

Thomas Middle School

2009-2010

4TH - 7th Grades Student Handbook

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Thomas Middle School Handbook

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Welcome to Thomas Middle School. This handbook has been prepared so parents and students will be aware of the procedures and policies concerning Thomas School.

The mission of Holdenville Public Schools is to provide activities that lead the learner to think and interact constructively.

We desire to form a partnership with parents and students to work toward this mission.

I. SCHOOL DAY

The building is open and supervision begins at 7:45. An 8:10 bell will ring for school to begin, students arriving after 8:15 will be tardy.

If you need to talk with your child's teacher, the best time to call would be from 7:45-8:10 a.m., after 3:00 p.m., or you can call and set up a time to talk with your child's teacher.

II. ENROLLMENT REQUIREMENTS

For new students enrolling in the Holdenville School System, a copy of the student's birth certificate and immunization records are required before the student may attend. Current Oklahoma State Department of Health immunization requirements for the fourth, fifth, and sixth grades are:

One Dose Mumps and Rubella ... Two Doses Measles ... Three Doses D.T.P. and Polio.

Children following a medically approved schedule for completion of an immunization series may be allowed to attend school. Parents or guardians are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. Oklahoma's School Immunization Law allows exemptions to immunizations for medical, religious, or personal objections. The exemption forms are available from the Oklahoma State Department of Health.

Prior to entering the seventh grade students must also have:

Three Doses Hepatitis B ... One Dose Hepatitis A.

III. ATTENDANCE, ABSENCES, TARDIES, AND TRUANCY

Absences:

1. Perfect Attendance

Students who have not missed any school days, came in tardy, or checked out early will receive perfect attendance.

2. Make-up Work

It is the student's responsibility to check with the teacher for make-up work. Students can get their work when they return to school. Students are given one day for each day absent to make up assignments. If a student fails to make up for an absence, a zero will be recorded for work missed. Make up work is limited to assignments given during absence of the student. Long-term assignments are due on the date required or the next day in attendance after an absence.

***If it is an extended absence, parents may make arrangements with the principal. The final decision is with the principal.**

3. Any student that misses more than seven class periods will not receive credit for that class. A student will have to attend Saturday school on an hour for hour basis to make up absences. The maximum amount of Saturday schools a student can attend a semester is twelve. If the student is late or leaves early, the missed time will have to be completed before credit will be given. If a student is removed from make-up school for misbehavior, they will be sent home and receive appropriate consequences on Monday. Arrangements for Saturday school must be made through the principal. Out of school suspensions, homebound, and school approved activity absences are exempt from these guidelines.

Activities Absences:

Any extra-curricular activity sponsored or approved by the school's discretion is a "school activity". Per Standards for Accreditation of Oklahoma Schools 1998 rule 210: 35-17-2 (b) (3)

(B) A student may miss a class period no more than 10 times per school year due to school activities.

Homebound Absences:

Homebound absences are not true absences because the student is in attendance at home. If a student has an emergency health problem or a chronic health problem, immediate or pre-planned homebound instruction can be made available. Contact the principal’s office for details.

Tardies:

Beginning and End of School

A student will be allowed two tardies per nine weeks without penalty. A third tardy during nine weeks grading period will result in detention. A fifth tardy during nine weeks grading period will count as one day of absence. Tardies in excess of five will result in a review by the principal and Saturday school.

Students who arrive between 8:15 and 9:30 will be tardy. Students who arrive or leave between 9:31 and 1:30 will be counted a half day absent. A student who leaves between 1:31 and 2:54 will be tardy.

During School

All students who have unexcused tardies that occur between class periods will be disciplined.

Truancy:

Truancy occurs when a student leaves school without being officially checked out through the office or when a student remains away from school without the knowledge or consent of the student’s parents or guardians. Disciplinary action will be assessed.

IV. SCHOOL PROPERTY

Your child will have free use of a variety of text, library books, workbooks, and other materials. Please help provide a convenient, safe place to keep the materials if your child brings them home. Lost or damaged materials must be paid for at replacement cost.

All students will be provided with one daily planner. This will be used as a beneficial learning tool to help students keep up with assignments given, test dates, and event happenings, etc. The student will be responsible for keeping up with the planner each day. If they lose it, they will be required to purchase a new one.

