



*STUDENT CENTERED, FUTURE FOCUSED*



**2018-2019**  
**PARENT & STUDENT HANDBOOK**

**PREFACE**  
**DEWEY PUBLIC SCHOOLS**  
**PARENT AND STUDENT HANDBOOK**

**VISION STATEMENT**  
**“Student Centered, Future Focused”**

**MISSION STATEMENT**

**THE MISSION OF THE DEWEY PUBLIC SCHOOLS IS TO CREATE A SAFE AND FLEXIBLE LEARNING ENVIRONMENT THAT DEVELOPS THE WHOLE STUDENT. WE WILL FOCUS ON THE SKILLS THAT ARE ESSENTIAL FOR FOSTERING A STUDENT CENTERED LEARNING ENVIRONMENT PROVIDING ALL STUDENTS THE OPPORTUNITY TO ACQUIRE THE NEEDED SKILLS FOR SUCCESSFUL LIVING AND LIFELONG LEARNING.**

Technology is recognized as an essential tool to support a flexible and student centered learning environment. The resources of technology will be incorporated to enhance the curriculum by serving as learning tools for content delivery, problem solving, decision making and creative expression. We will prepare students for success in a technology oriented society and workplace.

**DISTRICT EDUCATIONAL GOALS/OBJECTIVES**

**The Dewey School will .....**

**ACADEMIC PERFORMANCE**

1. Develop and implement a **curriculum** that is rigorous, intentional and aligned to state and local standards and that utilizes available technology resources to facilitate instruction and learning.
2. Use multiple **evaluation and assessment** strategies to continuously monitor and modify instruction to meet student needs and support proficient student work.
3. Provide an **instructional program** that actively engages all students by using effective, varied, and research-based practices to improve student academic performance.
4. Encourage the development of **personal student learning goals** that are age appropriate to engage the student in some personal responsibility in their learning process.

**LEARNING ENVIRONMENT**

5. Function as an effective **learning community** and support a climate conducive to performance excellence and encourages students to develop both short and long terms learning goals to meet academic expectations.
6. Work with **families and community groups** to remove barriers to learning in and effort to meet the intellectual, social, career, and developmental needs of students.
7. Provide research-based, results-driven, **professional development opportunities** for staff and implements performance evaluation procedures in order to improve teaching and learning.

**EFFICIENCY**

8. Ensure that instructional decisions focus on support for teaching and learning, organizational direction, high performance expectations, creating a learning culture, and developing **leadership** capacity.
9. Organize to maximize the use of all available **resources and facilities** to support high student and staff performance.
- 10 Develop, implement, and evaluate a **comprehensive school improvement plan** that communicates a clear purpose, direction and action plan focused on teaching and learning.

## PHILOSOPHY OF THE DEWEY PUBLIC SCHOOLS

The Dewey Public Schools are dedicated to the proposition that the primary function of publicly supported schools in a free society is to maintain and promote the ideals of that society. Consequently, the general purpose of education to which we are committed is to prepare each individual so that he/she can participate constructively in the patterns of individual and group living consistent with his/her capacities or limitations, and thereby participate in and promote the ideals of our society.

**INTRODUCTION:** Education is a cooperative effort between parents, students and the school. The parent is responsible for being involved in their child's educational experience and for supporting the school in achieving its goals. The students are responsible for applying themselves to the course of study and for abiding by school rules. The school is to provide a safe and productive learning environment for its students. By working together we can make the education of our community's young people a productive experience. This handbook is provided in an effort to share the understanding and information that is necessary in meeting these goals.

Vince Vincent  
Superintendent

### **PARENTS:**

We suggest that parents make themselves familiar with the contents of this handbook and discuss it with their child. Copies of the more comprehensive **District Policy Manual** are available for review at any building level office. If, during the course of the year you have concerns regarding your child's educational progress, or any of the policies as set forth by the district, we invite you to contact the appropriate administrator. **School Board Meetings** are normally held on the first Monday of every month at 6:00 pm. in the Administration Building. Meeting agendas are posted on the school's website and can be available via email/text upon request.

Thank You,  
The Administrative Staff

<b>Vince Vincent</b>	Superintendent	534-2241
<b>Kelley Sells</b>	Special Education Director	534-0111 Ext. 278
<b>Jerri Moore</b>	Elementary Principal	534-3800
<b>Shawn Matheson</b>	Elem. Assistant Principal	534-3800 Ext. 213
<b>Courtney Frye</b>	Elementary Counselor	534-3800 Ext. 212
<b>Brent Massey</b>	Middle School Principal	534-0111 Ext.
<b>Travis Ruble</b>	MS Asst. Principal/Ath. Dir.	534-0933 Ext. 241
<b>Tona Wood</b>	Middle School Counselor	534-0111 Ext. 222
<b>Brent Dugger</b>	High School Principal	534-0933 Ext.
<b>Josh Stowe</b>	HS Assistant Principal	534-0933 Ext. 228
<b>Olivia Chronister</b>	High School Counselor	534-0933 Ext. 232
<b>Brandon Olsen</b>	Transportation/Maintenance	534-0933 Ext. 229
<b>Joni Javellas</b>	School Nurse	534-3800 Ext. 220
<b>Amy Piper</b>	Cafeteria Accounts	534-2241 Ext. 204
<b>Chris Russell</b>	Technology Director	534-2241 Ext. 209

# DEWEY PUBLIC SCHOOL CALENDAR 2018 - 2019

School law provides for a **SCHOOL YEAR** to be calculated by days or hours. Dewey Schools have adopted an hours calendar that meets the required 1080 hours of instruction of which 30 hours (5 day equivalent) will be used for professional development days.



August '18						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '18						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October '18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November '18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '18						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates	
Aug 13 & 14	Professional Development (No School)
Aug 15	No School
Aug 16	First Day of School
Sept 3	Labor Day (No School)
Sept 28	Progress Reports
Oct 15 and 16	P/T Conferences Elem (3:30-6:30)
Oct 15 and 16	P/T Conference MS (5:00-8:00)
Oct 15 and 16	P/T Conference HS (4:30-7:30)
Oct 17	No School
Oct 18 & 19	Fall Break (No School)
Nov 8	Progress Reports
Nov 9	Professional Development (No School)
Nov 19-23	Thanksgiving Break (No School)
Dec 20-Jan 2	Christmas Break (No School)

Jan 3	First Day of 2nd Semester
Jan 11	1st Semester Report Cards
Jan 21	Professional Development (No School)
Feb 15	Progress Reports
Feb 22	No School (Snow Day)
March 8	Professional Development (No School)
March 12 and 14	P/T Conferences Elem (3:30-6:30)
March 12 and 14	P/T Conference MS (5:00-8:00)
March 12 and 14	P/T Conference HS (4:30-7:30)
March 15	No School
March 18-22	Spring Break (No School)
April 12	Progress Reports
April 12, 19, 26	No School (Snow Days)
May 3 and 10	No School (Snow Days)
May 16	Last Day of School
May 17	High School Graduation (No School)
May 29	2nd Semester Report Cards

October 12	End of First Quarter
December 19	End of Second Quarter
March 8	End of Third Quarter
May 16	End of Fourth Quarter

1st Q- 41 days taught; 2 days PD
2nd Q-40 days taught (including 1 PT Conf. Day); 1 day PD
3rd Q-44 days taught; 2 days PD
4th Q- 39 days taught (including 1 PT Conf. Day)
Total-164 days taught; 5 days PD

January '19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March '19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '19						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**IF IT IS EVER NECESSARY TO CANCEL SCHOOL DUE TO BAD WEATHER OR OTHER CIRCUMSTANCES, NOTIFICATION FOR SUCH WILL BE GIVEN AS SOON AS POSSIBLE OVER THE LOCAL RADIO/TV STATIONS AND THE SCHOOL EMAIL/TEXT MESSAGING NOTIFIER.**

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Any student between the ages of 5 and 21 shall be entitled to attend school in the district in which they reside or are legally transferred. A child may establish residency by residing with an adult who is a legal resident of the school district and is not a parent, guardian, or person having legal custody of the child, if that adult has assumed permanent care and custody of the child. In such cases the custodial adult must sign an affidavit to that effect in the office of the superintendent. They must do so with the knowledge that falsifying such a document is a misdemeanor punishable by imprisonment in the county jail for not more than one year or a fine of not more than \$500 or both.

Students shall be placed in an appropriate educational level based upon documentation of academic progress or of competency in the Priority Academic Student Skills (P.A.S.S) and the verification of appropriate health records. Students entering from a school not accredited by the State shall be placed according to their level of mastery of the priority academic student skills as demonstrated on a locally administered exam. Placement of students in a grade level or academic area will be in accordance with an evaluation of documentation provided, any examination results and consideration of social, emotional, and physical development and chronological age.

