceeds weighted credits, must use for GPA calculations the first credits earned up to what is offered by Dale Schools. The top two valedictorians will speak during commencement exercises. All students with a GPA of 4.0 or higher will be recognized during commencement and for scholarship purposes as being valedictorian.

### **Grade Points**

Grade-point averages will be determined by adding and averaging points earned by taking these two types of classes:

Advanced Placement (AP):	A=5	B=4	C=3	D=2	F=0
Regular:	A=4	B=3	C=2	D=1	F=0

## **Exemption from Semester Tests**

Students in grades 9 through 12 only may be exempt from taking semester tests according to the following criteria:

1. Have an *A* average and have three or fewer excused or unexcused absences,
2. Have a *B* average and have two or fewer excused or unexcused absences,
3. or, Have a *C* average and have one or fewer excused or unexcused absences.

The above criteria apply to each subject individually. A student may be exempt in one or more subjects and not be exempt in one or more other subjects, depending upon grade averages and attendance records among the various subjects the student is enrolled in.

## **Honor Rolls**

Students making all *A*'s in a nine-weeks grading system shall be placed on the Superintendent's Honor Roll. Students making all *B*'s or a combination of *A*'s and *B*'s will be placed on the Principal's Honor Roll.

## **Academic Letter Jackets**

### **Requirements for Consideration**

1. Must be ranked in the top 10% of your class
2. Must have attended Dale Schools for at least three semesters
3. Must have these credits: 3 math, 3 science, 3 history, 4 English, 1 foreign language
4. Must maintain the standards set forth in the academic policy to continue in the program. (If a student fails to maintain the standards, he/she will forfeit the academic jacket.)
5. Must be an active member of the National Honor Society

### **Application Procedures**

1. Obtain an application form from the counselor's office. Deadline date must be met.
2. Obtain the signature of six former or present Dale High School teachers who recommend you for this honor.
3. Obtain a copy of your transcript to be submitted with your application.
4. Compose a letter to accompany your application telling the reasons you are applying for this award. Include a résumé detailing your participation in organizations, school and community services, extra-curricular activities, honors classes, and any honors received. Include a 250-word statement titled, "My Hopes and Plans for the Future."
5. Submit your signed and completed application form, personal letter, résumé, statement, and transcript to the high school counselor prior to the deadline date. The deadline will be strictly observed.

## **GENERAL INFORMATION**

### **Severe Weather/School Closing**

In case of severe or inclement weather (such as snow or extremely-low temperatures), students will be notified of school closings or delays through Alert Now and local television and radio stations by 7:00 A.M.

### **Tornado Alert**

The school's tornado alert will consist of a series of three short bells (three short bells, followed by three short bells, followed by three short bells, *etc.*). Shelter will be in the cafeteria.

## **Fire Drills**

A series of short bells will be the signal to evacuate the building for a fire drill. You will walk in a single line from your classroom with your teacher and leave the building through the nearest exit. No running will be allowed. There will be one fire drill each semester during the first fifteen days of school.

## **Principal's Office**

The principal's office is the administrative headquarters of each of our schools. If you have a problem or question, a visit to the office is welcome. We want to help you.

The office telephones are for school business use only. Elementary school students may use the office phone only in the case of an emergency. No students may use telephones during class time, except in cases of sickness or emergencies.

Parents, you may call the principal's office and leave messages for your children at school. Such messages will be delivered as soon as possible. Messages received after 3:00 P.M. may be impossible to deliver before the school day ends.

## **Announcements**

All announcements to be made must be brought to the principal's office and must be written out completely when brought to the office. Each announcement must be approved by the principal or secretary in the high-school office; by the secondary counselor or secretary in the middle-school office; or by the principal or secretary in the elementary office. All announcements should be brought to the office by the morning of the day that they are to be made so that all announcements for the day can be made at one time.

## **Visitors**

Students are asked not to bring pre-school children, friends, or relatives to visit school. All visitors are requested to register in the principal's office before visiting any other part of the building.

