

# Perkins-Tryon Middle School



**2017-18 Student Handbook**

## PERKINS-TRYON MIDDLE SCHOOL

Dear Student,

Welcome to Perkins-Tryon Middle school. On behalf of the faculty and staff, we look forward to having you as a contributing member of this school as you fulfill your educational goals. We hope you take advantage of the academic and extracurricular opportunities here to prepare you for high school and beyond. This student handbook is designed to assist you in having a successful and enjoyable year. While it may not answer all of your questions, it serves as a guide for students and parents and provides information about the policies, procedures, and expectations of our school.

Sincerely,

Jerry Burnett  
Principal

**NOTE: Any situation not specifically addressed in this handbook is left to the discretion of the principal or designee.**

### BELL SCHEDULE

8:15 – 9:12	-	1 <sup>st</sup> Period
9:17 – 10:10	-	2 <sup>nd</sup> Period
10:15 – 11:08	-	3 <sup>rd</sup> Period
11:08 – 11:38	-	Lunch
11:43 – 12:36	-	4 <sup>th</sup> Period
12:41 – 1:34	-	5 <sup>th</sup> Period
1:39 – 2:32	-	6 <sup>th</sup> Period
2:37 – 3:30	-	7 <sup>th</sup> Period

Students are given five (5) minutes between classes. This is adequate time to take care of personal business and hygiene needs. Unless students are remaining at school for authorized school activities, they are to depart the campus by 3:35 pm.

Points of Contact:

Phone: 405-547-5715

Fax: 405-547-5761

Web: [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us) (individual e-mail addresses can be found under Middle school, Academics)

SAFE-CALL Helpline: 1-877-723-3225, ext. 651

## Table of Contents

<u>Topic</u>	<u>Page</u>
After School Detention	11-12
Alcohol / Narcotics Violations	25
Asbestos Statement	20
Attendance	3-4
*Perkins City on Truancy	21-22
Bell Schedule	2
Bullying, Harassment, Intimidation	11
Cafeteria	16-17
Cell Phone / Electronic Devices	15
Cheating & Plagiarism	10
Classroom Interruptions	6
Closed Campus	7
Cyber Bullying	9
Damages/Liability	14
Disciplinary Policy	10-11
Dress Code	6
Eligibility	17
FAPE	19
FERPA Rights	18-19
Fighting	15
Fire, Tornado, Security Drills	7
Fundraising	17
Hall Passes	16
Honors Math	5
Illness at School	16
Insurance	17
Internet Policy	7-9
Leaving Campus	7
Lockers	16

<u>Topic</u>	<u>Page</u>
Makeup Work	5
Medication	7
Moment of Silence	6
No School Procedures	16
Parent Conferences	16
Parent's Right to Know	20
PDA (Public Display of Affection)	14
Proficiency Based Promotion	5
Prohibited Items	15
Promotion Policy	5
Punishment Guidelines	10
Report Cards	5
Scheduling	5
Scholastic Honors	5
School Activities Policy	9
School Bus Policy	9
Semester Test Exemption	4
Semester Tests	4-5
Sexual Harassment	14
Special Education Public Notice	19
Sportsmanship	6
Student Directory	17
Student Responsibilities	3
Suspension of Student	12-13
Telephone Procedures	6
Textbook Policy	6
Tobacco Possession	15
Tornado Drill	7
Tutoring	16
Vandalism	14
Weapons in School	14

## STUDENT RESPONSIBILITIES

Middle School students have reached a level where they are expected to accept responsibility for their education and personal conduct. Teachers are not required to supply pencils, pens, paper, calculators, binders, etc., to students. Basic student responsibilities include:

- Be on time to school and class.
- Have materials needed for class (pencil, pen, paper, book, etc.).
- Utilize time between classes for personal needs.
- Comply with dress code standards.
- Keep valuable items secured in locker.
- Behave appropriately.