Use of Planners

Students will be required to fill out their planner daily with the required assignments during each class period. Students who do not fill out the planner will be given detention. All students are expected to take their planners home each night and let their parent/ guardian sign it. The teacher will check to make sure the planners are signed each day. During each nine weeks period, the students are allowed five parent signature misses. After the fifth miss, the students will have after school detention each and every time the planner is not signed during that nine-week period. Students will be told ahead of time if they do not need to take their planners home to be signed(long holiday breaks, etc.). Students with less than three misses will be rewarded each nine week period.

V. EMERGENCY CLOSINGS

If the Holdenville School System will be closed due to severe weather conditions, the official announcement will be over the radio station and TV channel nine. Parents can also call 379-6972 for a recorded message.

VI. INJURY OR ILLNESS AT SCHOOL

If a student becomes injured or sick at school, a staff member will attend to him/her and the parent will be notified. Simple first aid will be administered.

When emergency medical attention is necessary, and neither the parent nor the person listed on the enrollment sheet can be located, the family physician will be called, or the child will be taken to the doctor or the emergency room at Holdenville General Hospital. Authorization for such action will be on file in the school office. This is unless instructions have been given to the contrary.

According to state law, any child infected with a contagious disease such as pink eye, chicken pox, impetigo, or infested with head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice.

by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing. The alternate meal will be the following: Breakfast - toast and milk; Lunch - cheese sandwich and milk.

Prices for Thomas Middle School are \$1.25 for breakfast and \$2.00 for lunch. Students qualifying for reduced-price meals will be charged \$.20 for breakfast and \$.40 for lunch.

X. CLASSROOM VISITATION

Thomas teachers welcome visits from parents. A parent who takes an active role in their child's education encourages the child's progress. Parents wishing to visit a classroom are required to phone the school (379-6661) to schedule an appointment. Scheduling in advance avoids disrupting the classroom routine. Any visitor must check in at the office and be escorted by a school employee to the classroom.

Non-enrolled students may not visit the classrooms.

XI. PERSONAL PROPERTY

For the identification and protection of personal property, articles such as coats, jackets, sweaters, gloves, lunch boxes, etc. should be labeled. Personal books should also contain the child's full name.

Students are not allowed to bring c.d.'s, c.d. players, headphones, etc. Toys, trading cards, knives, toy guns, hard balls, and bats are not allowed. On occasion, a teacher may grant permission for toys to be brought into the classroom. **The school will not be responsible for personal property that has been lost, stolen, or damaged.**

Students are not allowed to pass out invitations at school.

No skateboards

If any of these items are confiscated they will be taken to the office and the parent/guardian will have to come to the school to get them.

XII. ELECTRONIC DEVICES

Students are not allowed to bring phones, recorders, radios, MP3 players, IPOD's, CD players or any other electronic device to class or to classroom buildings. These items may be used when on activity trips, but use will be confined to the bus and will not be allowed in any building, contest, field or gymnasium. Students violating this rule will face disciplinary action. Possession of any material with inappropriate content will result in disciplinary action for the student in possession as well as the supplying student. The school will not be responsible for lost, damaged, or stolen personal equipment. Recorders for education use in class are permitted.

Cell phones need to be turned off and turned in to the office or home room. Cell phone use is prohibited during regular school hours.

XIII. DRESS GUIDELINES

Beginning the 2010-2011 school year Thomas Middle School will implement an additional dress code. In order to promote school pride and unity among students, students will be required to wear school colors. We will encourage students to wear these items on certain days in the spring semester. The new dress code will be as follows:

Student's pants, shirts, or skirts must be khaki, black, or denim. Shorts and skirts must still be of the proper length. Student's shirts must have a collar and be of solid school colors royal blue or gold.

For the 2009-2010 school year the dress code will be as follows:

Students should be allowed to dress casual and comfortable. Following are guidelines to be used:

- a. No see through apparel.
- b. No midriff should show.
- c. No alcohol, tobacco, obscene, suggestive or disruptive slogans on clothing.
- d. Shorts and skirts should be of appropriate length: while standing the bottom of the garment must not be any higher than the width of a dollar bill. Undergarments beneath shorts or skirts do not exempt this guideline.
- e. No tight biker shorts or tank tops as outer garments. Tank tops must have a t-shirt underneath.
- f. All sleeveless tops must be at least a dollar bill width on the shoulder and back.
- g. No spaghetti straps, halter tops, or tube tops.