## **Library**

### **Borrowing Books**

Most of the books in the library may be borrowed—or, in others words, checked out—for two weeks at a time; several sets of encyclopedia and a few other reference-type books may be checked out for one day at a time. Both two-week and one-day books may be checked out again when they become due if the borrower is not finished with them. The due date will be printed on a computer-generated receipt, which will be placed in the back of each book when it is checked out. One-day books will be due on the next day school is in session—for example, on a Monday if a book is checked out on a Friday. If any borrowed book is mistakenly made due on a day when school is not in session, it will automatically be due on the next day that school *is* in session. Each student may check out books in *his* name only and will not be allowed to check out books in the name of another student or in the name of a teacher or other school employee.

### **Borrowing Limit**

Each elementary (PK-4) student may borrow and have checked out *one* book at a time and may check out no more than *one* book a day. Each middle- and high-student (5-12) may borrow and have checked out *two* books at a time.

### **Non-lendable Books**

Magazines and books labeled "Reference" may *not* be taken out of the library for any reason by anyone.

### **Returning Borrowed Books**

Books should be checked back into the library by placing them on the check-out desk or by pushing them through the slot in the front of the return box sitting in the hall in front of the main library door. Any book brought back to the library but not correctly checked in

(in other words, a book left on a table or put back onto the shelf by the student who checked it out) will still be checked out; and if it becomes overdue before it is found and given to the librarian, there will be an overdue charge.

### **Overdue Books**

The purpose of the fine-and-cost policy is to encourage the prompt return of borrowed library materials so that they can be available for use by other library patrons. Fines for overdue books apply to students in the third through twelfth grades.

When a book is kept past its due date, 5¢ (five cents) per day is charged *until* the book is returned. Weekends and holidays are ignored when overdue charges are calculated—this means that 5¢ per day is also charged for Saturdays, Sundays, and any other days when school is not in session. The overdue charge stops increasing when an overdue book is returned—even if the charge is not paid upon the return of the book—so it is important to return an overdue book as soon as possible. The maximum overdue charge is \$1 (one dollar) per overdue book.

### **Damaged and Lost Books**

Each student who borrows a book is responsible for taking care of it until it is returned to the library. Any student who damages or loses a book will be expected to pay for part or all of the cost of the book. The *minimum* charge for repairing damage to a book or for replacing a damaged or missing book pocket, date due slip, or label will be 25¢. The *minimum* charge for the cost of replacing a book which is lost or damaged beyond repair will be \$5. Any student who loses and pays for a book which is later returned to the library will receive a refund, minus an overdue charge (maximum of \$1) and repair charges if there is any. Any student who has lost his book may not check out a book until the lost book is returned or paid for. If a student has financial difficulty paying for the book, the parent may make arrangements with the librarian to restore checkout privileges.

**DO NOT MAKE ANY REPAIRS TO BOOKS YOU HAVE CHECKED OUT. It is unlikely that you would have the *proper* glues and tapes for library book repair, and you would probably do more damage to the book if you tried to repair it. If the date due slip, pocket, or labels get torn out or off your book, place them between the pages of the book and return the book as soon as possible. DO NOT TRY TO TAPE OR GLUE THEM BACK IN OR ON.**

### **Loss of Borrowing Privilege**

Any student who has an overdue book and/or any charges due will not be able to check out books until the overdue book is returned and all charges due are paid.

### **Behavior in the Library**

It is very important to maintain in any library an atmosphere that allows each library user to read and study without unnecessary interruption. Therefore, each person entering the library will be expected to be as quiet as possible. The library is not a place to visit, pass the time, or horse around. No food and drink and no student-owned sound-producing devices (for example, tape or CD players) are allowed into the library, and all other applicable rules in the student handbook will be enforced in the library as well.