## II. ATTENDANCE AT SCHOOL:

A. According to the **STATE LAW ON SCHOOL ATTENDANCE (70-10-105)** it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in the most extreme cases.

**B. PHILOSOPHY:** Good attendance is essential to success in school. Poor attendance habits create problems at school, at home, as well as in future employment opportunities. Therefore, as established by local board policy, ***a student may not miss more than 10 days of school per semester and still receive credit***. Either a building principal or a Building Appeals Committee, due to extenuating circumstances, ***MAY*** grant exceptions to this policy. Students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

**C. STUDENT ABSENCES:** School law (70-10-106) also states that (1)a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence. *Students who do not reside with their legal parent/guardian must have an affidavit of self-support and/or documentation of their independence on file to call in for themselves.*

**Therefore, THE PARENT OR GUARDIAN IS TO CONTACT THE APPROPRIATE SCHOOL SITE WHEN THEIR CHILD IS ABSENT FROM SCHOOL. Elementary: X 211, Middle School: X 216, High School: X 228.**

***IF A STUDENT IS ABSENT MORE THAN TEN (10) DAYS, IN ANY GIVEN CLASS, THEY WILL NOT RECEIVE CREDIT FOR THAT CLASS FOR THAT SEMESTER BASED ON THE POLICY AS NOTED ABOVE.*** Please refer to the Elementary and High School's building attendance procedures for any "Appeals" options, Saturday School Buy-Back contingency, or summer school options if the attendance limit is exceeded. A written procedure is available at building offices. Excessive absence cases may be reported to the SCHOOL RESOURCE OFFICER and additional action may be taken.

**1. EXCUSED ABSENCE:** Upon notification by the parent/guardian by noon on the day following an absence, a student ***may*** be excused from school and allowed to make-up the school work missed for absences related to illness, medical appointments, family emergencies, or college visits. School related "activity absences" are recorded separately.

**2. TRUANCY:** Students are considered truant when they are absent without proper notification from or without the knowledge of their parents or more than 15 minutes late in reporting to class. Time in after-school or in-school detention may be assigned. Multiple trancies may result in a long-term suspension out of school, or recommendation of possible placement at the alternative school site, whichever is the most appropriate. **NO MAKE-UP WORK** will be allowed for absences listed as trancies.

**1. ELEMENTARY:** A student must be in attendance for at least 2 hours in the AM or PM to be recorded as present for that ½ day. Early dismissal from school is counted as a tardy. Students with excessive tardies will be referred to the assistant principal for parent consultation. Excessive tardies may result in attending Saturday School. Attendance is important and when students are tardy they are missing valuable instructional time. Students are to report to the office for an admit slip before reporting to the classroom.

If a student is absent, **EXCUSED** or **UNEXCUSED**, more than ten days in a semester, that student will be required to attend **Saturday School** from 8:30 am to 12:00 pm., and/or summer school to make up excessive days missed. If the student fails to follow this guideline he/she would be required to repeat that grade level, the principal retains discretion in all such decisions.

**2. MIDDLE AND HIGH SCHOOL:** Students who are not in class when the bell finishes ringing are considered tardy. Students tardy because of another teacher should bring a note (or IM) from that teacher directly to their class to be admitted. Otherwise the tardy should be reported to the office for record keeping purposes. Excuses such as "over-sleeping, car trouble, running late"...etc. can still be considered as tardies, even if the parent calls. If a student is more than 15 minutes tardy to a class he/she will be counted absent for that period. Tardies start over at the beginning of each semester.

**MS – Each teacher has the right to incorporate consequences for any tardies in his or her own classroom. If a student accumulates more than three (3) tardies in one class in a semester, administrative action may be taken.**

**HS - Tardies are recorded per period by the teacher, and reported to the assistant principal after the first two.**

**\*\* 3 to 6 - AM or PM detention, \*\* 7 to 10 – In School Detention (ISD) and \*\* 11+ Out of School Suspension.**

**E. DISTRICT POLICY REGARDING HOMEWORK**

The Board of Education believes that homework is an important part of the educational process. Homework shall be related to the school's aims and philosophy of education, but its primary objective shall be to aid in the development of the student. The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, the home, and the grade level of the student.

**There are three main purposes for the assignment of homework. 1)** to ensure satisfactory progress at the student's grade level, **2)** to provide enrichment or differentiated activities for student's of varying abilities, and **3)** in the event of student absences, to provide sufficient make up work to allow equal progress with the rest of the class.

Students should be reminded before they leave each day if they have homework to complete. However, the students have the final responsibility to get their work done. Parents have a responsibility to check with their child before they leave for school each day to see that their child gets the work to school.

**F. MAKE-UP WORK:** School work missed due to certain absences can be made up at the request of the student. New assignments given during the absence shall be due the day after a student returns to class. Assignments given prior to an absence shall be due upon the student's return to class. Arrangements to pick up homework at the appropriate building office, can be made by a parent, **for those absences that extend beyond two school days.**

**G. LEAVING OR RETURNING TO SCHOOL GROUNDS:** Students leaving from or returning to the school grounds for any reason during class time must check in or out of the appropriate building office.

**H. WITHDRAWAL FROM SCHOOL:** Any student who is leaving Dewey Public Schools to attend another school should obtain a withdrawal form from the office. This form is to be completed and returned to the office. Books, fees, supplies, and fines must be accounted for before current grades can be reported and sent to the new school. A copy of the withdrawal form and proper credentials will be given to the student to present to their new school for enrollment purposes. All other student records will be mailed at the request of the new school.



### III. NONDISCRIMINATION and GRIEVANCE PROCEDURES:

The Dewey Public Schools does not discriminate against any person on the basis of race, national origin, color, age, religion, sex (including sexual harassment), gender, qualified disability or veteran status in the implementation of its programs and activities. The School District complies with the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1982, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975. The school district has adopted **Grievance Procedures** for filing, processing and resolving alleged violations of this policy or other Discrimination Complaints. A free copy of the Grievance Procedures can be obtained from the school principal or superintendent. Contact the superintendent at extension 201 with questions or concerns or to initiate a complaint.

### IV. SEXUAL HARASSMENT:

All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the Dewey School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Policy on Student Behavior.

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individual may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party.

However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such report to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

### V. TITLE IX:

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes that the Dewey School District has violated Title IX may file a discrimination complaint using the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or superintendent. Contact the Superintendent of Schools for further information concerning Title IX requirements or to initiate a complaint.

### VI. STUDENT BEHAVIOR:

**A. PHILOSOPHY:** We believe that all students can behave properly while at school and conform to the rules of the classroom and policies of the school; and they are expected to do so. Our goal is to provide a positive learning environment. We desire to assist each student in developing desirable behavior patterns and self-discipline. When discipline is necessary, it is intended to be handled in the fashion described below with fairness and justice to all students within the school system.

Appropriate behavior is of course the primary responsibility of the student. The teacher accepts primary responsibility to take corrective measures within the classroom to maintain a positive learning environment. The principal assists the teacher when behavior problems have become repeated or excessive and the disciplinary techniques available to the teacher have not corrected the misbehavior. The principal will enact stronger methods in hopes of curbing the behavior problems or take steps to remove the student from the classroom in order to restore a positive learning environment.

## **B. RESPONSIBILITY OF THE STUDENT:**

1. Obey the basic rules as set forth in the student handbook.
2. Obey any individual classroom rules as discussed by the teacher.
3. Apply themselves to the established course of study.
4. Complete class work and assignments on time as required.
5. Seek help and assistance for assignments from the teacher as needed.
6. Be attentive and participate in class as appropriate.
7. Do not be disruptive to the learning process of other students.
8. Be in attendance and on time at school on a regular basis.
9. Learn to criticize fairly and to accept criticism when appropriate.
10. Adhere to methods utilized to correct behavior when needed.

## **C. RESPONSIBILITY OF THE PARENT OR GUARDIAN:**

1. Understand the rules of the school as stated in the student handbook.
2. Support the student and school in achieving the curriculum objectives.
3. See that the student attends regularly and notify school of absences.
4. See that the student is in good health. This includes providing medical records and authorization for any needed medications.
5. Support efforts to correct behavior when necessary.
6. Be available for conferences and work with the classroom teacher towards the goal of educating their child.

**D. NOTE:** Teachers have full authority and responsibility to correct student behavior and are responsible for discipline at all times in all parts of the building, school grounds, and at school sponsored activities. As provided by State Law: every teacher shall have the right to exercise the same authority over a student at school and its activities in regard to conduct and behavior that a parent may exercise over the student at home. **NOTE: State law allows a school to assign campus site service (sweeping hall/classroom, trash pickup, desktop/table cleaning, etc) to a student as a consequence for violating a district's discipline policy.**

**E. DOCUMENTATION:** A disciplinary file will be kept on each disruption and/or office referral to fully document a history of student discipline problems. This file may be referred to by students, parents, and school staff as needed.

