

*Thackerville  
High School  
Student  
Handbook  
Grades 7-12  
2009-2010*

## **PRINCIPAL'S WELCOME**

Dear Thackerville Students and Parents:

I would like to extend a personal welcome to each of you, as you enter Thackerville Public Schools for the new school year.

Please read this Student Handbook carefully. It contains most of the rules, policies, and regulations that you will be required to abide by while attending school and school sponsored activities. This handbook has been approved by the Thackerville Board of Education and updated on an annual basis. Furthermore, please be advised that this handbook may not cover every situation that might arise and those situations will be dealt with as they occur.

In general, students are expected to follow the rules, policies, and regulations of this handbook, as well as classroom rules of their teachers; exhibit responsible behavior towards other students; and be subject to appropriate disciplinary actions if the aforementioned is not exhibited. The rules and regulations in this handbook may change during the year. If changes are required I will notify the students of the change.

If at any time during the school year, you have a question, please feel free to contact me for our chief purpose is dedicated to helping your child reach his/her educational goals successfully.

Sincerely,

Mr. Jamie D. Mitchell  
Principal 7-12

## **BOARD OF EDUCATION**

Mr. Mark McCage  
Mr. Dwayne Voyles  
Mr. Layton Shurbet

Mr. Steve Hendrickson  
Mr. Kevin Wolfe

## **ADMINISTRATION**

Superintendent, Mr. David D. Herron, [dherron@thackervilleschools.org](mailto:dherron@thackervilleschools.org)  
Principal 7-12, Mr. Jamie D. Mitchell, [jmitchell@thackervilleschools.org](mailto:jmitchell@thackervilleschools.org)  
Principal Pre-K / 6<sup>th</sup>, Special Ed. Director & Title I, Mrs. Tonja Mayo, [tmayo@thackervilleschools.org](mailto:tmayo@thackervilleschools.org)

## **ADMINISTRATIVE ASSISTANTS**

Mrs. Judy Brown, [jbrown@thackervilleschools.org](mailto:jbrown@thackervilleschools.org), Students Records/Office Manager  
Ms. Gracie Rains, [grains@thackervilleschools.org](mailto:grains@thackervilleschools.org), Executive Secretary  
Mrs. Melissa Hendsbee, [mhendsbee@thackervilleschools.org](mailto:mhendsbee@thackervilleschools.org), Child Nutrition Director/ District Treasurer

## **FACULTY**

Ms. Gwen Bailey, [gbailey@thackervilleschools.org](mailto:gbailey@thackervilleschools.org), Librarian & Counselor  
Mrs. Ginger Mitchell, [gmitchell@thackervilleschools.org](mailto:gmitchell@thackervilleschools.org), Academic Advisor and Counselor  
Mr. Ryan Gibbs, [rgibbs@thackervilleschools.org](mailto:rgibbs@thackervilleschools.org), Math & Baseball / Football Coach  
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Ms. Donna Melvin, [dmelvin@thackervilleschools.org](mailto:dmelvin@thackervilleschools.org), English  
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Mrs. Katrina McCage, [kmccage@thackervilleschools.org](mailto:kmccage@thackervilleschools.org), Technology Director/Yearbook  
Mr. Cody McCage, [cmccage@thackervilleschools.org](mailto:cmccage@thackervilleschools.org), SS/Football/Boy's Basketball  
Ms. Linda McMichael, [lmccichael@thackervilleschools.org](mailto:lmccichael@thackervilleschools.org), Special Education  
Mrs. Phyllis Moore, [pmoore@thackervilleschools.org](mailto:pmoore@thackervilleschools.org), Special Education

## **SUPPORT PERSONNEL**

Mr. Jim McCage  
Mr. Thomas Carroll

Maintenance  
High School Custodian

## **STUDENT, PARENT RESPONSIBILITIES**

The Board of Education, superintendent, principals, and teachers enforce student behavior rules necessary to maintain the orderly operation of Thackerville High School. We all share in the responsibility of shaping positive student conduct. We believe education is a responsibility as well as a right of our students.

Students assuming the following responsibilities will help us all maintain the traditional pride in our school.

1. Enjoy the learning opportunities of the classroom by being prompt and regular in attendance, being attentive to teachers, joining in open discussions, and completing assignments on time.
2. Follow school rules and exhibiting mature behavior while attending classes, visiting on campus, coming to and going from school, and participating in school sponsored activities.
3. Respect the authority of all school employees, who desire the high school experience to be a successful and happy one.
4. Respect school property so that we may pass an attractive building, grounds, and equipment along to future generations.

Parents assuming the following responsibilities will help administrators, faculty, and staff to insure the best learning atmosphere for their sons and daughters.

1. Keep an active interest in student completion of daily assignments by providing a quiet, well-lighted study place and offering helpful suggestions upon request.
2. Support the school in requiring students to follow rules and accept responsibility for any willful misbehavior on their part.
3. Send students to school with proper attention having been given to health, personal cleanliness, and neatness of dress.
4. Comply with school written requests by reading, signing, and returning them. Also, promptly attend conferences set up for exchanging information on student progress.

Students attending Thackerville High School will discover that the most effective discipline is self discipline, and every student must control his or her own behavior to reach the optimum learning level. We realize not every student will control his or her behavior so every employee of the Thackerville School District is responsible for correcting student behavior whenever necessary.

When a student fails to adjust to the school environment and behavior has become extremely objectionable, the principal may ask counselors, teachers, and parents to help the student become an acceptable member of the group. If all these efforts fail, the principal will make a final decision in line with the best interest of the individual student and the school as a whole. We desire Thackerville High School to remain an outstanding educational institution for every student.

## **EQUAL OPPORTUNITY NON-DISCRIMINATION STATEMENT**

It is the policy of the Thackerville Public Schools to provide equal opportunities without regard to race, color, national origin, religion, sex, age, disability, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. The School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

The following people have been designated to handle inquiries regarding the District's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)  
Tonja Mayo, Elementary Principal  
Thackerville Public Schools

P.O. Box 377, Thackerville, OK 73459  
580-276-9655

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)  
David Herron, Superintendent  
Thackerville Public Schools  
P.O. Box 377, Thackerville, OK 73459  
580-276-2630

Title IX Coordinator (for questions or complaints based on sex)  
Coach Cody McCage, Athletic Director  
Thackerville Public Schools  
P.O. Box 377, Thackerville, OK 73459  
580-276-5997

Age Act Coordinator (for questions or complaints based on age)  
Jamie Mitchell, High School Principal  
Thackerville Public Schools  
P.O. Box 377, Thackerville, OK 73459  
580-276-3610

## **GRIEVANCE PROCEDURES**

The Thackerville Public Schools maintains a Grievance Procedure by which parents, students, employees and patrons can file complaints alleging discrimination, including harassment, based upon race, color, national origin, religion, sex, age, disability and veteran status. Contact your school principal or Mrs. Tonja Mayo, Director of Special Services, Thackerville Board of Education, PO Box 377, Thackerville, OK 73459, 580-276-2630 to obtain a copy of the Grievance Procedures and the Discrimination Grievance Complaint Form.