## ATTENDANCE POLICY

No single factor does more to aid a student's successful progress in school than regular attendance. The purpose of this policy is to provide uniformity in student attendance recording and to explain the penalty assessment for absenteeism among secondary schools in the Perkins-Tryon School System.

1. In order to receive credit for completing a course, students must be in attendance at school a minimum of 90% of the time each semester. This amounts to a maximum of ten (10) absences per semester. All absences are counted in computing minimum attendance and Perfect Attendance. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy.

A student who has not been in attendance ninety percent (90%) of the time will not receive credit for the course in question. NC or No Credit will be placed on his/her transcript for each course affected.

Appointments, illness, or hospitalization substantiated by a doctor's statement will be waived. Any extended absence deemed unavoidable by the school principal may be waived. (At the time the situation exists, the student and/or parents must contact the building principal to request a waiver of penalty.) Students have an opportunity for a waiver to be considered at the end of each semester. All exceptions to this policy must be requested in writing to the attendance

office by the parents/guardians or students no later than 3:30 pm on the last day of each semester term. An attendance committee composed of the counselor and chosen faculty will review these requests and make a determination.

All work missed during a period of absence must be made up, unless student is truant. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

2. Any examination or test, announced during the student's presence in class or which is regularly scheduled (semester tests), which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

3. **Definition of Truant:** A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts.

A student who is absent due to truancy shall not have the opportunity to make-up work missed. A grade of "0" indicating "*no credit*" shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester tests.

The practice of the use of suspension as the primary form of discipline for truancy is not advisable unless the student has already reported to school and leaves the school grounds, in which case a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, and if possible, a conference should be scheduled.

4. **Tardy.** The policy for time out of class will apply any time a student arrives after the bell has rung. Tardies will be recorded by the semester. A student who is more than 10 minutes late to class will be considered absent from that class.

A student is tardy if the student is not in the assigned room when the tardy bell rings or must leave the room after the bell to get required materials needed for that class. Three tardies per class will result in an office referral for tardiness by the teacher. Students may not remain in halls, bathrooms, commons area, etc. after the bell rings. Students may not make up any activities missed by being tardy unless excused by the building principal.

A student will be excused with no penalty with a note from either staff or office personnel.

5. **Check Out / In** – Once a student arrives at school he/she must check out prior to leaving school during the school day. The student's parents or guardian must be advised prior to checking out to go home. Middle school students may not check out of school the period immediately preceding their lunch or their lunch period unless a parent, guardian or individual on their check out list comes to the office during this time to sign the student out. A student may not take another home unless approved by the building principal. A student that is absent and did not check out may be deemed as truant. A student that missed first hour must check in at the office prior to attending class.

## ATTENDANCE PROCEDURES

If a pupil must be absent, the parents should call the Middle School Office at 547-5715 by 9:00 a.m. the day of the absence. If the absence is for medical reasons, a doctor's note should be provided to the school within three (3) days of the student returning to school. The registrar will be available at 8:00 a.m.

to receive phone calls and sign admits. If the student does not bring a note or the parent has not called the office, the absence will be marked "UNEXCUSED" and the student will not be allowed to make-up the work missed. An automated phone call will go out at 10:30 am to you if your student has been marked unexcused. If parental notice is not received by the following day the student will be treated as truant.

## Semester Test Exemption Policy

To encourage regular attendance and good grades, every Perkins-Tryon student, grades 6 -12, have the opportunity to qualify for exemption from taking semester tests at the end of each semester. Qualification for exemption is calculated separately for each class that a student attends. Students may earn a semester test exemption with following criteria for attendance and grade average:

Grade Average	Maximum Absences
A	3
B	2
C	1

The following procedures apply to test days (last two days of the semester):

- Day 1, even hour classes (2, 4, 6) will be tested.
- Day 2, odd hour classes (1, 3, 5) will be tested.
- Period 7 classes will utilize regular times both days.
- Students who are in school must attend class may read or study for another test as long as they are not a distraction.
- Students who do not need to attend all test sessions on a given day will only be allowed to leave school early for the day if they are checked out by a parent or guardian. No exceptions.
- **All absences**, except school activities and excused medical absences are counted. Suspension days are counted as absences. No exceptions.
- The cut-off for calculating grade averages and absences is two days prior to Semester Testing.