**F. TUTORING:** Some discipline situations arise from academic difficulties. Each teacher is on duty 15 min. before and 15 min. after school to assist students with academic difficulties. Students must take the initiative to seek the needed academic assistance. Some tutoring is available through the Indian Education Grant. Individual tutors can be sought through the building offices. Middle school students may be assigned to before or after-school tutoring for missing assignments. Elementary students will be referred for tutoring by the classroom teacher. This free service will be offered before and after school.

**G. BEFORE/AFTER-SCHOOL DETENTION: (BSD/ASD)** can be assigned by an individual teacher and is “normally” held from either 8:00 to 8:15 am or 3:20 to 3:45 pm as needed to assist student schedules. Students are expected to be on time and should bring something to work on. Failure to attend will result in further disciplinary action including ISD.

**H. IN-SCHOOL DETENTION: (ISD)** is for the temporary placement, during regular school hours, of those students with disciplinary infractions. ISD assignments are documented and a copy provided for the parent. As determined by the principal, any failure to report for, excessive referrals to, or ISD disruptions, may result in suspension out of school. Students are only permitted a maximum of ten days in ISD (per semester K-8, per year for HS) then they are automatically suspended for any offenses after that time.

## I. SCHOOL BULLYING PROTECTION ACT:

Oklahoma Statute has established the *School Bullying Protection Act*. The Board of Education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment and bullying. The Act defines the terms “harass, intimidate, or bully,” as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student’s property;
3. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
4. 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.
5. This also includes the use of any electronic devices to intimidate or threaten, both at and away from school.

Bullying, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually-suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim’s or by-stander’s ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

*According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of the bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics.*

### **As thus defined “Bullying” can be described in several categories:**

**PHYSICAL BULLYING** includes harm or threatened harm to inflict bodily harm or property damage through verbal or written speech or gestures. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon or other acts of violence.

**EMOTIONAL BULLYING** includes the intentional infliction of harm to another’s self-esteem, including insulting or profane remarks or gestures, harassing and frightening statements.

**SOCIAL BULLYING** includes harm to another’s group acceptance including intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group. Also intentional planning or implementation of acts of public humiliation, undermining current relationships, the false or malicious spreading of an untrue statement or statements that exposes the victim to contempt or ridicule or deprives the victim of the confidence or respect of student peers.

**SEXUAL BULLYING** includes harm by making unwelcome sexual comments, vulgar, profane, or lewd comments or drawings or graffiti about the victim. Also committing physical acts of sexual nature at school including fondling or touching of private parts of the victim’s body. Also gossiping or spreading false rumors, either written or verbal, about a student’s sexual life or threats of force to commit sexual acts. It can also include off-campus dating violence that adversely affects the victim’s school performance, attendance or behavior.

Students and staff alike are encouraged to inform appropriate school personnel if they are the victim or witness to acts of harassment, intimidation, or bullying. Building Safe School Committees shall work with staff and students to create a safe educational environment at their school site. Parents are encouraged to work with these committees and with building staff and administration as well as their children to create positive educational experiences for all children. School programs are ongoing to educate both students and staff for improvement in this important area of student conduct and school climate.

**J. CORPORAL PUNISHMENT:** The Public School System has the same authority to administer corporal punishment as the parent. This form of discipline will be used only after other methods have been attempted. In those instances where the parent does not want his/her child paddled, it should be so indicated with a **YEARLY written statement** to the building principal at the time the student enrolls. In these cases, the school will then select another form of discipline, which may include suspension out of school. School personnel will observe the district guidelines (see district policy manual) when administering corporal punishment.

**K. STUDENT OUT-OF-SCHOOL SUSPENSION - EXCLUSION FROM SCHOOL:** Students may be subject to suspension out of school. Suspensions will be either **short term** (ten (10) days or less) or **long term** (beyond 10 days and up to one year for certain offenses according to federal law). Suspensions will be determined by the building principal.

**Students may be suspended out of school for any of the following behaviors at school, while on school vehicles or going to or from or attending school events:**

- a. Arson
- b. Attempting to incite or produce imminent violence (i.e. Bullying) directed against another person because of his/her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing to allow to be transmitted, any telephonic, computerized or electronic message OR by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed any message or material.
- c. Cheating
- d. Conduct that threatens or jeopardizes the safety of others.
- e. Cutting class or sleeping, eating or refusing to work in class.
- f. Disruption of the educational process or operation of the school.
- g. Extortion
- h. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
- i. Failure to comply with state immunization records.
- j. False reports or false calls
- k. Fighting, Forgery, Gambling, (or Gang related activities).
- l. Hazing in connection with any school activity.
- m. Immorality, Inappropriate attire.
- n. Inappropriate behavior, gestures or public behavior.
- o. Indecent exposure
- p. Intimidation or harassment (Acts of Bullying) because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (1) assault and battery; (2) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (1) or (2).
- q. Obscene language, Physical or verbal abuse, Plagiarism.
- r. Possession of a caustic substance, Possession of obscene materials.
- s. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- t. Possession, use distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances.
- u. Profanity, Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
- v. Theft, Threatening behavior (written, verbal or physical), Truancy.
- w. Use or possession of tobacco in any form, including electronic cigarettes in any form.
- x. Use or possession of missing or stolen property that is reasonably suspected to have been taken from a student, a school employee, or the school.
- y. Using racial, religious, ethnic, sexual, gender or disability-related epithets.
- z. Vandalism
- aa. Vulgarity
- bb. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations.
- cc. Willful damage to school property.
- dd. Willful disobedience of a directive of any school official.

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

**SHORT OR LONG TERM SUSPENSION:** The parent will be notified of suspensions, both by phone and written notice, when possible. Depending on the length of the suspension, a suspension notice may be sent by certified mail. When parents can't be reached the student will be held in ISD the remainder of the day. No Make up work for the first three days of any suspension will be allowed. Requests for work beyond 3 days for a Long Term suspension can be made.

**Parents and students have the right to appeal the principal's decision to impose a long or short-term out-of-school suspension. Procedure of appeal is:**

**For long-term out-of-school suspensions,** an appeal must be presented to the Superintendent of Schools by letter to the Superintendent within five calendar days after the principal's decision is received by the parent or student. If the parent or student disagrees with the Superintendent's decision, then an appeal must be presented to the Board of Education by letter to the Superintendent of Schools or to the Clerk of the Board within five days after the Superintendent's decision is received by the parent or student. The decision of the Board of Education is final and nonappealable.

**For short-term out-of-school suspensions,** an appeal to a review committee must be presented by letter to the Superintendent or building principal within five days after the principal's decision is received by the student or his/her parent. The decision of the review committee is final and nonappealable.

**VII. SEARCH OF STUDENTS:**

In accordance with State Law school personnel may open and examine school property at any time for any reason. Students are informed that they have no privacy rights concerning the contents of school lockers, desks, or other school property. Access to personal student property may be requested. Failure to comply may result in notification of local law enforcement officials for assistance.

**VIII. STUDENT DRESS CODE:**

The operation of a public school is not intended to provide an open opportunity for the uncontrolled expression of individual preferences of fashion. Students are expected to dress properly and to reflect a neat appearance that is acceptable to the orderly operation of the school.

Any article of clothing or jewelry, hairstyle, attachment (ie, chains) or modification of such that disrupts, distracts or disturbs the process of teaching and learning or jeopardizes student safety is not allowed. Jewelry or other objects worn in portions of the body visibly pierced (other than earrings) is a distraction to the educational process and interferes with the efficient and orderly operation of classes and instruction at the Dewey School District.

**The following items are NOT APPROVED:**

- a. Items that promote or display tobacco, beer, or alcoholic beverages, drugs or drug paraphernalia, violence, vulgarity, sexual implications, profanity, or gang affiliation.
- b. Shorts, skirts, dresses, etc. that are not at least the length of the end of the student's finger tips when arms are placed at their side, as determined by administrators at each building site.
- c. Tops or shirts (less than shoulder width), fish net, bare midriffs, low cut neck lines or under the arms or sleeveless shirts for boys. Clothing that is too tight, sheer, revealing (such as holes, rips, or tears) or "SAGGING". Button type shirts or blouses unbuttoned past the top two buttons unless another suitable garment is underneath.
- d. Items designed for use in athletics, PE, cheerleading or the like, unless with approval for a special program, or event.
- e. Face painting or hats unless approved for a special day or school activity. Hats are allowed for high school students in that building only as approved by their teachers in individual classes.