**CONTACT INFORMATION:**  
**THACKERVILLE PUBLIC SCHOOLS**  
**P. O. BOX 377**  
**THACKERVILLE, OK 73459**

**HIGH SCHOOL OFFICE: 276-3610**  
**HIGH SCHOOL FAX: 276-8314**  
**ELEMENTARY OFFICE: 276-9655**  
**ELEMENTARY FAX: 276-8315**  
**LIBRARY: 276-9655**  
**ADMINISTRATION OFFICE: 276-2630**  
**ADMINISTRATION FAX: 276-2638**

## **STUDENT ATTENDANCE POLICY**

Regular attendance is a contributing factor to success in school. Irregular attendance is a chief cause for failure and subsequent withdrawal from school. Consequently, school personnel will use every available resource to establish a regular attendance pattern for those students who have attendance problems. The following will serve as guidelines for student attendance.

## **ATTENDANCE REVIEW COMMITTEE**

A student must be in attendance ninety (90%) of the semester term in order to meet the minimum requirements to pass a class. Any student missing more than 9 days per semester will be given after school study hall to make up excessive days, or appeal the absences to the attendance committee. The committee will make a ruling based on reasons presented by the student and / or parent / Guardian. If the committee finds no reason to excuse the excessive absences the student will fail all classes in question and receive no credit. The committee ruling is final. The committee will be comprised of some or all school support staff, teachers (any level), and administration.

## **Make-up for Excessive Absences**

Students may make-up excessive absences by attending after school detention for one hour each day (5 hours will equal one day of school). The principal will arrange this time and the student must attend when assigned or lose the opportunity to earn the chance to regain a passing status. Warning to all students: you may not be given the chance to make up your days and you can run out of time to make up days if you miss too many days at the end of the school year. This will result in failing.

## **TYPES OF ABSENCES:**

**Unavoidable Absences (School trips and Sporting events):** School events when the student is participating, is a member of that group, or has been selected by the trip sponsor or coach to attend.

**Excused Absences (Doctor or Parent Note):** These absences will be held against the student for promotion and semester test exemptions.

**Unexcused Absences (No Note or Discovery of False Information):** These absences will be held against the student for promotion and semester test exemptions.

### **Examples of unexcused absences are the following:**

Overslept, Missed the Bus, Student failure to report to the office upon arriving at school, or Car Trouble.

### **Truancy**

- 1) An absence from school in which the Principal's office has not been notified concerning cause of absence.
- 2) The absence of a student that isn't approved by the parents nor the school officials. **Examples:**
  - a) Leaving the campus, after once arrived, without consent of the parent and office in advance of leaving, the gives final approval and may over rule a parent. **ALL STUDENTS MUST SIGN OUT IN HIGH SCHOOL OFFICE!!!**
  - b) Leaving class without permission.
  - c) Erroneous phone calls to have a student dismissed from class.
  - d) Other fraudulent reasons to be absent from school covered in this definition.

**If the student is truant, no make up work is allowed and the student will be subject to disciplinary action.**

## **TARDY POLICY**

Tardiness to class is considered a serious offense. Chronic tardiness will result in a referral to the office for further disciplinary action.

Waiting in the office to clear an absence may not be accepted as an excuse for tardiness. If a teacher or counselor has detained you, bring a pass signed by the individual to your class.

Students who need to see the cafeteria director, counselor, nurse, or other personnel, must first report to class and at the option of the teacher, the student will be assigned a hall pass.

### **1. STUDENTS ARRIVING LATE TO SCHOOL**

- 1) Students More than 10 minutes late will report to the office to check in. They will receive an absence slip and proceed to class.
- 2) Students who arrive at school/class less than 10 minutes late will be counted as tardy for that hour. These students should go directly to class.
- 3) Any exceptions to these guidelines must come from an administrator.

**\* NOTE: THREE (3) TARDIES WILL BE COUNTED AGAINST THE STUDENT AS AN ABSENCE. TARDY ABSENCES WILL NOT COUNT TOWARD THE NINE (9) DAYS PER SEMESTER BUT WILL EFFECT EXEMPTION FROM SEMESTER TESTS.**

## **\*Students must check out through the Principal's office before leaving the school for any reason during the school day.**

### **MAKE UP WORK:**

- A. **Unavoidable and Excused Absences:** The student will be given two (2) school days for each day absent to make up all missed assignments.

Make-up work will be allowed for excused absences. **It is the student's responsibility** to see that his/her work is made up within the same corresponding time that he/she was absent. No penalty shall be assessed for make-up work as long as it is turned in or made up within the time frame of this policy. A student shall have two school days for each day of absence to complete and turn in make-up work or make up work at school, including tests. For example: if a student misses class on Monday, all missed work must be completed prior to the time the class meets on Wednesday. Tests which are announced while the student is in attendance at school or are regularly scheduled tests (such as final exams) must be made up when student returns to school after an absence.

A student who is excused in accordance with the attendance policy is permitted to make up the work he/she missed and to receive credit for it.

If a student misses a test, the test should be made up at the teacher's convenience. If a student misses **only** the day of the test, he/she will be required to make up the test the day he/she returns to class. For absences of more than one day, a student must make up prearranged tests the day he/she returns provided no work was done pertaining to the test the days missed. It is the responsibility of the student to make up the work missed.

### **DRESS CODE (School Day / School Activities)**

Proper dress, grooming and cleanliness are an integral part of the educational function. This dress code has been designed for those associated with our school.

1. GROOMING --

Cleanliness of hair, body and clothing are required.

2. HAIR --

Length of hair and sideburns is left to the individual's discretion, but must be styled in a reasonably way so that it will not cause distractions to others in the classroom.