## SEMESTER TESTS

**Students are not permitted to take semester tests earlier than scheduled for all students.**

Students who leave school before the end of the semester, and who plan to return at the start of the

next semester, shall receive a zero grade until the semester test has been completed. It shall be the responsibility of the student to "make-up" a semester test within 5 school days after the end of the 1<sup>st</sup> semester and within 10 calendar days of the 2<sup>nd</sup> semester. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the building principal.

## PROMOTION POLICY

Decisions concerning promotion are based on many factors that might influence a student's performance including age, maturity, grades and other individual factors; however, a student's academic performance is the primary indicator of the student's success at school. Therefore, in order for students to be promoted to the next grade level, they are required to demonstrate mastery in the basic content areas of language arts, math, science, and social studies. Students must pass math and language arts for the year in order to be promoted to the next higher grade. Credit Recovery may be offered for students failing to meet these requirements.

## SCHOLASTIC HONORS

Any student who makes straight A's will be listed on the **Superintendent's Honor Roll**. Others making grades no lower than a B will be listed on the **Principal's Honor Roll**. The top 10% of the High School students the previous two semesters shall be declared as members of the State Honor Society.

## ADVANCED MATH

Students will be tested during the last semester of 6<sup>th</sup> grade to determine eligibility for enrollment in Advanced Math. Additional selection criteria is based on classroom performance, Oklahoma standardized test (OCCT) results, teacher recommendations, and parental permission. Students in the Advanced Program will be scheduled as follows:

7<sup>th</sup> Grade – Pre-Algebra

8<sup>th</sup> Grade - Algebra I

There are high expectations for honors math. Failure to turn in assignments and consistent low academic performance is unacceptable for honor students. Honor math students that receive two (2) zeroes for failing to turn in assignments, fail to make up absent work on time, or fall below a 75% average at the end of the first nine weeks/semester, and may be removed from the Advanced Program at the Principal's discretion.

## SCHEDULING

The school counselor is responsible for the class scheduling of all students. All inquiries referencing student schedules should be addressed to the counselor for resolution. Student schedules will not be changed after the first two days of school except for academic necessity as determined by the administration. Class assignments are based upon what students have requested during preregistration.

## INSTRUMENTAL MUSIC

Students may be permanently removed from band for disciplinary reasons, failure to remain academically eligible, or inability to show adequate progress. New students transferring in during the school year will be required to audition with the band director prior to placement.

## PROFICIENCY BASED PROMOTION

Perkins-Tryon students are eligible to take part in the Proficiency Based Promotion program.

The Proficiency Based Promotion allows secondary students to advance in the core curriculum areas if they perform at 90% levels on designated assessments. Assessments will be done twice during the school year. Contact the school counselor for further information.

## MAKEUP WORK

All work missed during a period of absence must be made up, unless a student is truant. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

## REPORT CARDS

Report cards are issued to students at the end of each semester. Progress reports are made during the fifth (5), ninth (9), and fourteenth (14) week of each semester to notify the parents of their students' progress.

Only the semester grades are recorded on the permanent record. Grades appearing on report cards and the permanent records are:

Excellent	A	90-100%
Above Average	B	80-89%
Average	C	70-79%
Below Average	D	60-69%
Failure	F	Below 60%

### MINUTE OF SILENCE

All students and staff are asked to observe a minute of silence. They may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in exercising their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the time of silence. Students will be notified when the minute of silence is over.

### TEXTBOOK POLICY

District owned textbooks are issued each semester. Students are responsible for returning textbooks in good condition. Students will pay for lost or damaged textbooks. If a textbook is found later, the price of replacement will be refunded.