- h. No bands or gang suggestive articles.
- i. Hats or head coverings are not allowed in the building during regular school hours (Head coverings for religious reasons will be permitted).
- j. Sleeveless jerseys should not hang down from underneath the arm by more than three inches or a t-shirt must be worn under it.
- k. No skate shoes
- l. No rolling backpacks
- m. No cleats
- n. No chains

XIV. FLOWERS AND GIFTS

In order to minimize disruption of the educational process and to maintain an atmosphere of safety and security, all flowers and gifts delivered to Holdenville Schools must be pre-arranged through the building principal. If balloons are delivered to the school, students must have someone pick them up. Balloons will not be allowed on the buses for safety reasons. All individuals including parents, visitors, and vendors must report to the school office before contacting students or employees.

XV. GRADES AND REPORTS

Communication between the home and school is important. We begin the year with an Open House early in the school year to get acquainted. During October, a conference day is scheduled to discuss student progress. Student progress is reported eight times during the year with six progress reports and two report cards. Parents are encouraged to request an STI personal identification number (PIN) for access to their student's STI grades and lesson plans. Parents are encouraged to call the school and arrange a conference or telephone conference any time they wish to discuss their student's progress.

Grading scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, Below 60 = Failing. For seventh grade eligibility will go out every Monday for any extra-curricular event. All students failing one or more classes will be placed on probation for one week. If the student is failing one or more classes for two or more consecutive weeks, the student will be deemed ineligible for extra-curricular activities.

XVI. DISCIPLINE

The discipline plan at Thomas School is based on the Board of Education policy 540.000. The following is a summary of our discipline policy at Thomas School. It is based on these ideas:

- 1. All students can behave correctly.
- 2. All students deserve an orderly place to attend school.
- 3. Students should know the rules. The rules should be consistent and equal for all students.
- 4. Those who choose not to follow the school rules should know the consequences of their choice.
- 5. If students are breaking the rules, parents should be informed and involved in the solution.
- 6. Correct behavior should be recognized and rewarded

Rules for the common areas (recess time, cafeteria, and halls)

- 1. Follow directions- stay in assigned areas- rules of play- use of facilities, equipment, and etc.
- 2. Specific rules will be given to students.
- 3. Students will not fight or assault others- this includes promotion of or encouraging a fight through gossip, note writing, relaying information, etc.
- 4. Students will not possess dangerous objects. (knives, guns, etc.)
- 5. Students will not damage or steal property. (public or private)
- 6. Students will not chew gum at school.

Students will not disrupt the educational process- this includes violence, noise, coercion, threat, intimidation, vulgar language, verbal abuse, passive resistance or conduct to cause the disruption or obstruction of any process of the school.

Consequences:

- a. Conference with the teacher- he/she may be required to stand with no talking or playing for the remainder of the period.
- b. Recess detention
- c. Conference with the principal
- d. After school detention- parents notified
- e. In school detention
- f. Saturday school
- g. Corporal Punishment. Parents who do not want corporal punishment for their child shall provide a written notice to the school of their request.
- h. Suspension out of school for up to 10 days- may use corporal punishment as an option instead of items three through six
- i. Suspended for up to one year- parents have the right to request a hearing
- j. Student may be required to repair or replace the damaged property
- k. Students suspended two or more times will not be allowed to participate in any school sponsored field trips.

Classroom rules:

All of the common area rules apply. Teachers will post specific rules and consequences in their room, give a copy to the principal, and send a copy to the parents on the first day of school.

Examples of consequences for students who are sent to the principal from the classroom:

1. Conference with student
2. Recess detention
3. After school detention- parents notified
4. In school detention
5. Saturday school
6. Suspended out of school up to 10 days- may use corporal punishment as option for items two through five
7. Suspended up to one year- parents have the right to request a hearing
8. Students may be required to repair or replace the damaged property

If a student cannot stay for an after school detention on the day given, it is the parents' responsibility to call or send a note to make arrangements for an alternate date. If a student does not stay for after school detention and no other arrangements were made ahead of time by the parent, the student will get another day of detention added.

A conference may be requested with parents before a student is released from any level of discipline.

Alternative actions may be used upon mutual consent of the parent and principal.

Any time a student is suspended out of school, parents will be notified. All missed work is expected to be completed.

Parents are always welcome to provide input on their child's discipline, but the principal shall be the final authority.

Any act that may violate local, state, or federal laws will be referred to appropriate authorities.

Short term out-of-school suspension: Consists of ten or fewer days whereas long term out-of-school suspension is any suspension greater than ten days.