**Thackerville Public School requires students be free from head lice and nits. We will conduct weekly checks and send students home who have live lice or nits. The student must treat the lice with an approved treatment and be cleared by our staff before reentry is allowed. The Oklahoma Health Department will clear students who are free of live lice but we will not allow them to reenter until all nits have been removed.**

3. CLOTHING -- The following guidelines will be strictly enforced and may be modified if the need arises. This policy is effective for all students, all events, and all activities. Student athletes will be required to meet all dress code standards during practice and to and from athletic events. Student athletes will be required to sign a compliance sheet outlining proper dress.

- a) Shorts and Skirts must be worn not more than two and one half inches above the knee. (Width of a dollar bill)–**Short and Skirts may not be worn after October 31<sup>st</sup> or before the Monday following Spring Break.**
- b) No sagging of pants or shorts. All pants or shorts must be worn on the waist.
- c) Shirts, pants, and all other clothing must be proper size to fit your child.
- d) Ear Piercing Only
- e) No sleeveless tops, see-through tops, Halter tops, or Tank tops.
- f) Tops that cannot be tucked into lower garment or that have excessively low necklines.
- g) Clothing with writing or pictures suggestive or are symbolic of drugs, alcohol, sex, or other activity that is illegal of immoral.
- h) Hats and/or headgear are prohibited on campus during the regular school day and at all school functions other than ballgames. Students may wear appropriate headgear at ballgames but it must be worn in a manner pleasing to the administration.
- i) Undergarments may not be worn as outerwear, bike pants, etc.

- j) Clothing deemed unnecessary or unsafe by the principal. (This includes all ripped or holey clothing or clothing having excessively worn fabric.)
- k) No shower shoes, Flip Flops, or other inappropriate foot wear. Shoes must cover majority of foot – such as standard “Crocs”. The only exception to this rule will be special dress events – such as Official FFA dress events and student athletes traveling to and from athletic events. Ask your sponsor what footwear is proper for the event.

## **SCHOLASTIC ELIGIBILITY**

For a student to be eligible he or she must maintain class averages above 59.9%. Eligibility is calculated starting at the end of third week of each semester and is in effect during the fourth week and each following week of that semester. This process will begin anew each semester. However for students failing 2 or more classes the prior semester he or she will be ineligible for the first 6 weeks of the following semester.

## **EXTRA CURRICULAR ELIGIBILITY**

Eligibility – To be eligible a student must maintain an average of at least 60 percent in each individual class/subject. Grades cannot be rounded-up; if your child has a 59.9 he or she will be ineligible.

**Any person or persons paid by the school district to sponsor an activity group must check the eligibility of each participating student on a weekly basis. If a participating student is ineligible he or she will not be allowed to participate under any circumstance nor will he or she be allowed to attend if the activity is held during any part of the regular school day (an unexcused absence will be given to anyone in this category).**

Example – Eligibility will be checked on students participating in any 4-H activity. If a student is ineligible that student will not be allowed to participate in that week’s activities. If the child is ineligible that child’s project(s) are also ineligible. The sponsor will keep a list of all students enrolled in that program and will be responsible for keeping a weekly list of all students who are ineligible. It is the responsibility of that sponsor to notify the parents of a child that is ineligible one week prior to the coming contest. This does not imply that the sponsor is to have knowledge of the child’s declining average prior to becoming ineligible. If a sponsor fails to notify the parents the child is still ineligible and will not be allowed to participate.

All rules are taken from the Oklahoma Schools Activities Association.

## **NOTIFICATION OF GRADES**

Report Cards will be sent home every 3 weeks. You can also have daily access to your child’s grade averages and assignments through our web site, [www.thackervilleschools.org](http://www.thackervilleschools.org). Click on the word Grade book in the Parents box on the right hand side of the page. You can get your login and password from Mrs. Judy Brown in the High school Office.

It is vital that parents receive notification of their child’s grades so we have assessed a punishment for students who fail to return signed Report Cards in a timely manner. Students will have three school days to return the Report Card or receive detention for each day following.

We encourage parents to visit with their child’s teacher(s) to discuss the reasons for the poor academic performance. All teachers can be emailed or contacted by calling the High School office to schedule a conference time.

## **SEMESTER TEST EXEMPTION CRITERIA**

Students in grades 6 – 12 will be exempt from semester test if they meet the following criteria: If a student is not exempt in one class he or she must take the semester test for all of his or her classes.

- a) Have an “A” in every class and have three (3) or less absences in every class
- b) Have a “B” or better in every class and have two (2) or fewer absences in every class
- a) Have a “C” or better in every class and have one (1) or less absences in every class

**\*NOTE: SEE STUDENTS ARRIVING LATE TO SCHOOL ON PAGE 6**

## **RETENTION FOR GRADES PRE-K THROUGH 8**

Thackerville School Administration reserves the right to retain a student in his or her current grade if satisfactory academic progress is not meet. Satisfactory progress will be measured in the following areas.

**Core Classes:** English, Math, Science, and Social Studies. If your child does not maintain an average grade of 60% or greater he or she may be retained at the discretion of the administration.

## **RETENTION FOR HIGH SCHOOL STUDENTS GRADES 9-12**

Students in these grades must meet state standards for graduation. There are two paths for the students to take. College preparation – Requiring more core classes but will better prepare your child for post high school life. Standard preparation – Requires less core classes, will limit your child’s post high school options but he or she can still attend some colleges. The student and parent will be required to sign a form stating the child may take the standard education path.

## **TELEPHONES (No Cell Phones Allowed)**

The office telephone was installed primarily for official school business. Students may use office phones for emergencies, last minute changes to school activities, or other school related issues. All calls made by students should be brief and mannerly. Students of Thackerville Public Schools are **not** allowed to have cell phones.

Possessing or using a cellular phone is a violation of school policy. Your phone will be confiscated and turned over to the Principal. (This includes incoming calls/messages.) All phones will be returned to a parent or legal guardian once the punishment document has been signed. Punishment will range from detention to suspension or removal to alternative settings if a student continues to break this policy. Students will not be given more than 4 chances before being sent to an alternative setting. Students with school activities that require after school hours may bring a phone to school for that day and it must be handed over to the office before school begins for that day, students breaking this policy will not be allowed to attend the trip or sporting activity. Students driving vehicles may have a phone in the vehicle (the student may not use the phone at any time during the regular school day).

First Offense: 2 swats or 3 days of detention, Second Offense: 3 days of suspension, Third Offense: 5 days of suspension, Fourth Offense: removal to an alternative setting.

## **HALL PASSES**

If a situation should arise that would require a student to be excused from a classroom while classes are in session, they must have a hall pass from the teacher. The teacher must sign the pass and it must include your name, the time, date and destination. No student will be allowed to be in the halls during the regular class periods without a valid hall permit.