### CLASSROOM INTERRUPTIONS, MESSAGES, AND DELIVERIES TO SCHOOL SITES

Perkins-Tryon Public Schools value the learning experiences that take place in the classroom environment. Frequent interruptions of the learning environment tend to disrupt the continuity of the instructional process and the time lost from class is irretrievable. It is the policy of the district to limit classroom interruptions as much as possible. Therefore, the school office will no longer accept deliveries such as flowers, balloons, and other types of gifts for students.

All visitors must check in through the office and receive a visitor's badge to wear while they are on campus. Any unauthorized visitor will be asked to leave the building. Student visitors to the school during school hours are prohibited.

### TELEPHONE PROCEDURE

Permission must be obtained from a school official before the telephone can be used. Teachers will not allow students to leave class to make phone calls until all class work is completed. Emergencies are an exception.

### DRESS CODE

All students are expected to dress and groom themselves neatly in clothes that do not detract from the educational process. Administration will make the final determination on all reported dress code violations. The following are the dress code guidelines for the Perkins-Tryon Middle School:

- Shoes must be worn at all times. No spurs, spikes, house shoes etc.
- Any clothing made specifically to exhibit the back or stomach is prohibited.
- Tank tops with large arm holes and or spaghetti straps, net shirts, half shirts, shirts not fitted under the arm, or other shirts of this nature are not allowed, unless t-shirts are worn underneath them.
- No visible cleavage.
- Pants with holes above the knee where skin or undergarments are visible are not allowed.
- No sagging. Pants are to be worn at the waist level.
- Hats, caps, hoodies, head bands, bandanas, scarves, and any type of headgear are not to be worn in the school buildings.
- Clothing that displays any lettering, figures, illustrations, or anything that implies vulgarity, immorality, or the use of alcohol, and/or drugs is prohibited.
- Clothing shall be of such length as to not be offensive or disrupt the educational process.
- Any apparel or accessories that suggest involvement in gang activity or detracts from the educational process is prohibited.
- Students not in compliance will be required to make arrangements or to change out of unauthorized clothing before returning to class.

### SPORTSMANSHIP

All of our athletic teams and activity groups represent our school when they perform or participate. Therefore, it is of utmost importance that your behavior be conducive to the image we want to display of our school. Anyone behaving in any way that does not project a favorable image of Perkins-Tryon Middle School will be removed from the activity. Students will be subject to Oklahoma Secondary Schools Activities Association and local Board of Education guidelines for student eligibility. Following the guidelines of the OSSAA, no artificial noise makers will be allowed in the gym. Good sportsmanship involves everyone and a few basic principles:

- Courtesy toward teachers, fellow students, all fans in attendance and the officials of the event.
- Pride in what PTMS endeavors to accomplish and has accomplished.
- The ability to win or lose gracefully while maintaining the high standards of good sportsmanship

## **FIRE, TORNADO & SECURITY DRILL PROCEDURES**

A fire and tornado evacuation plan is posted in each room. Students should study the plan and become familiar with it. In the event of a fire or fire drill, the fire alarm system will ring continuously. Students will evacuate the building to an assigned place (see posted map.) Teachers and students will remain outside until notification from an administrator.

In the event of a tornado or tornado drill, all students and faculty should move to the designated safe rooms.

Security Drills are used and in place when there is an immediate or potential threat to the school such as an intruder or a need to restrict movement of students. Security measures minimize access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in place in a room until the situation has been declared safe by an administrator, School Resource Officer, or local police.

## **CLOSED CAMPUS**

Perkins-Tryon Middle School is a closed-campus school. Students may not leave during the lunch period. Several choices for lunch are offered through the cafeteria. Students may also bring their lunch.