The student dress code is in effect during the school day as well as at and traveling to and from school sponsored activities and events. Students who, at the judgment of the administration, are in violation of the dress code are subject to school discipline and can be removed from the classroom and either sent home or placed in in-school detention.

## IX. STUDENT RECORDS and FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

**A. STUDENT RECORDS:** Educational or school records include all materials directly related to a student that a school maintains. To carry out their responsibilities, school officials and designated employees will have access to student education records for legitimate educational purposes. A record of access will be kept to identify all such individuals who access student records. Records and notes maintained by, for example, a teacher, administrator, or school nurse for his or her own use, and which are not available to anyone other than a substitute, are exempted from the definition of educational or school records.

Types of records kept include: Cumulative School Records (includes grades, attendance data, immunization history, testing results and school activities), Health Records, School Transportation Records, Speech Therapy Records, Special Education and Psychological Records.

The building principal is designated as the legal custodian of all records kept in their respective building. All other student records kept in the Administration Building are the responsibility of the Administrative Assistant and Director of Special Services.

**B. STATEMENT OF RIGHTS:** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records: They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington D. C. 20202-4605

The Dewey School District proposes to designate the following personally identifiable information contained in a student's record as "directory information", and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's address;
4. The student's telephone listing;
5. The student's date of birth;
6. The student's class designation (i.e., first grade, tenth grade, etc.);
7. The student's extracurricular participation;
8. The student's achievement awards or honors;
9. The student's weight and height, if a member of an athletic team;
10. The student's photograph; and
11. The school or school district the student attended before he/she enrolled in the Dewey School District.

After the parents or eligible student have been notified, they will have two weeks to advise the School District in writing (a letter to the Office of the Superintendent of Schools) of any or all of the items they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## **X. EVALUATION OF STUDENT PROGRESS:**

### **A. RETENTION OR PROFICIENCY BASED PROMOTION:**

**1. RETENTION:** The normal, orderly and systematic progress of each student through the school system is the desired objective. If it becomes apparent that normal progress is not being made, the student may be considered for retention. A building committee will consider the following factors:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration to a lesser degree will also be given to the student's level of maturity (physical, mental emotional and social) and to the student's attendance record.

After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by requesting review of the initial decision by letter to the building principal within five days of receipt of the parent's receipt of the committee's decision. A parent may request a copy of the District's Policy on Student Promotion and Retention and Student Pass/Failure of a Course from the building principal.

### **2. PROFICIENCY BASED PROMOTION:**

Under normal circumstances students will progress sequentially through the curriculum upon evaluation of demonstrated skills at the end of each semester or year. However, upon a written request, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core-curriculum, ie; Social Studies, Language Arts, The Arts, Languages, Mathematics and Science. \* Proficiency will be demonstrated by an appropriate means of assessment of the curriculum area, such as: criterion-referenced test and/or portfolio, thesis, project, product, performance or relevant laboratory techniques. Students attempting proficiency in subjects already attempted but failed must obtain a minimum of 60%. Students attempting proficiency in subjects not yet attempted must do so at the 90% level. Satisfactory scores on State/Federally mandated examinations of core content, as a demonstration of Proficiency, will also be accepted. All such assessments will focus upon the Oklahoma state approved academic standards as aligned to curriculum and instruction.

Students so achieving shall be given appropriate notation on their permanent record or transcript and advanced to the next level of study in the curriculum. Such advancements through the curriculum must be sequential. The school shall provide a minimum of two opportunities per school year for such proficiency assessments. The decision for promotion in grades 1-8 will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents as needed in making any such promotion/acceleration decisions.

**A complete description of this policy can be reviewed in the district policy manual.**

**B. SEMESTER EXAMS:**

Semester exams will be given to ALL STUDENTS in grades (6) six through (12) twelve for all full credit classes (as defined by the Oklahoma State Department of Education). Exams will be administered on the last two days of each semester. Exams will count as 20% of the final semester grade. Exams for students with disabilities may be counted as a lower percentage as deemed appropriate by their IEP team.

Material to be covered by the exam is to be comprehensive but for the current semester only. Teachers will be required to provide a study guide of specific examination information for students no later than three school days prior to the examination period. Teachers are allowed to use a comprehensive project(s) in lieu of a semester exam to meet this requirement upon approval from the building principal.

An examination schedule is to be established and posted by the principal that allows for one (1) hour examination periods. Even and odd class periods will be tested on opposite days. Non-examination periods will be designated as study periods during the two-day block.

If a student is given an excused absence on an examination day he/she will be allowed to make up the exams upon arrangement with the building principal who will administer the exam. Students who fail to make up any missed exams will be given an (I) incomplete. All incomplete grades must be cleared up within two weeks from the end of the semester or a zero will be awarded and used in calculation of the semester grade. Students who are unexcused on an examination day will receive a zero for missed exams.

**Semester Exam student exemptions will apply for High School.** Please contact the high school counselor's office or building office for exemption requirements. Exemptions will be based attendance and current course grades.

**C. STUDENT TESTING:**

1. Individual evaluation of a student is initiated with a PRE-REFERRAL through the building counselor, and then a complete REFERRAL FOR EVALUATION, if appropriate, will be processed through the Special Services Department.

2. **Student Achievement Testing** is conducted each year at all building sites in grades 3-12 according to the requirements and guidelines of the Oklahoma State Testing Program (OSTP) as administered by the State Department of Education's Office of Accountability and Assessment. Classroom instruction is to align to the established State Department of Education objectives so that students will be prepared to participate in the administration of these tests. In order for a student to be successful on State Achievement Assessments they must apply themselves to the instruction presented. Benchmark testing will be provided during the year to track student progress against curriculum objectives.

**D. SPECIAL SERVICES DEPARTMENT:**

This department works with the school counselors in handling requests for individual testing referrals either from school staff or from parents. The Pre-Referral request is made to the appropriate counselor first. Each case is then evaluated to determine the appropriate measures to initiate, one of which might be a referral for evaluation by a qualified examiner.

Building Administrators supervise the special programs within their buildings available to students who have been properly identified as needing or qualified for special education and related services. These include speech therapy, learning disabilities, special education labs, and also the gifted and talented program. Special Services also administers the Federal Funds from IDEA-B (Individuals with Disabilities Education Act) that support program expenses. Questions regarding the activities of this department can be directed to Ext. 278. See also section XIX Child Find page 15.

**E. ELIGIBILITY:**

1. All Oklahoma Secondary School Activity Association requirements for participation in extracurricular activities are included as part of this policy. School groups affected by extracurricular activity regulations are defined in the Oklahoma Secondary School Activities Association Constitution and Rules. Participation in school sponsored extracurricular activities shall be contingent upon the student fulfilling the following:



**STUDENTS MUST BE PASSING ALL SUBJECTS IN ORDER TO PARTICIPATE  
IN EXTRACURRICULAR ACTIVITIES.**

For the purpose of this policy, grades are to be recorded by the classroom teacher at least twice per week and reported to the building principal once per week. Eligibility will begin after the third full week of each semester.

2. A student who has failed to maintain the required grade will first be placed on **ACADEMIC PROBATION** for a period of one week following the failure to maintain his/her grades. Each student on academic probation will be notified. The student will be given one week to correct the deficient grade(s) or be declared ineligible to participate for the following week's activities if failing in any class. A student will not be allowed to be on probation for two consecutive weeks.

3. **TIME/LIMITATIONS:** Once a student has been declared ineligible he/she will remain so until his/her grade(s) have improved to passing in all classes. The period of time of ineligibility is from Monday morning through the next Sunday. Loss of eligibility prohibits a student from participation in interscholastic competition (with students from other schools), band, cheerleading, FFA, and vocal music interscholastic activities. It does not, however, prohibit engaging in practice or other types of regular participation.

4. **SEMESTER ELIGIBILITY:** A student must pass five courses at the end of the semester in order to be eligible during the next semester. A student may attend summer school to improve deficient grades that will apply towards his/her eligibility. A student who has not passed five (5) courses at the end of a semester will be ineligible for the first six weeks of the next semester. If a student is passing all classes at that time, he/she will then become eligible to participate.

**F. GRADING SYSTEM:** The Dewey School grading system is based on letter grades with numerical values as specified below:

**A = 100 - 90, B = 89 - 80, C = 79 - 70, D = 69 - 60, F = 59 AND BELOW.**

Information regarding student progress is made available approximately the 5th week of each quarter. Progress reports are given out three times during each semester. Grades are posted at the end of each semester making two grading periods per year with progress reports posted periodically during the semester.

## **XI. STUDENT HEALTH:**

**A. HEALTH SERVICES:** A professional nurse or trained "health clerks" are on duty during school hours. If a student becomes ill or needs medical attention he/she should be directed to the building offices where a referral to the nurse can be made if deemed necessary. If it is necessary to send a student home due to an illness, the nurse or the principal will contact the parent to make arrangements for such.