### **Library Hours**

The library will be open from 8 A.M. until 3:30 P.M. on any day that school is in session. However, from time to time the librarian will need to temporarily close the library to take care of school-related business. Advance notice will be given of such closings whenever possible. If a student needs to return a book but finds the library closed, he should push the book through the slot in the return box sitting in front of the main library door. The last day to check out books will be five days from the end of the school year.

## **School Board Meetings**

The regular monthly Dale School Board meeting is at 6:30 P.M. on the first Monday of each month. Visitors are welcome. If any person wishes to add to the school board agenda, he must notify the superintendent forty-eight hours in advance of the school board meeting.

## **Textbooks**

All students are expected to have access to textbooks. Students will be expected to pay for damage to or loss of textbooks issued to them.

## **Student Office Assistants**

Student office assistants are selected by the principal on the basis of need. Seniors who qualify may be office assistants.

## **Student Insurance**

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

## **Parent/Teacher Conferences**

There will be two parent/teacher conferences each school year, one each semester. The dates and times of these conferences are listed in the "School-year Calendar" on the back of this handbook.

## **Lockers in the Middle and High Schools**

Each student in grades six through twelve will be assigned a locker when he enrolls. Students are not allowed to change lockers without permission from the principal's office.

There will be periodic locker inspections. Students are expected to keep lockers clean and neat at all times. Each student must keep his books in the locker assigned to him. Students must furnish their own locks. An extra key or the lock combination of each lock should be left with the principal.

Students shall not have any reasonable expectation of privacy from administrators and teachers with respect to the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

## **Eligibility to Represent Dale Public Schools**

Any student who is regularly enrolled, has attended at least 90% of school days, meets all OSSAA (Oklahoma Secondary School Activities Association) scholastic eligibility rules, and is not under discipline from the office may represent Dale Schools in any athletic, academic, or extracurricular contest.

Any student who has been dismissed from class because of misconduct, who shows bad sportsmanship on the campus or in contest, or who by consensus of the faculty or in the opinion of the principal would be a discredit to the school, is said to be under discipline from the school.

## **Asbestos within School Facilities**

The superintendent wishes to inform parents that inspections of district facilities for asbestos have been conducted and management plans have been developed in accordance with state and federal regulations. Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the buildings. The required three-year inspection has been completed. Management plans are available for review in the administrative offices.



## **Athletics**

Among other regulations, the OSSAA (Oklahoma Secondary School Activities Association) requires that every student who competes in athletics must have written permission from his parents, must pass a physical examination, and must not be 19 years of age before September 1.

## **POLICIES AND PROCEDURES**

### **Student Records**

Your permanent record is one we think is of utmost importance to you. We take every precaution to safeguard it. This record cannot be changed. It contains

1. full name, birth date, age, and social security number;
2. all semester grades and credits earned;
3. results of all special tests taken;
4. conduct and character rating; and
5. any special information which will enable us to recommend you for employment or college entrance.

The purpose of this communication is to alert you to policies adopted by the Board of Education of Dale Public Schools regarding students' records and permanent files. These policies are adopted to comply with the provision of Public Law 93-380, Sections 513-515. It is the intention that we comply 100% with the provisions of the law.

A transcript of this permanent record will be sent on request to any college or prospective employer.

#### **Statement of Rights**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this policy:

1. the right to inspect and review the student's education record,
2. the right to exercise a limited control over other people's access to the student's education record,
3. the right to seek to correct the student's education record in a hearing if necessary, and
4. the right to report violations of the FERPA to the Department of Education.

All rights and protections given to parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The district will arrange to provide translations of this notice to non-English-speaking parents in their native language.

#### **Viewing and Changing Student Records**

Any parent or guardian of a student in the Dale School System may inspect and review any and all official records directly related to his child. Request for such records must be made in person or by written letter to the principal or superintendent. If the identity of the person requesting such records is not certain, proof of identity will be required before allowing that person to see a student's records. The records cannot be taken from the office, and changes to records cannot be made, without authorization from the committee assigned by the school board to review the records. The committee should consist of the principal, the teacher who taught a course if possible, a teacher who has had the student in class before if possible, and a person not directly connected with the school. The principal should act as chairman of the committee.