Method of Appeal to a Committee: An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school decision is received by the student, or by his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the superintendent determines that the period of out-of-school suspension is greater than ten school days, the procedures applicable to long-term out-of-school suspensions must be followed.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was not a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday thru Friday.

Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education.

If no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

Method of Appeal to the Board of Education for Out-of-School Suspensions Greater than Ten Days

An appeal can be requested by letter to the Superintendent of Schools or to the Board of Education Clerk.

If no appeal is received within two days after the decision of the committee is received by the parent or student, the decision of the committee will be final. A direct appeal to the Board of Education requires the student and parent or guardian to file the written request for appeal within two days of the principal's decision.

Hearing the Appeal: The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent or guardian and student will have the right to an "open" or "closed" hearing at their option. Reasonable effort will be made to accommodate the work schedule of parents.

Out-of-school suspensions shall include an individualized plan of education which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by circumstances of the out-of-school suspension.

The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, and social studies. A copy of this plan shall be provided to the student or the parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's education progress until the student is re-admitted into school.

XVII. PROFICIENCY-BASED PROMOTION/ ACCELERATION

During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by proficiency testing. A student may earn and receive credit in any core course by taking a proficiency test and scoring 90% or better. The procedure for placement of students enrolling for the first time in the Holdenville School District shall be as follows:

1. Students entering grades 1 through 8 shall be placed according to, but not limited to one or all of the following:
 - A. Results of criterion testing, or mastery, or district average, whichever is lower in basic skills in grades 1 through 8.
 - B. Proficiency Testing – All credits entered on student transcripts will have a letter grade assigned to commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by: proficiency examination, admission examination from private non-accredited schools, and admission examinations for enrolling home-schooled students.
 - C. Reviewing of student record-documentation from non-accredited schools that may include course work, text books, or other curriculum related material.
 - D. Standardized achievement test results.

- E. An assessment prepared by Holdenville Public Schools.
- 2. Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Holdenville Public Schools *Individual Education Plan* placement team. These students will be required to satisfy the admission criteria which is appropriate for their ability.
- 3. All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated using the *Grading Scale* listed in this handbook.
- 4. In all cases the building principal's decision will be final and may not be appealed.

XVIII. GENERAL CODE OF CONDUCT OF STUDENTS

Any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place has a direct and immediate affect on maintaining order and discipline in the school shall be subject to the disciplinary procedures set out in this handbook, including suspension and/ or expulsion.

XIX. STUDENT SEARCH POLICY

A search of a student, student's property, or lockers may be conducted for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering of stolen property.

XX. DRUG-FREE HOLDENVILLE SCHOOLS

A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community as a whole, the Holdenville Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-third, fourth- sixth, and seventh- twelfth.

B. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful.

C. Standards of conduct that are applicable to all Holdenville School students prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities.

D. Disciplinary sanctions are listed below.

E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office.

F. Standards of conduct are outlined in paragraph "C" and disciplinary sanctions in paragraph "D" will be part of notification to parents and students.

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 require that State as well as local education agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

(Federal regulations can be examined through the school office)

Disciplinary Action for Distribution

Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (two semesters). The term contraband as used in this policy includes any dangerous or controlled substances as defined by Oklahoma statutes or alcoholic beverages of 2.0 alcoholic content or more. Reports to the JSU, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed. Students who possess, try and distribute, or distribute contraband materials (even though it may not actually be such) may face a penalty half that for an offense that actually involves contraband (controlled dangerous substances).

Disciplinary Action for Possession of Drugs or Alcohol (as defined by Oklahoma statutes)

If any student is in possession of or under the influence of drugs or alcohol at school or during a school function, the following will occur:

- 1. 1st Offense: The student will be placed in O.S.S. or the Alternative School for thirty days with minimum of ten days at level one. Loss of Extracurricular. The first offense may be reduced by 50% if the student:

- A. Has impeccable attendance, behavior, and academic work while attending the Alternative School;
 - B. Satisfactorily participates in drug and Alcohol rehabilitation program at JSU or approved agency.
 - C. Passes a minimum of two consecutive weekly drug/alcohol tests administered by JSU or approved agency
2. 2nd Offense: The student will be suspended ninety days. Loss of Extracurricular.
3. 3rd Offense: The student will be suspended one hundred eighty days. Loss of Extracurricular.