**B. STUDENT IMMUNIZATION:** Oklahoma state law requires immunization against certain diseases for all school children. The school nurse evaluates all students' health records, and may deny permission to enroll until all immunization records are current and in compliance with state law. Required immunizations are: DPT/DT, polio, and measles, mumps, rubella vaccination (2 MMR), Hepatitis A and B, and Varicella (chicken pox).

**C. STUDENT MEDICATIONS:** All medication to be given during school hours on a "routine" or "as needed" basis must have proper authorization from parent/ guardian and such be on file in the office of the school nurse or building office. For **prescription medicine**, a school authorization form must be completed and signed by **no one other than** the Dr. with Dr. orders for dissemination included. With such authorization, the school nurse or the nurse designee may administer a nonprescription or a filled prescription medicine according to administration directions. All such medications **MUST BE IN THE ORIGINAL CONTAINER, BOTTLE OR UNIT DOSE** or will not be dispensed and may be discarded. MS and HS students may be authorized by the nurse to dispense their own medications (ex: Inhalers, Epi-pens, throat lozenges) on an individual case basis. **All prescription/non-prescription medication must be picked up by the parent/guardian at the end of the school year or we must discard. Schools cannot store medication for the next school year.**

**D. EXTENDED ILLNESS:** An extended illness shall be interpreted as any illness, condition, or long term chronic situation. Under normal circumstances, arrangements for missed school work can be made through the school office and are to be completed upon the student's return to the classroom. If the illness requires hospitalization or a homebound situation, contact the school office or special services for direction of continued enrollment.

**E. MEDICAL RELEASE:** A medical release form can be completed in student illness situations, and signed by a doctor, stating the dates of illness or treatment and clearance to return to classes. Upon approval of the building principal, this form can serve as a waiver of the district's policy for 90% attendance. The form should be signed by all parties and returned to the building office, within 48 hours of treatment, or before the end of the grading period affected for any consideration.

#### **F. GENERAL HEALTH:**

Students should be sent to school in good general health and cleanliness and be properly fed and rested. Frequently children complain of a headache, stomachache or sore throat before going to school, placing the parent in a dilemma as to whether the child is ill or just "nervous" about an upcoming event. Certainly if your child has had diarrhea, vomiting, or a temperature greater than 100 degrees, he/she should be kept home. The temperature of your child must be less than 100 degrees for a 24 hour period without giving medication to control the temperature before sending him/her back to school. Parents should not send their child to school if they have a contagious illness (such as pink eye, chicken pox). If you are unsure, please accompany your child to the office of the school nurse between 8:00 and 8:15 am, and the determination will be made at that time. Caution must be exercised to not exceed the allowable absences, 10 absences per semester.

**G. ASBESTOS:** Dewey Public Schools has completed an Asbestos inspection and has written a management plan as required by the Asbestos Hazard Emergency Act of 1987. The management plan is available in the Superintendent's office for those who may wish to view it.

## **XII. CODE OF CONDUCT FOR COMPUTER USE AND INTERNET ACCESS:**

The purpose of providing computer applications and Internet access is to develop communication skills and promote the exchange of information and ideas within the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with policies and goals of the school district.

### **Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.**

Each system user is expected to comply with all district policies governing Internet access and to abide by generally-accepted rules of network etiquette. The general rules include, but are not limited to, the following:

- (a) **Appropriate language** – Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
- (b) **Safety** – Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
- (c) **Electronic mail** – Users should be aware that electronic mail (E-mail) may not be assumed to be a private communication. The District and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.
- (d) **Network resources** – System users should not use the network in a way that will disrupt the use of the network by other users. **The network should be used for educational, professional and career development activities only.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.
- (e) **Intellectual property** – Do not plagiarize work obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material that is not consistent with our educational goals.

Any user of District Internet capabilities implies an understanding of and agreement with the above terms and conditions of this Internet Acceptable Use Policy, and agrees to abide by all terms and conditions described. If a parent wishes to limit their students access to the Internet while at school they may request such in writing at a building office.

### **XIII. TRANSPORTATION REGULATIONS:**

**A. SCHOOL BUS POLICY:** The School will furnish transportation to students that live at least 1 and 1/2 miles from the school, or who live in an area that is deemed too hazardous for students to walk. The School will provide safe buses and competent drivers. Bus routes are set according to State laws and regulations and are established to give the best possible service to all individuals.

**B. BUS RIDER RULES:** Riding a school bus is a privilege that may be revoked if rules are not obeyed. The bus driver is the sole authority over the bus passengers while in transit. The driver is expected to maintain discipline and order at all times to insure proper safety. They have the authority to correct poor behavior and will report behavior problems to the director of transportation. The regular classroom rules as listed in the handbook, as well as the following rules shall apply to Dewey school bus passengers:

#### **1. PREVIOUS TO LOADING THE BUS:**

- a. Be on time for the bus. The driver must keep a regular schedule.
- b. Stay off the roadway when waiting for the bus.
- c. Wait until the bus has come to a complete stop before attempting to move forward or enter the bus. Use caution.
- d. Keep your hands, feet, books, and objects to yourself while waiting at the bus stop.
- e. Secure a BUS PASS from the office in order to ride a different bus or load/unload at a different stop.

#### **2. WHILE ON THE BUS:**

- a. NO eating; drinking; or possession, use, or distribution of tobacco, alcohol, drugs or drug paraphernalia.
- b. Remain seated and keep all parts of the body inside the bus.
- c. Keep the aisle clear of books, lunches, instruments, feet, etc.
- d. NO loud talking, noises, horseplay, fighting, or distractions.
- e. Do not tamper with the bus or any of its equipment.
- f. Do not throw objects around inside, or into or out of the bus.
- g. Be courteous to other students and the bus driver and assist in the safety and comfort of others on the bus.
- h. Remain quiet at railroad crossings and on the bus during any road emergency.

#### **3. UNLOADING FROM THE BUS:**

- a. Wait for the bus to come to a stop before standing up.
- b. Once the bus door is open, check your area for personal belongings and trash, then exit the front of the bus in an orderly manner.
- c. Upon leaving the bus go at least 10 feet in front of the bus, stop, check traffic, and wait for the driver's signal, then cross.
- d. Stay clear of the bus and do not linger at the sides or the rear.
- e. Assist small children and watch for traffic in going home.

#### **C. PROCEDURE FOR REPORTED DISCIPLINE PROBLEMS ON SCHOOL BUSES:**

Driver gives a verbal warning, and may complete and send home bus discipline form.

For misconduct other than vandalism\*\*:

- 1<sup>st</sup> Parent/Guardian notified and principal shall take whatever reasonable action deemed necessary.
- 2<sup>nd</sup> Parent/Guardian notified and student placed on probation and bus privileges withdrawn for up to 10 days.

**3<sup>rd</sup> and Subsequent Offenses:** Student's bus privileges withdrawn for the equivalent of one semester.

**\*\* Vandalism:** Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for 10 days or less, a second suspension may be for the remainder of that school year. No suspended student shall be permitted to resume their school bus privileges until all damages for which the student was responsible are paid for.

**SEVERE CLAUSE:** If the bus rider poses a threat to the safety of other passengers suspension from the bus may be invoked immediately.

#### **D. BUS TRANSPORTATION FOR EXTRACURRICULAR TRIPS:**

1. The aforementioned rules and regulations for bus passengers shall apply to all trips under the sponsorship of the school.
2. Activity sponsors shall be appointed by the school administration.
3. Sponsors assume the responsibility for student discipline while in transit and during the activity.

**E. STUDENT VEHICLE USE:** Licensed student drivers may drive to and from school. Parents may also approve the use of student vehicles during the lunch period. The school assumes NO responsibility for appointing drivers of, or passengers for, personal vehicles for such uses. Vehicle privileges may be restricted or revoked or disciplinary action taken by the school for failure to follow the guidelines for driving and parking on or around the school grounds. Students are subject to normal traffic laws and should use caution, courtesy, and judgment when operating a vehicle around school.

#### **F. VEHICLE PARKING REGULATIONS:**

1. **All Students Must Register Their Vehicle With The Office and Display Their Parking Tag Appropriately.**

Parking tags are \$1.00 fee per vehicle. Unregistered vehicles may be towed at the owner's expense.