A request by a parent or guardian to see his child's records, will be granted immediately upon request when proper identification is given.

In the event the accuracy of a student's records is challenged, the parent or guardian may request and be granted a hearing before a committee to challenge the content of those

records. The committee should be created using the procedure explained above. The committee's task is to determine the accuracy of the records, whether they are misleading, or whether they are otherwise in violation of privacy or other rights of the student. In no instance should the committee attempt to undermine a teacher's rights and responsibilities.

A student's personally-identifiable records cannot be released without written consent of his parent or guardian, with certain exceptions, such as to other school officials who have legitimate educational interests, to authorized representatives of the United States, and in connection with the student's application for financial aid.

Whenever a student has attained eighteen years of age or is attending a post-secondary educational institution, the permission or consent required of, and the rights accorded to the parent or guardian of a student, shall thereafter be required of, and accorded to only the student.

All parents or guardians of current students and those enrolling in the future, or the students themselves if they are eighteen years of age or older or are attending a higher educational institution, shall be informed of these policies and procedures.

### **Accepting Transfer Students**

It shall be the policy of the Dale Public School System to not accept any student from another system as a transfer if that student is under disciplinary action from his home district. Exceptions may be made should the following be considerations:

1. The student under disciplinary action makes restitution with his home district.
2. By mutual agreement the two principals involved feel it would be in the best interest of the student. However, in no way can we place an undo hardship on our own system.
3. All transfer students will be placed on probation for one semester. The probation may remain in effect as long as the principal feels it is in the best interest of the school and the student.

### **Search of Students**

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 may detain and search or authorize the search of any student or students on the premises of the school or while attending or while in transit to any event or function sponsored or authorized by the school only under the following conditions:

1. The superintendent or principal has reasonable suspicion that the student may have on his or her person or property alcohol, dangerous weapons, or 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 students. 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. The principal or superintendent 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. The superintendent or principal conducting or authorizing 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 gender as the person being searched and shall be witnessed by at least one other authorized person who is of the same gender 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 one above—shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which in the opinion of the principal or superintendent 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 may appeal the suspension.

## Immunization of Students

Oklahoma State Law requires the immunization against certain diseases of all children attending public schools.

State law requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry.

All minor children applying for admission to any Oklahoma school, who have not completed the required immunizations, must be informed of the necessary requirements and complete those requirements before entering school.

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

Students must meet one of these three criteria before enrolling:

- Have had all vaccinations indicated in the following chart
- In the process of being immunized (must be substantiated by record of proof)
- Certification of exemption (See exemptions below.)

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

### Immunization Requirements in Oklahoma

<u>PRE-SCHOOL</u>	<u>KDG - 7th</u>	<u>8th and 9th</u>	<u>10th - 12th</u>
4 DTP/DToP/Td	5 DTP/DToP/Td	5 DTP/DToP/Td	3 DTP/Td
3 Polio	4 Polio	4 Polio	3 Polio
1 MMR	2 MMR	2 MMR	2 MMR
3 Hep B	3 Hep B	2 or 3 Hep B	2 or 3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella	Varicella		

- All measles, mumps, and rubella (MMR) and varicella vaccine doses must be administered on or after the child's first birthday, or up to four days before the birthday, to be counted as valid doses.
- If the fourth dose of DTP/DToP is administered on or after the child's fourth birthday, the fifth dose of DTP/DToP is not required.
- Beginning Jan. 1, 2003, fifth doses of DToP must be given on or after the fourth birthday or within four days before the birthday.
- If the third dose of Polio is administered on or after the child's fourth birthday, the fourth dose of Polio is not required.
- Hepatitis A must be administered on or after the child's second birthday or within four days before the birthday.
- Hepatitis B may be administered in a two-dose series to children 11 through 15 years of age. All other age groups will receive the three-dose Hepatitis B series.
- A parented history of a child's having had varicella disease (chickenpox) is acceptable in lieu of varicella vaccine.
- Hib vaccine is not required for students in pre-kindergarten through grade twelve.
- Longer-than-recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. It is not necessary to restart the series of any vaccine due to longer-than-recommended time periods between doses.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are considered "in process of receiving" immunizations.
- Pneumococcal vaccination (PCV or PPV) is not required for school attendance.
- Doses administered four days or less before the minimum intervals or ages will be counted as valid doses, applicable to all children, including those already enrolled.