## **CLOSED CAMPUS POLICY**

The campus at Thackerville High School operates on a closed campus policy. Students may not leave campus without permission from the principal. Campus hours will be from 7:30 a.m. until 3:25 p.m. The parking lot will be **OFF LIMITS** to students during this time, unless prior written permission is obtained from the office. Students may be checked out of school for the purpose of eating lunch only if the parent or guardian enter the main office to sign the student check out sheet and the parent or guardian must also sign the child back into school. If the student returns late he or she will be given a tardy or an unexcused absence according to school policy. Punishment for arriving late will apply. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH UNLESS SIGNED OUT BY HIS OR HER PARENT.**

## **PARKING LOT POLICY**

Once a student driver enters campus between 7:30 a.m. and 3:25 p.m. the driver and all passengers of that vehicle must be properly signed out through the main office before leaving campus. Students must properly park his or her vehicle, remove all necessary items, lock, and stay away from the vehicle until permission is given to reenter the vehicle. Attempting to leave earlier than the designated time will be in violation of the Closed Campus Policy resulting in punishment consisting of detention to suspension and loss of privilege to drive on campus. Student drivers will comply with all state laws, or they will not be allowed on the school parking lot.

## **MOTOR VEHICLES**

Students are permitted to bring motor vehicles to school under regulations set by the administration and the School Board. Students who fail to comply with vehicle regulations will be:

1. Given a warning
2. Have their vehicle banned from the high school grounds for a period of time
3. Be suspended for insubordination
4. Be prosecuted for criminal trespass

**The school assumes no liability for motor vehicles while they are on school property.**

## CAFETERIA AND LUNCH HOUR

Students are expected to conduct themselves as ladies and gentlemen when eating in the cafeteria. No food is to be taken out of the cafeteria. Students are also expected to pass to lunch in an orderly manner – no running, shoving, or cutting in the line. Disciplinary action will be taken against those who violate these common courtesies.

## BREAKFAST AND LUNCH

Students who are eligible will receive free or reduced price breakfast and lunch from the school cafeteria. Students who feel that they may be eligible for this benefit should have their parents fill out an application and return it to the proper school official. If financial status changes and you feel your child is eligible to receive free or reduced prices for breakfast and lunch, please fill out a new application in the Principal's Office. The information contained on the application is kept confidential.

### Cost is as follows:

Full price student breakfast-----	\$.65
Reduced price student breakfast-----	.45
Full price student lunch-----	1.25
Reduced price student lunch-----	.65
Extra milk or juice-----	.20
Visitor's Breakfast \$1.25 / Lunch \$2.50	
Pickles (Cash Only)-----	.50
Pizza (Cash Only)-----	1.25

## ANNOUNCEMENTS

Student Council Members will make morning announcements of school events over the intercom system. Individuals or organizations desiring announcements in the bulletin must have the announcements in writing, signed by sponsor, and then given to the STUCO sponsor.

## TEXTBOOKS

Each year students receive a set of textbooks at the beginning of school, when these textbooks are not returned the parents or legal guardian of such child shall be held responsible to the school district for the return of or payment of such textbooks issued to their child that is not returned to the school. **Section 342 (70-16-121)**

## TOBACCO / DRUGS

Thackerville School is a tobacco and drug free environment. No student may consume or be in possession of any tobacco product or illegal drugs.

## CONCURRENT ENROLLMENT

Concurrent enrollment is a program for seniors to enroll in college courses at an accredited institution of higher education while still in high school. Qualifications and enrollment procedures may be obtained in the Counseling Office. Concurrent enrollment credit may be counted toward high school graduation and/or college credit.

## SCHEDULE CHANGES

All schedule changes must be presented to the high school counselor and will be at the discretion of the counselor. Every effort is given to enroll students in courses they and their parent request. In the event you desire a schedule change, you must request such a change in the office by the end of the first week of each semester. Student initiated schedule changes will not be permitted after the first week of each semester.

## ASSEMBLIES

Assemblies provide Thackerville High School an opportunity to demonstrate courtesy and to develop listening and other skills. They are an integral part of the student's educational experience and attendance is compulsory unless exceptions are made by the administration.

At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, stomping and talking during the program, anything to be thrown in Pep Assemblies, and applause should be given at the proper time in the proper way. Students whose conduct is unsatisfactory will not be allowed to attend an assembly in the future.

Students are to be released for assemblies by direction of the principal's office.

**NOTE: All Teachers Are Expected To Accompany and Sit With Their Class at All Assemblies.**

**CARE FOR SCHOOL PREMISES**

Receptacles for trash are placed near all entrances to campus buildings. Please help keep it clean.

**LOCKER AND LOCKER SEARCH (Also see pages, section 2)**

Students are responsible for keeping their assigned lockers clean, both inside and out. Damages caused by misuse of tape, stickers or other items will be charged to the student responsible. Any locker malfunctions should be promptly reported to the Principal's office. Students are cautioned not to keep money or other valuables in their locker. Student lockers are part of the school building and as such are under the supervision and jurisdiction of school officials. School officials, unannounced, may search student lockers at any time.

**LOST AND FOUND**

Articles found in and around the school should be turned in to the Principal's office where the owner may claim their property by identifying it.

**CLASS PARTIES**

No food or beverages allowed in classrooms for the student consumption!!!

**BAD WEATHER NOTIFICATION**

The school board has ruled that the Superintendent of School will make the decision if school is to be changed from a normal day to bad weather day.

In case of severe weather the official announcement for closing may be heard over the local radio and TV stations. KKAJ 95.7; KICM 97.7, KXII 12, & KTEN 10

**EMERGENCY PROCEDURES**

All emergency procedures are defined in the Thackerville Emergency Procedure Guide. A copy of this has been placed in all key areas and given to local authorities.

**FIRE DRILL**

The following fire drill regulations will be established by the building principal at each school building to insure a safe and orderly evacuation of students in case of fire:

- A. Written plan to teachers concerning children accountability, securing the room, gathering area outside the building, etc.
- B. A minimum of four (4) drills per year must be considered with the first drill occurring within the first fifteen (15) days of the school year and the second after the first thirty (30) days of school.
- C. Evacuation routes must be plainly visible in each classroom, cafeteria, office area, commons area, and gymnasium.
- D. Documentation of the time and date of each fire drill will be kept at the building level in the Principal's office.
- E. A very distinctive and separable audible sound capable of being heard throughout the school campus should be designated as the evacuation alarm for fire or fire drills.