Disciplinary Action with Intent to Distribute

Intent to distribute will be determined by the quantity of contraband in a student's possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school. The first offense for intent to distribute will be punishable by suspension from school for ninety days or for the remainder of the current semester, whatever is greater. The appellate procedures for this suspension will be the same as any other type of student suspension.

XXI. STATEMENT OF RIGHTS

FERPA—Family Educational Rights and Privacy Act

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 ("Eligible Students") certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student's education records within 45 days of Holdenville Schools receiving the request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of Special Education records will be supplied free of charge.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

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

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure without consent. The Holdenville Public School District proposes to designate the following personally identifiable information contained in a student's education records as "directory information" and it will disclose that information without prior written consent. (as permitted by P.L. 99-31):

1. The student's name
2. The student's grade level (I.e., kindergarten or tenth)
3. The student's participation in officially recognized extracurricular activities.
4. The student's achievement awards and honors.
5. The student's weight and height, if a member of an athletic team.
6. The student's photograph.
7. Parent's Name
8. Students Address
9. Students Date of Birth
10. The school district previously attended

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Within the first three weeks of each school year, the Holdenville School District will publish in the Holdenville News the above list, or a revised list, of the items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) that they refuse to permit the school district to release or publish information designated as directory information about their student.

XXII. ASBESTOS STATEMENT

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at Thomas School and at the superintendent's office located at 210 Grimes Street, Holdenville, Oklahoma.

XXIII. CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should be also on file with the school.

All staff is instructed to refer any questions to the appropriate building principal or the superintendent.

Unless we have a copy of the court decree, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent/teacher conference (not necessarily together in the same conference)

XXIV. BICYCLE HELMETS

The principals and other administrators of Holdenville Public Schools fully support practices in bicycle safety by all students. This especially includes the wearing of protective headgear by riders. We believe that we must do all we can to prevent serious head injuries to people who ride bicycles. Therefore, we encourage students to wear helmets if they ride their bike to any school site.

XXV. CIVIL RIGHTS COMPLIANCE STATEMENT

The Holdenville Public Schools, District I-035 hereby gives notice that they do not discriminate on the basis of race, color, national origin, sex, qualified handicap, or veteran in the educational programs or activities they operate. The school district complies with federal and state regulations for implementing Title VI, Title IX, and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Students or employees who have complaints of discrimination based on race, color, national origin, sex, qualified handicap, or veteran should direct them to the official assigned to investigate such allegations. The responsible officer for Holdenville Public Schools, District I-035 is Jeff Colclasure, Assistant Superintendent, Administration Building, 210 Grimes Street, Holdenville, Oklahoma 74848-4036.

XXVI. PROHIBITING POLITICAL ACTIVITY DURING SCHOOL TIME

Except when running for a school office, no student shall use school time or resources to promote political purposes. No petitions or other documents for such purpose shall be developed or circulated during school hours.

XXVII. SEXUAL HARRASSMENT POLICY

It is the policy of the Holdenville Public School District to maintain learning and working environment that promotes treating people with dignity and respect. Sexual harassment undermines that effort and is legally classified as discrimination on the basis of sex. Therefore, Holdenville Public Schools will not tolerate or condone any form of sexual harassment by employees, students, or third parties of the district. It is no defense to claim of sexual harassment that the alleged harasser did not intend to harass.

Definition:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in an educational program or activity; or
2. Submission to or rejection of such conduct is used as a basis for evaluation, particularly in making employment, academic, or activity decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education or activity, work performance, or creating an intimidating, hostile, or offensive education or employment environment.

This policy applies to all students, all district employees (including administrators, teachers, and support staff) and all third parties of the district. Third parties of the district are defined as any individual who enters the school premises who is not a student or an employee. This includes visitors, parents, contractors, consultants, and vendors.

I. Sexual harassment can occur staff to student, student to student, staff to staff (male to male, female to female, female to male, and male to female). Sexual harassing behaviors, as defined above, may include but are not limited to:

1. Verbal harassment or abuse: derogatory comments, slurs, jokes, epithets, and sexually suggestive slang.
2. Pressure for sexual activity: continuing to express sexual interest after being informed that the interest is unwelcome. (reciprocal attracting between peers is not considered sexual harassment)
3. Unwelcome touching or sexually offensive pranks: bra snapping, skirt "flip-ups", pulling down someone's pants/ shirt and pinching.
4. Unwelcome non-verbal activities: leers, stares, gestures, blocking movement, display of sexually suggestive objects, pictures, or cartoons.
5. Suggesting or demanding sexual involvement as a means to control, influence, or affect the career, salary, and/or work environment of another employee or to affect the educational opportunities, grades, honors, programs, or activities available to students at or through the school.