### Exemptions to the Immunizations Required by Law

- Medical (A signed statement is required to obtain this exemption, using ODH Form 216A from a licensed physician stating the physical condition of the child is such that immunization would endanger the life or health of the child.)
- Religious or Other (The parent or guardian must present a signed written statement briefly summarizing his or her objections, to obtain this exemption.)
- Parental Objection (A signed statement, using ODH Form 216A, from a parent or guardian objecting to the required immunizations is required to obtain this exemption. Lost or unobtainable records are not grounds for personal exemptions.)

## Dispensing Medication

1. The term *medicine* as used in this policy means *non-prescription* and *filled-prescription medicine*. *Filled-prescription medicine* is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions

- for the administration of the medication.
2. Only the following personnel shall be authorized to administer medicine at school: the school principal or school employees who have been designated in writing by the school principal as authorized to administer medicine. A nurse employed by the health department working pursuant to an agreement made between the health department and this school district may also administer medicine.
  3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school hours shall bring the medication to the principal of the school the student attends and complete and sign the "Parental Authorization" form, which is available in the school's administrative offices. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" authorizing the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the child.
  4. Filled-prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label on the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored and not readily-accessible to persons other than the persons who will administer the medication.
  5. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of the medicine which was administered, and the time the medicine was administered. The "Log of Administration of Medicine" shall be used by each school to keep the record of all medicine administered during each school year.
  6. The board of education adopts this policy pursuant to the provisions of 70 O.S. 1984, S1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.
  7. A signed "Parental Authorization to Administer Medicine" form must be on file in the principal's office before students are allowed to bring medicine to school. This form may be obtained from the office.

### **Self-administration of Inhaled Asthma Medication**

In compliance with state law (70 O.S. §1-116 .3), Dale Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian 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:

1. 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.

2. 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.
3. 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.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
  - a. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - b. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

### **Head Lice**

Students found to have head lice will be sent home immediately. To re-enter school, the student must provide certification from the health department or a physician.

### **AIDS Education**

The Dale middle and high schools in compliance with Oklahoma State Law 70.O.S. 1987 11-103.3, annually provides Acquired Immune-deficiency Syndrome (AIDS) prevention education as required by law. The curriculum is available for review. Requests for exemptions from receiving AIDS awareness instruction must be made in writing.

### **Apparent Motherhood**

There should be no discrimination against students based upon family or marital status, pregnancy, childbirth, termination of pregnancy, or disabilities related to pregnancy. A student should not be excluded from any educational program due to pregnancy or related conditions unless the student and/or the school requests, and a physician certifies, that such exclusions are necessary for the student's physical, mental, or emotional well-being. If a student is excluded for these reasons, the student must be provided with an opportunity to continue school work or make up the school work missed without penalty.

### **Accreditation**

Dale High School is fully accredited by the State Department of Education. This means that credits earned in this high school will be accepted, without loss, in any college in the state of Oklahoma and most other colleges.

### **Discrimination Clause**

The Dale Public School System does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, or veteran status.

### **Proficiency-based Promotion**

Fulfillment of curriculum requirements should be based upon attainment of competencies, not on the time spent studying in a given subject area. This will permit the desired competencies to be given full weight irrespective of the curriculum *slot* in which they are mastered. At such time as an individual student has attained all competencies required for receipt of a high school diploma, he should be entitled to graduate regardless of age.