**TORNADO DRILL**

**North of the Auditorium --**

Students that are in classes north of the Auditorium will go to the Boys and Girls Restrooms. (Boys to Boys / Girls to Girls)

**South of the Auditorium --**

Students that are in classes south of the Auditorium will go to the teachers Lounge.

**Students in the Gym --**

Students in the gym will go to the dressing rooms (Boys to Boys / Girls to Girls)

**Students in Vo-Ag --**

Students in Vo-Ag will stay in the Vo-Ag room.

**LIBRARY SERVICE**

The library will be opened at 8 a.m. and remain opened throughout the day. You are encouraged to use the Library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

**CAREER TECH / TAKE TWO**

Work to be made up due to student's return to school from Vo-Tech or Take 2: The grade (s) from Vo-Tech or Take 2 or both will be averaged with grades received from Thackerville High School. If a grade from Vo-Tech or Take 2 is not given to the student, the student will receive an "I" for the 9-weeks. This grade of "I" will not be counted as a failing grade, but the student will need to complete the work by arrangement (school approval), summer school, promotion test, or by correspondence course (s).

**SCHOOL INSURANCE**

1. Accidents -- All accidents in school involving property or person should be reported to the teacher in charge and the Principal as soon as possible.
2. Only students participating in athletics in grades 6 – 12 must be covered by an adequate insurance policy.

**ADMINISTRATION OF MEDICATION TO STUDENTS****(Grades 6 – 12)**

1. The purpose of this section is to define the procedure to be followed when administering medication to students in grades 6-12.
2. Secondary students (grades 6-12) are responsible for taking their own medications. However, all medications (prescription/non prescription) are to be registered in the Principal's office: with the following information provided.
3. Prescription Medication: Medication brought by students to be registered in the office must be in a pharmacy container, properly labeled by a pharmacist with the following information provided:
  - a. Name of student
  - b. Current date
  - c. Name of drug
  - d. Dosage
  - e. Time to be administered
  - f. Physician's name
  - g. Pharmacy name and telephone number

**DIABETES MANAGEMENT**

Thackerville Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **BUS REGULATIONS**

Riding the bus is a privilege and not a right. Improper conduct on the buses will result in the privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

## **Valedictorian and Salutatorian:**

Thackerville High School policy for selecting a Valedictorian will be as follows:

The highest grade point average in the class will be awarded the honor of being the class Valedictorian. With this honor the student will receive a plaque and give a speech at graduation.

Thackerville High School policy for selecting a Salutatorian will be as follows:

The second highest grade point average in the senior class will be awarded the honor of being the class Salutatorian. With this honor the student will receive a plaque and give a speech at graduation.

Senior class GPAs will be calculated using the first 7 semesters and the 3<sup>rd</sup> nine weeks of the senior year. All GPAs within one hundredth of a percentage point will be considered a tie. GPAs will only be rounded up from the thousandths place if the thousandths place is .005 or greater.

Students with GPAs within the following range will receive the distinction of Valedictorian or Salutatorian on transcript only and will not be allowed to participate in the capacity of the two highest GPA students as described in the above paragraphs. All students in this range will have Valedictorian on his or her transcript: 3.9 and higher. All students in this range will have Salutatorian on his or her transcript: 3.6 to 3.89. Again GPAs will only be rounded up from the thousandths place if the thousandths place is .005 or greater.

A weighted scale will be used for Sr. High students, 5.0 for the following classes: Trigonometry, Physics, A.P. Literature, and all college classes.

Thackerville 8<sup>th</sup> Grade policy for selecting Valedictorian and Salutatorian will be as follows:

The highest GPA will be awarded the honor of Valedictorian and the second highest GPA will be awarded the honor of Salutatorian.

GPAs will be calculated using the first 3 semesters of the 7<sup>th</sup> and 8<sup>th</sup> grades and the third nine weeks of the 8<sup>th</sup> grade. Ties will be figured the same as the above policy for Sr. High.

Special Note: For a student to be eligible for the two top spots in both the Senior and 8<sup>th</sup> grade class he or she must have been continuously enrolled in Thackerville Schools for two years prior to the graduation date. Continuous enrollment is defined as having been enrolled on or before and continuing enrollment from the 10<sup>th</sup> day of school Junior and Senior years or the 7<sup>th</sup> and 8<sup>th</sup> grade years.

## **HIGH SCHOOL GRADUATION**

A student will be allowed to walk at graduation if he or she is lacking 1 credit or less.

## **GUIDELINES FOR JUNIOR AND SENIOR PROM**

The junior class sponsors will be responsible for directing the planning, decorating, and conducting of the prom.

The principal and the superintendent must first approve the date, time, location and theme of the prom.

Dress for the prom will be formal and will remain formal for the entire evening. There will be no changing of clothes for dancing. The wearing of new (not faded or worn thin) Wrangler jeans with a sport coat or tux jacket and tie will be accepted as formal attire.

Those students and/or dates that leave the banquet and dance will not be permitted to re-enter and must leave the grounds where the event is held.

Those students who either use offensive language, unbecoming conduct, alcoholic beverages, or any form of illegal drugs will be immediately expelled from the prom. Any students who bring a date to the prom will be directly responsible for his/her conduct. Disciplinary action may apply to the conduct.

## **Thackerville Public Schools Student Internet Agreement**

The Thackerville Board of Education is pleased to offer the students and staff of the Thackerville Public Schools access to the district computer network for the INTERNET. To gain access to the INTERNET, all students must obtain parental permission and must sign and return the attached form.

Access to the INTERNET will enable students to explore thousands of libraries, databases, and bulletin boards, Families should be warned that some material accessible via the INTERNET may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people, While our intent is to make INTERNET access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students and staff from access to the INTERNET, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Thackerville Board of Education supports and respects each family's right to decide whether or not to apply for access.

Access to network services is given to students and teachers who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Each user of the district computer network is responsible for his/her behavior and communications over that network. It is presumed that users will comply with district standards and will honor the agreements they have signed. Misuse or abuse of privileges provided through the School District's technology system may result in disciplinary action including possible long-term suspension from school.

Access to network services will be granted only when a student produces a Thackerville Public Schools INTERNET Access Permit. Students in grades 7 through 12 will be issued a permit when the appropriate permission forms have been returned to the office. Students must present their Thackerville Public Schools INTERNET Access Permit each time they wish to access the INTERNET. Students in grades K through 6 will only be granted access to the INTERNET in a supervised classroom setting.