II. Reporting, Investigating, and Sanctions

A. It is the policy of the Holdenville Public School District to encourage anyone who believes that they have been subjected to sexual harassment to come forward with such claims. To report alleged acts of sexual harassment:

1. Students who feel that they have been subjected to sexual harassment are encouraged to report the incident(s) to an appropriate teacher or school administrator. If the student's immediate teacher or administrator is the alleged offender, the report will be made to the next level of supervision or administration or to any responsible adult person. A grievance report form will be provided to document the incident(s) and must be completed as part of the documentation necessary to resolve the claim.

2. School district employees who feel they have been subjected to sexual harassment are encouraged to report the incident (s) to the site administrator or to the superintendent if the site administrator is the harasser. A grievance report form will be provided to document the incident(s) and must be completed as part of the documentation necessary to resolve the claim.
3. School district employees and third parties are responsible for reporting alleged violations of this policy in accordance with the district's sexual harassment complaint procedures.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred would be investigated and resolving complaints of sexual harassment. The superintendent may designate others to assist in the investigative process.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to: verbal warning, written reprimand, mandatory harassment training, transfer, suspension, demotion, or termination of employment subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment while involved in a school activity shall be subject to disciplinary action which may include, but not limited to: verbal and/or written warning or reprimand, counseling, mandatory harassment training, community service, or suspension consistent with the student discipline code.

III. Coverage

A. This policy applies to all students, all district employees (including administrators, teachers, and support staff), and third parties of the district. Third parties of the district are defined as an individual who enters the school premises who is not a student or employee. This includes visitors, parents, contractors, consultants, and vendors.

B. This policy applies to students and employees in connection with the entire academic, educational, extra-curricular, athletic, and other programs of the school whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location or elsewhere.

IV. Retaliation Prohibited

The district will discipline any covered individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint. Retaliation includes, but is not limited to: any form of intimidation, reprisal, or harassment.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

XXVIII. BULLYING

It is the policy of the Holdenville School District that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student will be subject to bullying, cyber bullying, hazing, harassment, or any other form of persecution by student or employee whether connected to a fraternity or organization or not.

For the purpose of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his/her power unfairly and repeatedly to hurt someone else.

For the purpose of this policy, violence is defined as any word, look, sign, or act that hurts a person's body, feelings, or things.

This policy does not intend to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

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

Reference: 21 O.S. 1190

Adopted by the Holdenville Board of Education on July 8, 2002.

XXIX. INHALER POLICY

A student who has been granted permission by the district to self-administer inhaled asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times.

**INTERNET AND OTHER COMPUTER NETWORKS
ACCEPTABLE USE AND INTERNET SAFETY POLICY
HOLDENVILLE PUBLIC SCHOOLS**

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

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

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

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

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including personal information such as address and phone number, credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
6. **Internet Filter Bypass.** Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. It is a violation of this policy to deliberately attempt to disable or circumvent the Internet Filtering Software. This includes any form of “hacking” into the system or using proxies to gain access to unacceptable sites.

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

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

Privacy

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

Failure To Follow Policy

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

Warranties/Indemnification

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

Updates

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

**REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

**CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees
Policy EFBC, Computer Use
Policy EFEA, Using Copyrighted Materials**

EFBGA-R1

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

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

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

1. Be polite. Messages should not be abusive to others.

2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

EFBCA-R2

INTERNET FILTERING (REGULATION)

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

Educating students to be "net-smart;"

Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

Using "Acceptable Use Agreements;"

Using behavior management practices for which Internet access privileges can be earned or lost; and

Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

___ **Nudity/Pornography**

- ___ Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- ___ Provocative semi-nudity (e.g., lingerie models)
- ___ Sites which contain pornography or links to pornographic sites
- ___ **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

___ **Sexuality**

- ___ Sites which contain material of a mature level (elementary/middle school levels)
- ___ Images or descriptions of sexual aids
- ___ Descriptions of sexual acts or techniques
- ___ Sites which contain inappropriate personal ads

___ **Violence**

- ___ Sites which promote violence
- ___ Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- ___ Graphic autopsy or crime-scene images