### **Proficiency Criterion-referenced Testing Program**

Students wishing to test out of a particular class or classes must present such a request in writing from their parents prior to the beginning of the school year or Christmas break. All testing must be completed two weeks before the next school semester commences. These students must be able to demonstrate mastery of the learning outcomes of the subject

or subjects involved at a ninety-percent proficiency level.

Students will be required to complete a criterion-referenced comprehensive exam over each subject or subjects they wish to test out of. Students must score ninety percent or better on the exam to receive credit.

## **Reporting Students under the influence of or Possessing Nonintoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances**

The Dale Schools are committed to the fact that the unlawful possession and/or use of illicit drugs or alcohol is wrong and harmful.

It shall be the policy of the Dale Board of Education that any teacher who has reasonable cause to suspect that a student has in his or her possession

1. nonintoxicating beverages,

2. alcoholic beverages, or a

3. controlled dangerous substance, as the above are now defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent and a parent or legal guardian of said student of the matter. (Reference: O.S. Title 70 Section 133)

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

Every teacher employed by the Dale Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession nonintoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70 Section 24-132)

## **Student Drug Testing as Applies to Extracurricular Activities**

The Dale Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of Dale Public Schools, has adopted this policy for drug testing of students participating in extracurricular activities.

It is the desire of the board of education, administration, and staff that every student in Dale Public Schools refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of Dale Public Schools regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities, such as interscholastic athletics, at Dale Public Schools is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, Dale Public Schools is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: "A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated."

The purposes of this policy are (1) to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; (2) to alert students with possible substance abuse problems to the potential harms of illegal drug use;

(3) to help students avoid drugs; (4) to help students get off drugs; (5) to prevent injury, illness, and harm as a result of illegal drug use; (6) and to strive within this school district for an environment free of illegal drug use and abuse.

This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of Dale Public Schools. For the safety, health, and well-being of Dale students, this policy has been adopted for use by all participant students in grades 7-12.

(See the full “Student Drug Testing Policy” by accessing the *Dale Board Policy* at *dale.k12.ok.us*.)

## **Gifted Education Plan**

Nominations will be sought from professional educators, parents, peers, students themselves, and others as appropriate. Placement for the gifted program will be made by testing and non-testing methods. The procedure used in the identification process will be nondiscriminatory with respect to race, economic background, national origin, or handicapped condition.

## **Internet and Other Computer Networks Acceptable-use and Internet-safety Policy**

The Dale Public School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person’s misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the “Acceptable Use and Internet Safety Policy” of the school district and the data acquisition site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user’s access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy and having the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed, a properly signed



policy and follows the policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

**1. Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

**2. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

**a. Uses that violate the law or encourage others to violate the law.** Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

**b. Uses that cause harm to others or damage to their property.** For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

**c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.** For example, do not disclose or share your password with others and do not impersonate another user.

**d. Uses that are commercial transactions.** Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

**3. Netiquette.** All users must abide by rules of network etiquette, which include the following:

- a.** Be polite. Use appropriate language. No swearing; vulgarities; or suggestive, obscene, belligerent, or threatening language.
- b.** Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c.** Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user know that the individual would have no objection.
- d.** Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

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

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

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

### **Internet Safety**

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

**2. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as the user’s home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. The user should not arrange a face-to-face meeting with someone “met” on the computer network or Internet without a parent’s permission (if the user is under 18). Regardless of the user’s age, the user should never agree to meet in a secluded place or in a private setting a person the user has communicated with only on the Internet.

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

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

**5. Active Restriction Measures.** The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other

technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Dale Schools uses *Trend Micro* for its technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of *bona fide* research or other educational projects being conducted by students aged 17 and older.

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently-offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyber bullying awareness and response.

### **Privacy**

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Failure to Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the data acquisition site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with

the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### **Updates**

Users, and, if appropriate their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian), or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

### **Moment of Silence**

State law (SB 815) reads, "The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices."



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