To users of the Thackerville Public School network, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, or computer networks
- Changing computer, modem, or system settings
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking, bullying or insulting others
- Entering into Chat Rooms
- Receiving or sending E-Mail which does not relate to the educational process or school business

Violation of any part of this part of this policy will result in immediate suspension of electronic communication privileges, and further disciplinary measure may be taken.

## STUDENT CONDUCT

Students at Thackerville High School are responsible for their conduct during school hours, while on school property any time of day and when attending any school function. Unacceptable behavior will be addressed using the following system (Grades 6 - 12):

**Classroom disruptions will not be tolerated. The entire staff at Thackerville Public School is here to offer your child the best education possible. We offer our best and in return expect our students to come prepared to learn. Disruptions come in many forms but the most common are lack of proper supplies and poor behavior. A student not prepared for class or not willing to behave robs himself and those around him of valuable class time. For these reasons classroom disruptions will not be tolerated and will be met with the maximum punishment.**

### Class I Offenses

These violations are of a less serious nature but deemed unacceptable. They include, but are not limited to the following:

1. Consumption of candy, gum, or pop in the school building
2. Sitting on tables or desks
3. Placing feet on walls or desks
4. Possessing a cell phone or other electronic devices, without written permission from administration.
5. Use of paper wads, rubber bands, water filled balloons or water guns.
6. The use or possession of tape players, radios or C. D. players without approval from the principal
7. Failure to serve detention
8. Failure to return disciplinary slips
9. Failure to follow directions
10. Disruptive behavior (minor)
11. Refusal to work constructively
12. Minor Vandalism (including writing on your body)
13. Wearing hats in building
14. Violation of the dress code
15. Leaving class without permission
16. Games that involve Breaking Pencils or destroying other needed school supplies
17. Other actions deemed by the teacher and/or Principal.

### Class I Discipline Options

1. Contact parent
2. Detention one hour after school
3. Detention two hours after school
4. Detention three hours after school
5. Work for any of the custodians
6. Corporal Punishment (Parent approval required)
7. Suspension from school
8. In-School Suspension

**NOTE:** No student will be required to take corporal punishment (parental permission required). An administrator will do the administering of corporal punishment with a witness (certified personnel).

### Class II Offenses

These violations are of a more serious nature. The principal will determine the punishment. The discipline options represent minimums:

1. Possession or use of tobacco in any form
2. Disrespect toward a teacher or staff member
3. Profanity

4. Possession of pornographic materials
5. Violation of closed campus
6. Truancy (Including false work permits)
7. Gambling
8. Disruptive behavior (major)
9. Destruction of school or private property
10. Theft
11. Harassing other students
12. Possession of an electronic paging device
13. Disrupting the normal operation of the school
14. Fighting
15. Repeated class I offence
16. Other actions deemed by Principal

### **Class II Discipline Options**

1. Two hours detention (maximum of six hours)
2. Corporal punishment
3. Out of School suspension
4. Information turned over to authorities
5. In-School suspension
6. Additional penalty of paying for damaged property

### **Class III Offenses**

1. Destruction of public or private property (major)
2. Assaulting another student or staff member
3. Harassment/Bullying
4. Possession, use or intent to distribute illegal drug or paraphernalia
5. Possession of a dangerous weapon
6. Perpetrating a fire of any kind on school property
7. Any other misconduct of a serious nature (as defined by administration)

### **Class III Discipline Options**

All violations in this category carry a minimum of five (5) school days suspension to the home. A maximum of the remaining semester, plus one additional semester may be given. Destruction of school or personal property (damage) will carry an additional penalty of paying for damaged property.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

### **CONDUCT AT STUDENT OR OTHER PERFORMANCES**

The School District expects that student conduct at student or other school sponsored performances, whether held on or off campus, shall be respectful and appropriate to the presentation. This policy applies to band, cheerleaders, chorus, sports competition, talent shows, mascots, and other activities. Membership or participation within these extracurricular activities is a privilege and students are expected to demonstrate appropriate and respectful behavior. Likewise, the opportunity to view student or other school sponsored performers is a privilege and not a right and, because of that, can be removed when a student acts in a manner that interferes with or is disruptive to a performance.

## **DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES**

### **1. Definitions**

For purposes of this policy, the following definitions apply:

- (a) "Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).
- (b) "Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- (c) "Serious bodily injury" means bodily injury that involves –
  - (1) a substantial risk of death;
  - (2) extreme physical pain;
  - (3) protracted and obvious disfigurement; or
  - (4) protracted loss or impairment of the function of a bodily member, organ or mental faculty.
- (d) "Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.
- (e) "School day" means any day, including a partial day, that children are in attendance at school for instructional purposes.

### **2. Case-By-Case Determination**

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the District's code of student conduct.

### **3. Short-Term Disciplinary Removal**

District personnel may remove a child with a disability who violates the District's code of student conduct from the child's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

- (a) the removal is for more than ten (10) consecutive school days; or
- (b) the child has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

- (a) the series of removals total more than ten (10) school days in a school year;
- (b) the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
- (c) such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

However, in an effort to promote uniformity in the decision-making process, the Board of Education has determined that it is in the District's best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed ten (10) school days over the course of the school year, the District will follow the process identified in this policy for implementing a long-term removal.

### **4. Educational Services During a Short-Term Disciplinary Removal**

The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP or Section 504 Plan.

### **5. Notification**

On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a child with a disability because of a violation of the District's code of student conduct, District personnel will notify the

child's parents of the decision and provide the parents of children who are eligible for special education and related services under the IDEA with a copy of the District's *Parents Rights in Special Education: Notice of Procedural Safeguards* form. District personnel will provide the parents of children who are eligible for special education and related services only under Section 504/Title II with a copy of the District's *Section 504 Information and Procedural Safeguards* form.

#### 6. Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child --

- (a) carries or possesses a weapon at school, on school premises, or to or at a school function;
- (b) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or
- (c) has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

#### 7. Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District's code of student conduct, the child's IEP or 504 team will meet to review all relevant information in the student's file, including the child's IEP or 504 Plan, any teacher observations and any relevant information provided by the parents to determine --

- (a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- (b) if the conduct in question was the direct result of the District's failure to implement the IEP or 504 Plan.

The conduct will be determined to be a manifestation of the child's disability if the child's IEP or 504 team determines that a condition in either (a) or (b) of this paragraph was met.