2. Vehicles should be parked **ONLY** in marked areas as designated below.
  - a. **Faculty, Staff and Visitors:** Front of Cafeteria, South of Bulldogger Road along railing of Cafeteria Parking lot, South of the cafeteria, North of the elementary school.
  - b. **Students:** West of the cafeteria, North side of Bulldogger Road (by the gymnasium and the band room), East side of road to bus barn, West side from Vo Ag building north to fence, Football stadium parking lot.
  - c. **Handicapped:** In areas so indicated with the handicap emblem.
3. Cruising in the parking lot or around the school is not permitted.
4. **Speed limits** are: Street - 15 MPH and Parking lot - 10 MPH.
5. Vehicles are not to be moved while school is in session.
6. Cars should occupy only one space, not be backed in, and be locked.
7. NO reckless driving, excessive acceleration, or impeding traffic.
8. Students are to park their vehicle and exit the parking lot upon their arrival at school. No loitering in the parking lots.

#### **XIV. COUNSELING SERVICES:**

A certified school counselor is available at each building site. Students are encouraged to see their counselor regarding personal or academic problems. They may see a counselor with permission of a teacher or principal, but preferably with a pre-arranged appointment. If teachers send students to the counselor they should give some information on the problem when possible. Counselor visits should not be too lengthy.

#### **XV. WIRELESS COMMUNICATION DEVICES:**

A student may possess a wireless communication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Usage of the device is appropriate as long as communications are not made while the student is in a classroom unless prior approval has been given by a member of the school staff. It will be the responsibility of the student to insure that no wireless communication device is set to receive in-coming communications while the student is in a classroom unless prior approval has been given.

Failure to comply with these guidelines will result in the following consequences PER OFFENSE:

- 1<sup>st</sup>: Phone Confiscated.  
 2<sup>nd</sup>: Phone Confiscated and Parent must pick up phone from office.  
 3<sup>rd</sup>: Any violations beyond 2, discipline is at the discretion of administration

## **XVI. TEXTBOOKS:**

Textbooks are furnished by the school district for the use of the student. **If a book is damaged or lost, the student to whom it was issued shall be responsible for the full cost of a new textbook as a replacement.** Final, transfer, or withdrawal grades may be delayed if a textbook is lost or damaged and not paid for.

## **XVII. STUDENT FEES, FINES, OR COSTS:**

In compliance with the Oklahoma Attorney General student charges may be assessed for the following:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies or equipment.
3. Items of personal use such as student publications, class rings, annuals and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the annual maintenance cost for the use of musical instruments and uniforms owned or rented by the District.
6. Items of personal apparel which become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost or damaged library books.
9. Other fees, fines and charges specifically permitted or required by law.

## **XVIII. GIFTED PROGRAM:**

Dewey Schools will provide a differentiated educational program for those who excel in general intellectual ability and/or exhibit outstanding talent in the areas of leadership, visual or performing arts. Any student scoring at the 90<sup>th</sup> percentile or above on achievement and/or I.Q. testing will be screened for nomination and subsequent testing for possible placement in the program. Other sources of referral for consideration of placement shall include: nomination by professional/parent/peer/self, work samples, checklists/ rating, interviews, scales/ inventories. The GIFTED STUDENT'S Placement Team will determine the most appropriate program option(s) to be followed as outlined in the District Policy for Gifted/Talented. More information about the GIFTED PROGRAM can be obtained from the building principal, counselor, or from the Superintendent.

## **XIX. CHILD FIND:**

The local Dewey Schools are mandated to **IDENTIFY, LOCATE, AND SCREEN** all individuals (ages birth to 21 yrs.) who have disabilities which indicate a need for special learning facilities or programs. Federal Public Law 101-476 (Individuals with Disabilities Education Act -IDEA), stipulates that a free, appropriate education must be available to all individuals with disabilities, birth to 21 years of age. Developmental characteristics which may be eligible for special education services include:

Visual impairment	Serious emotional disturbance	Deaf-Blindness
Mental retardation	Orthopedic impairments	Autism
Specific learning disabilities	Other health impairment	Traumatic Brain Injury
Hearing disabilities	Multiple disabilities	Developmental Delays
Speech/communication disorders		

If you know of a Dewey child (0 - 21 years) with special education needs that are not being met, please call Dewey Schools Special Services Department (Ext. 278). All referrals will be handled confidentially.

## **XX. SCHOOL MEALS AND CAFETERIA:** *Our school is part of the National School Lunch Program.*

The Meal-Tracker system for management of student meal accounts is utilized. Payment into student or family accounts may be of any amount, but a two-week reserve is encouraged. The “**charging**” *of meals is done only on a limited basis.*

**Individual Meal Prices** are as follows:

**BREAKFAST:** Students K-12: \$1.25, Reduced \$.30, and Adult: \$1.55

**LUNCH:** Elementary K-5: \$2.00, Secondary 6-12: \$2.50, Reduced \$.40, and Adult: \$3.55

**Note: Applications for reduced or free meals for students can be obtained from any building office at any time.**

**Campus is CLOSED lunch for students in grades 1-10 but OPEN lunch for students in grades 11-12**

- 1) Students in grades 1-6 are to eat in the school cafeteria and may choose the food offerings or bring a sack lunch.
- 2) Students in grades 7-8 may eat in the cafeteria or bring a sack lunch.
- 3) Students in grades 1-10 are allowed to leave campus for lunch, provided they are meeting grade level discipline policy and the parent personally appears in the office to check the student out, and observes the allowed time for the lunch break.

#### **STUDENT CAFETERIA ACCOUNTS:**

- 1) Balances owed need to be paid before the last day of school. No Charges allowed the last two weeks of school.
- 2) Refunds from a student's prepaid cafeteria account will be made upon parental request (\$3 minimum). Such requests will be processed through the school board.
- 3) If no refund request is made, the prepaid amount will be carried over to the next school year.
- 4) If the student leaves the school district without requesting a refund and the amount is \$3 or less, the money will be used as a donation to the Child Nutrition Program (CNP). If the amount is more than \$3, after a request is processed through the school board, the money will be forwarded to the known address of the student. If the envelope is returned, the money will be treated as a donation to the CNP.

#### **XXI. ACCIDENT INSURANCE:**

Student insurance policies are available to all students, check for information at any building office.

#### **XXII. VISITORS AND REMOVAL OF PERSONS FROM BUILDINGS AND GROUNDS:**

**All adult visitors are required to check in at the building office before entering other parts of the building. Student visitors are not allowed during regular school hours.** Oklahoma Law provides the authority for school officials to order any person to leave school buildings and school grounds when that person's presence is a threat to the orderly and peaceful operation of school business or school events.

#### **XXIII. EMERGENCY PROCEDURES:**

Each building principal is expected to provide proper instruction for emergency procedures for their individual building at the beginning of each year. Emergency drills for fire, tornado, disaster, bomb threat, or any situation that may threaten the safety of the students and teachers are to be conducted regularly. Students should become familiar with posted evacuation procedures for all rooms which they may occupy during the course of a regular school day.

#### **XXIV. PARENTS RIGHT TO KNOW UNDER EVERY STUDENT SUCCEEDS ACT (ESSA)**

According to the Every Student Succeeds Act (ESSA) Federal Legislation of 2016 any Local Education Agency that receives Federal Funds shall notify parents of students attending the school at the beginning of each school year of their right to request information regarding the professional qualifications of their student's classroom teachers. This will serve at that notice that the Dewey School will provide upon request (and in a timely manner) the following information.

1. Whether the teacher has met State Qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by a paraprofessional and, if so, their qualifications.
5. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met the state certification or licensure at the grade level or subject area they are teaching.

**XXV. ELEMENTARY SCHOOL INFORMATION:**

**SCHEDULE:** Elementary school opens (bus ramp door) at 7:45 am. Students are supervised in the gym until 8:10 when classrooms open. Classes begin at the 8:20am tardy bell with attendance & cafeteria counts, followed by building announcements and flag salute. Students have a recess break after eating, each grade level having 20 minutes in the cafeteria and 15 minutes on the playground. The school day ends at 3:15.

**Any student leaving during school hours must be checked out from the office by the parent.** Teachers' hours are 8:00 to 3:30. By calling the elementary 534-3800, a message can be delivered to the teacher for a reply by the end of the day.

**Parents are asked to check in at the office when visiting the school.** All outside doors remain locked during the day except the entry doors. We prefer that visitors not drop in on classrooms until they have been cleared with the office. Volunteers are also to check in for their volunteer badge before proceeding to a classroom.

**B. STUDENT CONDUCT:** In addition to the information previously listed the following RULES OF CONDUCT for elementary students are provided. This list is not comprehensive (believe it or not) and some additional guidelines may be provided in the individual classrooms or by the building administration.