___ **Crime**

- ___ Information of performing criminal acts (e.g., drug or bomb making, computer "hacking")
- ___ Illegal file archives (e.g., software piracy)

___ **Drug Use**

- ___ Sites which promote the use of illegal drugs
- ___ Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- ___ **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

___ **Tastelessness**

- ___ Images or descriptions of excretory acts (e.g., vomiting, urinating)
- ___ Graphic medical images outside of a medical context
- ___ **Exception:** Graphic medical images within a medical context

___ **Language/Profanity**

- ___ Passages/words too coarse to be softened by the word filter
- ___ Profanity within images/sounds/multimedia files
- ___ Adult humor (e.g., sexually or racially tinged)

NOTE: The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

___ **Discrimination/Intolerance**

- ___ Material advocating discrimination (e.g., racial or religious intolerance)
- ___ Sites which promote intolerance, hate, or discrimination

___ **Interactive Mail/Chat**

- ___ Sites which contain or allow inappropriate e-mail correspondence
- ___ Sites which contain or allow inappropriate chat areas

___ **Inappropriate Banner Acts**

- ___ Advertisements containing inappropriate images

___ **Gambling**

- ___ Sites which allow or promote online gambling

___ **Weapons**

- ___ Sites which promote illegal weapons
- ___ Sites which promote the use of illegal weapons

___ **Other Inappropriate Material**

- ___ Body modification: tattooing, branding, cutting, etc.

___ **Judgment Calls**

- ___ Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites be Blocked

If district staff members observe a site which they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

REFERENCE: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

EFBCA-E

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is less than 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the 2009-2010 school year only.

HMS CHEERLEADER RULES AND REGULATIONS

TRYOUTS

1. Tryouts will be held and cheerleaders will be selected in the spring for the following year. Tryouts are open to all students enrolled in Holdenville Middle School that are entering the seventh and eighth grades. All interested students must have a contract turned into the middle school cheer sponsor no later than the date set by the sponsor. As many as eight (8) cheerleaders may be selected for each middle school squad. A score of at least sixty percent must be attained to make the squad.
2. When contract is turned in each candidate will be given details about the cheer clinic that is highly recommended to attend to learn tryout material.
3. If you are on the middle school ineligible list or are failing any class you will not be allowed to tryout.
4. All candidates trying out must sign in before 3:30pm in the high school auditorium on the date set by the sponsor. If they arrive after that time they will not be allowed to try out. Each candidate will be assigned a number when you sign in at tryouts.
5. The cheerleading squad will be selected by an impartial three-member panel of judges. These judges will be selected by the sponsor from college or university cheerleaders that are not from Holdenville. Outside impartial sponsors or advisors may be used. Tryouts will be held after school in the high school gymnasium. Student's trying out for cheerleader will be required to wear plain white tops and solid blue or gold shorts. NO CHEERLEADING LOGOS on clothes or shoes. Applicants will be judged on appearance, technique and motion of cheer, voice, enthusiasm, and jumps. Only participants, sponsors, and principals will be allowed in the gym for tryouts. All other students and parents may wait in the auditorium. Only judges will vote the outcome of the tryouts. They will receive no input from any student or adult including school officials.

ELIGIBILITY CRITERIA

1. All candidates/cheerleaders must meet and maintain eligibility as set forth in the HMS Student Handbook and by the OSSAA.
2. If a cheerleader becomes academically ineligible, they will not be allowed to cheer at games or at pep assemblies, but is still required to attend practices and perform all duties. Academic ineligibility counts as an unexcused absence.
3. In the event that a cheerleader must relinquish their position on the squad, it will be at the sponsor's discretion to fill the opening with the next highest score above 60% from the tryout list. If this date is late in the cheering season, then the position will not be filled.
4. Cheerleaders must be in good standing on game day to participate.

CONDUCT

1. A cheerleader should at all times conduct herself in such a way as to avoid bringing discredit or dishonor to their school, team or cheerleading squad. A report of misconduct will result in a disciplinary conduct conference and possible suspension from the squad. Any cheerleader suspended more than once will be removed from the squad.
2. Possession of alcohol, drugs, drug paraphernalia or cigarettes will result in permanent suspension from the squad.