If the child's IEP or 504 team determines that the conduct in question was the direct result of the District's failure to implement the IEP or 504 Plan, the District will take immediate steps to remedy those deficiencies.

#### 8. Determination that Behavior Is a Manifestation of the Child's Disability

If the IEP or 504 team determines that the conduct was a manifestation of the child's disability, the team will either --

- (a) conduct a functional behavior assessment, unless the District had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the child; or
- (b) if a behavior intervention plan already has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP or 504 team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavior intervention plan.

#### 9. Determination that Behavior Is Not a Manifestation of the Child's Disability

If the behavior that gave rise to the violation of the District's code of student conduct is determined not to be a manifestation of the child's disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

#### 10. Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child eligible for special education and related services under the IDEA will --

- (a) continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP; and
- (b) receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

During a long-term disciplinary removal, a child eligible for special education and related services only under Section 504/Title II will receive educational services to the same extent that a child without disabilities would receive educational services during a disciplinary removal for the same offense.

11. Appeal to Hearing Officer Under the IDEA

The parent of a child eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may –

- (a) return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child’s behavior was a manifestation of the child’s disability; or
- (b) order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a child with a disability from school or change the child’s current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

12. Providing Records to Disciplinary Decisionmaker

If the District initiates disciplinary procedures that would constitute a change of placement for a child with a disability, District personnel will ensure that the child’s special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

**EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA)**

The Board of Education has adopted a policy concerning the school district’s provision of educational services under Section 504 and Title II of the ADA. All qualified persons within the jurisdiction of the School District are entitled to a free appropriate public education, regardless of the nature or severity of the person’s disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day.

An appropriate education in the District will include:

- Regular or special education and related aids and services designed to meet individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;
- The education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;
- Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and
- Establishment of due process procedures that enable parents and guardians to receive required notices, review their child’s records and challenge identification with the opportunity for participation by parents and representation by counsel, and a review procedure.

The School District will make evaluation and placement decisions in accordance with appropriate procedures required by law. **A copy of the Thackerville School District’s complete policy regarding the education and rights of students under Section 504 and Title II of the ADA is available on the District’s web site or by contacting: Tonja Mayo, Elementary Principal.**

Retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the School District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding is prohibited.

## **HARASSMENT**

### **HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR BY STUDENTS**

The School Bullying Prevention Act prohibits peer student harassment, intimidation, bullying and threatening behavior. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

- harm another student;
- damage another student's property;
- place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term "threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

- Report harassment, intimidation, bullying and threatening behavior when it occurs;
- Take advantage of opportunities to talk to their children about prohibited conduct;
- Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
- Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
- Cooperate fully with school personnel in identifying and resolving incidents; and
- Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

### **DISCRIMINATORY HARASSMENT AND RETALIATION**

The Thackerville Public Schools is committed to providing a workplace and learning environment free from discriminatory harassment. The District prohibits harassment by students and employees, including volunteers, of any person based upon race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age.

Discriminatory harassment of a student includes any verbal, written or graphic expression or physical conduct relating to the individual's race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age, when:

1. the discriminatory harassment is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. the discriminatory harassment has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the discriminatory harassment otherwise adversely affects an individual's learning opportunities.

In determining whether alleged conduct constitutes a violation of this policy, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

Discriminatory harassment may include, but is not limited to:

1. intimidation and implied or overt threats of physical violence motivated by race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
2. physical acts of aggression or assault upon another or damage to the property of another that is motivated by race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
3. threatening or intimidating conduct directed at another because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
4. demeaning jokes, taunting, slurs, derogatory names, innuendos or other negative or derogatory remarks relating to race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
5. graffiti, slogans or visual displays, such as cartoons, posters or computer images, which depict slurs or derogatory sentiments or images relating to race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
6. criminal offenses directed at persons because of their race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age; and
7. unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, written or graphic expression or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the District's programs or activities.

Students and their parents should immediately report acts of suspected discriminatory harassment to the school principal or another administrator. In addition, such reports may be made to Tonja Mayo, Director of Special Services, Thackerville Board of Education, PO Box 377, Thackerville, OK 73459, 580-276-2630.

## **PLAGIARISM**

Plagiarism is the act of using another person's written work as your own. It is a crime and will result in a zero for that assignment. This may result in failure of that class. The use of computers and other technology has made it very easy to plagiarize but it is also easier to catch those who choose to commit this act. Our teachers will check all papers for plagiarism and will report any findings to the office with that child.

## **Roller boarding, roller-skating, and skateboarding is strictly prohibited on the Thackerville School grounds.**

## **DETENTION GUIDELINES**

1. No talking without permission for any reason
2. Do not put your head on your desk or go to sleep for any reason
3. Do not leave your seat without permission
4. No writing on the desk or walls
5. Your work area must be left clean at the end of each day
6. No food of any kind and no gum
7. No working on schoolwork. This is not a study hall.

An extra day of detention will be assigned for each day of detention missed. On the third missed day I will offer swats or suspension for that make-up day. The fourth miss will result in suspension from school until the student has served the four make-up days plus the original day. NOTE: THE STUDENT MAY HAVE BEEN ASSIGNED MORE DETENTION DURING THIS TIME AND WILL REQUIRE HIM OR HER TO SERVE THOSE DAYS ONCE RETURNING FROM SUSPENSION. A student who earns Out-of-School suspension is not allowed on school property to attend or participate in extra curricular activities.

## **Emergency Suspension**

The principal, or his assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by mail. Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing procedure.

## **SEARCH OF STUDENTS (Regulations)**

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

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

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not to be considered freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by and authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student, body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension to the board of education. 70 O. S. 24-102

## SUSPENSION OF STUDENTS

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

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
- Possession of a firearm shall result in out-of-school suspension of not less than one year
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school placement options are considered inappropriate, the principal must provide written justification, which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan proscribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

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

**Note---70 O.S. 24-104.1 and FERPA provide that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.**

**Reference: 10 O.S. 7005-1.2  
10 O.S. 7303-5.3  
10 O.S. 7307-1.2  
37 O.S. 163.2  
70 O.S. 24-101.3, 24-102, 24-103, ET seq.**

1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
2. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
3. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but will be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
4. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

### Procedural Steps to Suspension

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

1. Probation. A student may be placed on probation with or without additional disciplinary action. If the principal as a suitable alternative to suspension elects probation, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. The student's principal will impose in-school placement and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.

#### Greater than five (5) days

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.

#### Five (5) days or less

If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school, which provided for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

### **APPELLATE PROCEDURES**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.
1. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration

does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process.