**a. CLASSROOM RULES:**

1. Complete assignments within allotted time.
2. Raise hand to speak and wait to be called on to respond.
3. Obey and respect the teacher's instructions.
4. Stay seated in assigned seat unless directed by the teacher.
5. NO gum or food, except for parties or teacher approved treats.
6. NO running, littering, or loud talking.
7. Keep desk and area clean and orderly.
8. NO loud, disturbing, or distracting sounds or noises.
9. Do not leave the classroom without the teacher's permission.
10. NO bad language or rude gestures.
11. NO hats or caps in the building except on special days.
12. Respect school facilities and materials.

**b. BALLGAMES OR EVENTS: (Students Grades K-8)**

1. Students are admitted only with a parent or other approved adult, and should stay seated and watch the game.
2. Do not cause a disturbance. Do not run through or near spectators, or chase other students.
3. Do not throw paper wads, ice, balls, or other objects.
4. Stay off of the football field or basketball court.
5. Keep the walkways and aisles clear. Don't sit or stand along rails.
6. No wrestling or horseplay around the football field, basketball court or in Student Center.
7. Students leaving the ballgame will not be readmitted without paying again.  
Athletic passes are only good for one time per evening.

**C. SEXUAL HARASSMENT:** See general guidelines on page three of this handbook. This summary is provided to communicate some examples to elementary aged children what can constitute sexual harassment.

1. Anyone patting, grabbing or pinching you, pulling your clothes, touching you in your private areas or in any way that make you feel uncomfortable, embarrassed or afraid.
2. Words or acts by an adult man or woman or any student that make you feel uncomfortable, embarrassed or afraid.
3. Name calling, jokes, rumors, cartoons or other drawings about you or others that makes you feel uncomfortable, embarrassed or afraid.
4. Anyone asking you to or making you touch, pat, pinch or grab yourself or others in a way that makes you feel uncomfortable, embarrassed or afraid.

**D. ELEMENTARY LIBRARY-MEDIA CENTER:**

The library media center is an extension of the classroom. Classes may use the media center at scheduled times for library skills instruction, group reference or research work, and individual study. Regular classroom rules for discipline

apply and are posted in the library. Students are asked to keep talking at a minimum so that an atmosphere of study may be maintained. All library users are asked to display courtesy and cooperation while in the library.

Regular books may be checked out for two weeks and rechecked for additional time if needed. No late fines are charged, but students who have overdue books receive a late notice approximately five days after the book's due date, and parents receive a notice approximately five days after the student. Books checked out are the responsibility of the student and books that are lost or damaged must be paid for by the student. Reference books and periodicals are not checked out. During a research assignment, reference books may be borrowed on an hourly basis, and periodicals may be borrowed by the teacher. Under normal conditions students may check out only two books at a time (K & 1st vary). Only one book may be allowed before holidays or at the end of the school year.

Report cards and student records may be held if a student has not returned books at the end of school or moves during the year. By finding and returning the book or paying the replacement cost the student's record will be cleared. **Note: failure to observe these rules may result in the removal of the student from any of the activities as listed in this section.**

#### **E. ELEMENTARY HONOR ROLLS (3<sup>rd</sup>,4<sup>th</sup>,5<sup>th</sup>) & PERFECT ATTENDANCE:**

These are figured each grading quarter. Superintendents Honor Roll = all A's. Principal's Honor Roll = A's & B's ONLY, No C's or below. All honor rolls are based on full-time enrollment in a classroom setting or those students working at grade level in the number of required subjects for that grade level. Perfect Attendance = NO absences or tardies for the quarter.

#### **F. PARTY INFORMATION:**

No classroom treats except as specified by the teacher, please provide store purchased and not homemade treats for safety reasons, for the two official annual parties. Treats for birthday parties are not permitted. Invitations for elementary students to parties outside of school MAY NOT be passed out unless all the boys or girls or the entire class is being invited.

**G. PHONE USE:** Students may not use any type of phone without permission.

### **XXVI. MIDDLE AND HIGH SCHOOL INFORMATION:**

**A. BUILDING SCHEDULES:** Students are allowed in the hallways after 8:00 am, up to 3:30 pm and during lunch with proper permission. Classes begin at 8:20 am and are dismissed at 3:15 pm.

#### **Lunch periods are:**

Middle School Students:	<b>All Grades</b> –	11:35am to 12:00pm	
High School Students:	<b>All Grades</b> –	12:00 to 12:30pm	<b>FLEX Days(all grades)</b> – 12:10 to 12:40pm

**B. MIDDLE SCHOOL GUIDELINES FOR BUILDING AND LUNCH:** In addition to information previously outlined in this handbook, this list of guidelines of behavior is provided for Middle School students while in attendance at school, at extra-curricular activities, and/or while being transported by school personnel. Teachers may also provide rules applying directly to the individual classroom as well.

1. Complete assignments within the allotted time period.
2. Obey and respect the teacher's instructions.
3. DO NOT leave the classroom without the teacher's permission
4. NO loud, disturbing, or distracting sounds or noises.
5. NO inappropriate language or rude gestures.
6. NO running, littering or loud talking.
7. NO gum, food, or drinks are to be in the building, in assemblies, or on buses unless permission has been granted.
8. During Lunch students are NOT to be in the hallways without permission, and SHOULD congregate only behind the 7<sup>th</sup> and 8<sup>th</sup> grade building by the middle school gym and not in front of the Middle School building.
9. During Lunch students should NOT be on, underneath, or around the football bleachers, on the track or behind the concession area without a staff member's permission and supervision.
10. After lunch is over 7<sup>th</sup> grade students enter the building using the North doors and 8<sup>th</sup> grade students enter using the door by the office/library hallway. 6<sup>th</sup> grade should use the door by the official library that has the covered walkway.



### C. CLASS SCHEDULES:

Schedules for individual student classes will be provided upon enrollment. Class schedules are established based on credit requirements, student request, and available classes. Changes in a student's schedule can be made only through the counselor's office. **NO changes in a student's schedule will be made after the first five (5) days of each semester except at the special request of a teacher, counselor or principal.**

### D. ACCREDITATION:

Dewey High School is accredited by the State Department of Education.

**E. GRADE CLASSIFICATION REQUIREMENTS:** Classification is based on the number of units of credit accumulated. Students will be classified as follows:

**FRESHMAN:** 0 to 5    **SOPHOMORE:** 5½ to 10½    **JUNIOR:** 11 to 16½    **SENIOR:** 17 to 24

Classification for current 9<sup>th</sup> grade students (Graduating class of 2022) and beyond:

**FRESHMAN:** 0 to 5    **SOPHOMORE:** 5½ to 10    **JUNIOR:** 10½ to 15½    **SENIOR:** 16 to 23

**F. GRADUATION REQUIREMENTS:** **Oklahoma requires a “College Preparatory/Work Ready” curriculum for all students, \*\*unless parents opt their child out to just a “Core Curriculum”, each curriculum requires 24\* units of credit or sets of competencies to qualify for high school graduation.** NOTE: Seniors short more than one credit for graduation shall not be permitted to participate in the graduation exercises.

#### COLLEGE PREP/WORK READY CURRICULUM

4 units	Language Arts/English
3 units	Mathematics
3 units	Lab Science
3 units	History & Citizenship Skills
2 units	Technology or Foreign Language
1 units	Additional Unit selected from courses listed above
1 unit	Fine Arts or Speech
7 units*	Electives:

#### \*\*CORE CURRICULUM

4 units	Language Arts/English
3 units	Mathematics
3 units	Science
3 units	Social Studies
1 unit	The Arts
1 unit	Computer Tech
9 units*	Electives

A **Personal Financial Literacy Passport** must also be achieved regardless of Curriculum choice.

\* **Beginning with the 2018-2019 Freshmen Class and beyond, one less Elective is required.**

**NOTE:** students in public schools, between ninth grade and graduation, shall receive instruction cardiopulmonary resuscitation (CPR) as a part of the graduation requirements. A parent can request in writing that their student not be included in the instruction.

### **CONSULT THE SCHOOL COUNSELOR OR HIGH SCHOOL PRINCIPAL FOR THE FOLLOWING INFORMATION:**

1. **INDIVIDUAL COURSES THAT MEET THE REQUIREMENTS LISTED ABOVE**
2. **ASSESSMENT REQUIREMENTS FOR GRADUATION**
3. **ENSURE YOU HAVE AN APPROVED GRADUATION PLAN**
4. **COLLEGE ENTRANCE REQUIREMENTS**

**G. SUMMER SCHOOL:** Units of credit earned in an approved summer school may be accepted upon principal approval. Contact the school counselor or principal's office for information regarding summer school classes.

**H. GRADE POINT AVERAGES:** GPA is figured for each semester by dividing grade points (A=4, B=3, C=2, D=1, F=0) by total classes attempted for a given semester. A cumulative GPA is figured by totaling semester points and dividing by the total classes attempted for all semesters.