PERFORMANCE GUIDELINES

1. Chewing gum, drinking pop or eating will not be permitted while on the field.
2. Cheerleaders will stand at attention between cheers and chants. Practicing cheers and chants or other routines makes a squad appear unprepared.
3. No cheerleader will behave in such a way that draws criticism from the crowd.
4. Cheerleaders should not visit with anyone from the stands during a game.
5. Duties for calling cheers and carrying signs and equipment will be rotated through the football season.
6. Cheerleaders will at all times show the utmost respect for coaches, sponsors, teachers, administrators, officials, cheerleaders and players from both schools. Anything less than full respect could result in permanent removal from the squad.
7. Cheerleaders should be on the field, in formation, by the time set by the sponsor. Cheerleaders will cheer all four quarters of the game and spread throughout the entire crowd area during time-outs, as allowed by OSSAA. Time will be allowed for break after halftime performance as set by the sponsor.
8. Cell phones should be turned to silent or off while cheering and during practices. If the sponsor sees it or hears it during these times, it will be taken to the office and may be picked up the next available school day.

ATTENDANCE

1. Required attendance at school during the day will follow the HMS Student Handbook and OSSAA for determining eligibility to participate in cheerleading activities.
2. A cheerleader is expected to cheer/participate/attend all scheduled cheer activities, including games, practices, fundraisers and pep assemblies. Any four (4) unexcused absences will result in permanent removal from the squad. (In other words, removal will take place on the fourth unexcused absence.)
3. If a student is absent from school on the day of a scheduled sporting event, they will not be eligible to participate in the event that evening unless the absence is caused by a school approved circumstance.
4. Excused absences include the following and must be approved in advance by the sponsor: personal illness or accident, funeral or death in the family, special school activities. NOTE: Out of town trips, doctor appointments, parental grounding, and family problems are not excuses for missing required practices and/or activities. Practices will not be set around anyone's personal schedule.

5. Tardies are not acceptable. You must be dressed and ready to cheer at practice and game arrival times. Three tardies will equal one unexcused absence.

UNIFORMS

1. On game days uniforms may be worn during pep assemblies ONLY. Everyone will wear matching uniforms during games. If available, team cheer shirts and jeans may be worn to school on game days if approved in advance by the sponsor and principal. All cheerleader uniforms are to be approved by the building principal prior to their purchase.
2. Uniforms are to be kept neat and clean. During the school year, each cheerleader is responsible for the upkeep of his/her uniform.
3. Uniforms and shoes are to be worn only for game days, games, and pep assemblies. At no time will any part of the uniform be worn by anyone other than the cheerleader. Allowing someone else to wear part of your uniform could result in the uniform being taken from the cheerleader and temporary or permanent removal from the squad.
4. Failure to have the appropriate uniform at a game will count as one unexcused absence.
5. Uniforms must be returned at the end of the football season. Your uniform should be returned in good condition.
6. Lost or damaged uniforms must be paid for by the cheerleader.
7. During practice, cheerleaders must be dressed in athletic attire, including cheer shoes.
8. Restrictions on jewelry are strict for the safety of all cheerleaders and set by the OSSAA. No jewelry will be allowed at performances or practices.
9. Hair is to be worn neatly. Long hair should be worn in a ponytail when stunting and at games. Hair ribbons that are provided must be worn when in uniform.

TRAVEL

1. A cheerleader must travel to away games on the school bus or school transportation. A cheerleader may ride home with their parent/guardian only if the parent/guardian contacts the sponsor at the end of the game and checks them out. A cheerleader cannot leave with anyone else. Any exception to this policy must be made with the principal in advance, as per the student handbook.
2. At the end of home games/practices and upon return on the bus from away games, cheerleaders are expected to return home the same way they arrived (i.e. drove, carpooled, etc.). Once the cheerleaders are dismissed at the school, parents/guardians are responsible for their child.

INSURANCE AND PHYSICAL EXAMINATIONS

1. All cheerleaders must have a physical and proof of medical insurance affidavit on file before the first practice. If severe injury and/or illness occur, cheerleaders must have a doctor's written permission to resume cheerleading activities.
2. Signed permission to stunt must be on file before a cheerleader participates in stunting activities.

PRACTICE

1. Attendance is required at all scheduled practices.
2. Cheerleaders are to be dressed appropriately for practice. Athletic wear and cheer shoes are required. Jeans are not acceptable dress. **NO JEWELRY.**
3. Safety will be the paramount concern at all practices. At no time will the squad practice stunting without a sponsor present.
4. Practices will be held every Monday and Wednesday from 3:30 to 5:00. This may be subject to change.
5. If you have to miss practice, you must call your sponsor or Middle School Principal **BEFORE** practice.