- A. The Student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is appropriate. The student shall not have the right to be represented by legal counsel, unless legal counsel represents the school district.
- D. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

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

## **STUDENTS REMOVED FOR DISCIPLINARY REASONS**

Students removed (or suspended) for disciplinary reasons will not be allowed on campus to attend school functions during or after school. This includes suspension and alternative school (Take-Two). This does not apply to students at Take-Two for academic reasons only.

## **WEAPONS, DRUGS, AND TOBACCO**

**This is a drug and weapon free campus. The use or possession of tobacco, drugs, weapons are subject to federal prosecution. !!!!!!!!**

**\*\*\*Students, who smoke or use tobacco products on school property or at school activities, will be referred to the Bureau of Alcohol, Tobacco, and Firearms.**

## **TITLE IX AND SCHOOL SPONSORED SPORTS**

The Thackerville Public School system seeks to the best of its ability to comply with Title IX of the Education Amendments of 1972. Title IX requires that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is covered by Title IX and seeks to honor its commitment to equal educational opportunities, regardless of sex, in all of its programs and activities, including school sponsored sports. Equal opportunity extends to the accommodation of interests and abilities as well as treatment and benefits that accompany participation in the district's programs and activities, including school sports. The district has a nondiscrimination grievance procedure and urges any staff member, parent, guardian or student who believes that the district is not compliant with Title IX to contact the athletic director, building principal, superintendent or a board of education member in order to schedule a meeting with appropriate administration representatives or to file a formal grievance. Complaints regarding equity in school sports should be directed to: Coach Cody McCage, Athletic Director.

## **SCHOOL VISITORS**

It is the policy of the Thackerville Board of Education that all visitors at any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$5000.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. The individual as per district policy may file a grievance or an appeal.

**Reference: 70 O.S. §§ 24-131  
21 O.S. §§ 1375, 1376**

## **PARENT COMPLAINT PROCEDURE**

The Thackerville School District recognizes that parents have the right to discuss school problems with the appropriate staff person. It is hoped that the problem can be resolved as quickly and as amicably as possible. It is also recognized that there should be an orderly and timely procedure for resolving a problem. Therefore:

- A. IF THE COMPLAINT IS DIRECTED TOWARD A TEACHER:
  1. The parent should request a conference with that teacher.
  2. If no resolution is achieved during this talk with the teacher, then the parent can visit with the principal of that school.
  3. If there is still no satisfactory resolution after this meeting with the principal, a parent may visit with the superintendent.
  4. After the above steps have been taken and the problem is still unresolved, the parent can appear before the Board of Education. The decision of the Board will be final.
- B. If the complaint involves any other school related matter, Step 2 through Step 4 (listed above) should be followed. Alternately, complaints may be directed to individuals identified in the District's non-discrimination statement.

## **SCHOOL VISITORS (Grievance/Appeals Process)**

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

### **Filing a Grievance or Appeal**

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

## **Hearing**

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;

2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.

The decision of the board of education shall be final and may not be appealed.

## **IMMUNIZATIONS REQUIREMENTS**

### **ALL GRADES**

DPT	3 doses
Polio	3 doses
MMR	2 doses
Hepatitis B	3 doses
Hepatitis A	2 doses

## **NOTICE REGARDING STUDENT ORGANIZATIONS AND PARENTAL RIGHT TO WITHHOLD PERMISSION TO PARTICIPATE**

The purpose of this notice is to provide parents and guardians with certain information regarding clubs and organizations which are sponsored by or under the direction and control of the District as required by Oklahoma law. The District is not required to give notice about independent student-organized groups, as they are not groups sponsored, directed or controlled by the District and therefore, the list below does not include these groups. This notice will be provided in the District's website and in the student handbook.

The District has the following clubs and organizations which are sponsored by or under the direction and control of the District: For more information on group sponsor and requirements contact the high school office or district web site, [www.thackervilleschools.org](http://www.thackervilleschools.org).

- Gifted and Talented: Sponsor: Mrs. Ginger Mitchell, for admittance requirements contact the high school office.
- Honor Society: Sponsor: Ms. Donna Melvin, for admittance requirements contact the high school office.
- Student Council: Sponsor: Mr. Jimmy Vines, Elected by the student body and requires a minimum GPA of 3.0.
- Class Officers: Call for list of class sponsors. Elected by the class student body and requires a minimum GPA of

2.5.

Future Farmers of American (FFA): Sponsor: Mr. Chris Lemons, has 5 high school credit classes and is open to all 9-12 grade students, projects such as show animals will be at the expense of the student.

4-H: Sponsor: Ms. Rhonda Fox, is an after school program and is open to all students wishing to enroll.

Athletics: open to all students in grades 4-12, team selection will be based on number of suits, student's ability, and student's academic eligibility.

Cheerleading: Sponsors: H/S Mrs. Amber Rains, J/H Mrs. Rose Westra, Tryouts open to all 7-8 graders and 9-12 graders. Squad size is limited.

Special Olympics: Sponsor: Ms. Linda McMichael, open to all special needs students.

Fellowship of Christian Athletes (FCA): Sponsors: Mr. Scott Wilson and Mr. Ryan Gibbs, Open to all students grades 7-12.

If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations listed above, you may notify the District in writing of this fact. Please note that you may not withhold permission for your student's participation in clubs and organizations that are necessary for a required course of instruction. In addition, pursuant to Oklahoma Law, you are solely responsible for preventing your student from participating in a club or organization for which you have withheld permission and you are also solely responsible for retrieving your student from attendance at a club or organization for which permission has been withheld.

Oklahoma law states that nothing prevents a club or organization from meeting when a student who is not authorized to participate is present.

If any student clubs or organizations which are sponsored by or under the direction and control of the District are created or formed after this notice is distributed, the District will send supplemental notice through the District's website and/or by any other means it deems appropriate. This supplemental notice will also contain the name of the organization, its mission or purpose and the name of its faculty advisor.

Reference: Amendments to OKLA. STAT. tit. 70, § 24-105 via H.B. 1826 (2009).

## **OUTSIDE REQUEST FOR INFORMATION**

Personal information concerning students, and their families, or school personnel is not to be given without the approval of the school administration. Any information release shall be in compliance with the Family Education Rights and Privacy Act, Section 438 and Thackerville Schools Policy.

## **Annual Notification of Asbestos**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request.

The Thackerville Public School annually notifies all parents, teachers, and other employees by handouts. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts, flyer, etc, when they arise.

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

Administration  
Thackerville Public School