**Juniors** ranked by a cumulative GPA figured at the end of the first semester of their junior year (5 semesters).

**Seniors** ranked by a cumulative GPA figured at the end of the first semester of their senior year (7 semesters).

Beginning with the class of 2010, the selection of the class **Valedictorian and Salutatorian** will be based on the class ranking and coursework. Students must take the Oklahoma College Prep/Work Ready Curriculum and complete any combination of four (4) of the following courses: Chemistry, Chemistry 2, AP Language, AP Literature, Pre-Calculus, AP Calculus, AP Biology, Biology II, Anatomy & Physiology, Science Research, Spanish III/IV or College and/or higher level coursework taken at Tri County Technical School. Online coursework in these subject areas, applied to this award, will be

subject to administrative approval prior to enrolling in the course. Students must complete their Junior and Senior year at Dewey to be eligible for these honors.

#### **I. HONOR SOCIETY:**

1. STATE HONOR SOCIETY will consist of the top 10% of the total Middle School enrollment. It will be based on the last semester of the preceding year and the first semester of the current year.
2. The NATIONAL HONOR SOCIETY is for selected Junior and Seniors, based on the top 10% GPA of their class after the fall semester their Sophomore year or during their Jr. or Sr. year. Continued membership requires maintaining a 3.5 GPA.

**J. LIBRARY - MEDIA CENTER:** Hours are from 8:00 to 3:30 on school days. The library is a place for collaboration, research, and individual study. Regular classroom rules and discipline apply. Students are asked to keep talking at a minimum while using the study room. We ask that all library patrons display courtesy and cooperation while in the library.

Regular books may be checked out for two weeks and renewed, through the library, for an additional two weeks. No book may be renewed more than once. Encyclopedias, magazines for class use, and books marked REF may be checked out overnight only and are due back the next day by 8:20 am. When returning materials place them on the checkout desk.

**K. PUBLIC PHONE:** The telephone in the high school office is for High School students use before school, during lunch, and after school. This **telephone is not to be used during any class period. Please do not ask to use the office phone for personal calls.** Middle School students will not be allowed to use the telephone for calls unless it is deemed an emergency. If an emergency exists, students and teachers will be notified and students will be excused from class so necessary arrangements can be made.

**L. STUDENT LOCKERS:** An individual locker will be assigned to each student at enrollment. Changes in a locker assignment are made only through the office. Lockers are equipped with combination locks, however, items of value should be secured elsewhere. Students are responsible for keeping their lockers clean and any costs for damage or defacement that may occur. Any problem with your locker should be referred to the building principal.

**M. HONOR ROLLS:** In order to recognize student academic achievement honor rolls will be determined for students in grades 6 through 12. Honor rolls will be prepared and posted for each of the four grading periods. Those rolls posted for the second and fourth quarter will reflect semester averages and grades. To be considered for the honor roll a student enrolled at Tri-County Tech must also be enrolled in at least two solid subjects. Students not enrolled at Tri-County Tech must be enrolled in a minimum of four solid subjects. All grades will be included in figuring grade point averages for one of the two listed honor rolls:

**SUPERINTENDENT'S HONOR ROLL:** Students making all A's (4.0) and meeting the requirement for solid subjects.

**PRINCIPAL'S HONOR ROLL:** Students making all A's & B's (3.0), no grade C or lower, and meeting the requirement for solid subjects.

**NOTE: MIDDLE SCHOOL PERFECT ATTENDANCE AWARD:** Attendance is recorded each class period throughout the school day. If a student misses more than 15 minutes of any given class he/she is considered absent for that period for attendance purposes. Perfect attendance awards are given annually to those students who have no absences, or tardies, for any given class period.

**N. SCHOOL DANCES:** After school dances may be scheduled by school classes, clubs and organizations with the use of school facilities under the following guidelines:

1. All requests for dances must receive permission from the principal and be scheduled through the superintendent on the proper form.
2. Adult sponsors and two faculty members must be present.
3. All rules of conduct and behavior outlined in the student handbook apply to dances held on the school campus.
4. NO tobacco, alcohol, drugs, or public displays of affection.
5. Sponsors shall monitor music - lyrics & volume, and parking lots.
6. NO loitering in the parking lots is allowed by dance participants.
7. Students may not re-enter the dance once they leave the premises.
8. High School students wishing to bring a guest, who is not a Dewey student, must register that person in the office by

9. If student conduct at dances becomes a problem, sponsoring groups may be required to employ a security person to work the dance.

**HIGH SCHOOL DANCES** are only for students who are currently enrolled in grades 9 - 12 and their dates. NO Middle School student will be admitted.

**MIDDLE SCHOOL DANCES** are for Dewey Middle School students only who are currently enrolled in grades 6 - 8. NO High School or other students will be admitted.

**O. JUNIOR - SENIOR PROM:** The Prom is sponsored by the Junior class.

**Who can attend:**

1. Dewey High School Seniors and Juniors and their dates, provided they are in at least the 9th grade.
2. Dewey students must sign up in the high school office in order to be admitted to the Prom.

**Prom Rules:**

1. No alcoholic beverages, low-point beer, or illegal substances.
2. Students and their dates will not be allowed to leave and return. Admittance is one time only.
3. Improper conduct will not be tolerated and at the discretion of the chaperons, offenders may be asked to leave the premises.

**The After Prom:** It is sponsored by the Junior class parents and all rules pertaining to the Prom are in effect.

**P. SENIOR WORK RELEASE:** Qualifying seniors may apply for a last hour work-release as part of their six-hour school day. The criteria for granting such requests is listed in the District Policy Manual and can also be obtained from the building principal as part of the application. A work release may be revoked and the student returned to the classroom if his/her employment does not meet the program requirements or a failure to notify of job changes. See the High School Building Principal for more information.

**Q. CLUBS AND ORGANIZATIONS:** Pursuant with the provisions of House Bill 1826 we provide the following for compliance with the annual notification of both students and parents. The Dewey Public School either directs, sponsors or has some level of control over the following clubs or organizations that are not mandatory due to class enrollments.

1. **Future Farmers of America (FFA)** – Sponsored by Jimmy Epperson – FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
2. **Key Club** – Sponsored by Debra Thoreson – Key Club is a student-led organization that teaches leadership through serving others. Members of the Kiwanis International family, Key Club members build themselves as they build their schools and communities.
4. **Student Council** – Sponsored by Vicki Eastwood – Student Council organizes opportunities for Dewey High School students to make a positive contribution to the Dewey community and to act as role models for the Dewey student body, through leadership of community projects and day to day conduct.
5. **National Honor Society (NHS)** – Sponsored by Olivia Chronister – NHS creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, and develops character in the students of secondary schools.
6. **Spanish Club** – Sponsored by Donna Heidler – Spanish Club promotes greater knowledge and awareness of Spanish customs and traditions and celebrates the Spanish culture.

## **XXVII. RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL:**

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, other mood-altering substances, or drug paraphernalia at school, while in school vehicles, or at any school-sponsored event.

3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
4. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
5. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.
6. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in the area are available through the building principal or counselor.
7. When it appears to a teacher or administrator that a student maybe under the influence of low-point beer, alcoholic beverages, or controlled drugs, the teacher or administrator will report the matter in writing to the school principal or his/her designee.
8. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.
9. The principal or his/her designee will immediately notify the student's parent or legal guardian of the report as well as notify the Superintendent of the incident.

**Consequences for violations of the Drug and Alcohol Policy:**

<b><u>Possession and/or Use:</u></b>	1 <sup>st</sup> Offense:	Up to 45 days out-of-school suspension
	2 <sup>nd</sup> Offense:	Out-of-school suspension for up to the remainder of the current semester plus the following semester

**Distribution/Attempt or Intent to Distribute:**

Out-of-school suspension for up to the remainder of the current semester plus the following semester.

**Note:** Long-term suspensions (more than 10 days) for 1<sup>st</sup> offense possession and/or use violations may be reduced by up to 1/3 if the student agrees to participate and complete an approved drug/alcohol counseling program and can provide proof of clean drug test results. The counseling program must be approved by the building administrative staff and copies of program completion be filed in the Principal's office prior to the reduction of the out-of-school suspension.

## **XXVIII. MENINGITIS/MENINGOCOCCAL DISEASE**

### **What is meningitis?**

Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungi may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses. Meningococcal meningitis is caused by the bacteria *Neisseria meningitides*, and causes a more severe disease that requires prompt treatment of the patient with antibiotics. There are other types of bacterial meningitis, so it is important to confirm which type of bacteria is causing the meningitis to determine if antibiotics are needed to prevent possible illness in exposed people.

Information regarding meningitis symptoms, causes, prevention, diagnosis, and treatment can be found in our public health sheets located in the building offices or online at the Oklahoma State Dept. of Health at <http://ads.health.ok.gov>.