## **LEAVING CAMPUS**

No student shall be allowed to leave school once they arrive on campus before the time assigned for dismissal without being excused by the principal. **STUDENTS WILL "CHECK OUT" AND "CHECK IN" THROUGH THE MIDDLE SCHOOL OFFICE ANY TIME HE/SHE IS LATE, MUST LEAVE EARLY, OR RETURNS TO SCHOOL AFTER AN APPOINTMENT.** Leaving campus without permission is subject to disciplinary action which may include suspension.

## **MEDICATION**

No medicine shall be administered to students by school personnel unless a form authorizing to

administer medicine has been signed by the parent or legal guardian. Teachers are not permitted to administer medicine.

The principal or designated school employee will oversee and record any filled prescription or non-prescription medication a student uses or takes. All medicines will be properly stored in a designated location and will not be readily accessible to anyone other than school employees designated to administer medicines.

Pursuant to 70 O.S. 1-116.3, the Board of Education of the Perkins – Tryon School District permits students to self administer inhaled asthma medication in accordance with the conditions and guidelines established by the Board of Education. Appropriate forms may be picked up in the office.

## **INTERNET AND SCHOOL COMPUTERS POLICY**

Parents must read and sign the following Use of Internet information before their students may use the Internet. Forms are available in the high school office.

## **TERMS AND CONDITIONS FOR USE OF INTERNET**

Please read the following carefully before signing your name and your child's name of the last page. This is a legally binding document.

Internet access is now available to students and teachers in the Oklahoma Public School Districts. We are very pleased to bring this to our schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the school environment by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- electronic mail communication with people all over the world,
- information and news,
- public domain and shareware of all types,
- discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics,
- many university catalogs

With access to computers and people all over the

world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Perkins-Tryon (P-T) Schools and the Oklahoma State Department of Education (OSDE) have taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a P-T user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. Disciplinary measures up to and including suspension may be imposed. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

## INTERNET TERMS AND CONDITIONS

### 1. Acceptable Use

The purpose of National Science Foundation Network (NSFNET) which is the backbone network to the Internet is to support research and education in and among academic institutions in the United States and internationally by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with education objectives. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.

### 2. Privileges

The use of school computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a P-T faculty member pertaining to the proper use of the network. The school administrators and

teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Inappropriate use may result in disciplinary action up to and including suspension from school.

### 3. Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Your messages, either by e-mail or chat groups should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or inappropriate graphics or text.
- Do not reveal your personal address or phone number or that of other students or colleagues.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- Do not use the network in such a way that you would disrupt the use of the network by others.
- All communications and information accessible via the network should be assumed to be private property.

### 4. Responsibilities and Warranties

The Perkins-Tryon Schools and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied for the service it is providing. The school will not be responsible for any damages suffered as a result of loss of data resulting from delays, non deliveries, missed deliveries, or service interruptions caused due to negligence, error or omissions. Use of any information obtained via the Internet or school hardware is at the user's own risk. The school is not responsible for the accuracy or quality of information obtained.

### 5. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a system administrator/teacher will result in cancellation of user privileges as well as other disciplinary actions up to and including suspension. Any user identified as a security risk or having a history of problems with other computer systems may

be denied access to Internet.

## 6. Vandalism

Vandalism will result in cancellation of privileges as well as other disciplinary action up to and including suspension. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Students should be aware that vandalism may be considered a criminal offense.

Students should be aware that **vandalism** may be considered a **criminal offense**.

## 7. Exceptions of Terms and Conditions

All items and conditions as stated in this document are applicable to the Oklahoma State Department of Education, NSFNET, and Perkins-Tryon Schools. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

## 8. Privacy

Users have no expectation to privacy to anything they either access or place on district-owned computers, and appropriate school personnel may monitor usage.

The Perkins-Tryon School District has purchased and installed an internet filtering/blocking system at all sites which is in full compliance with the Child Internet Protection Act.

## 9. Cyber Bullying

Cyber bullying is where one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

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

It is the policy of Perkins-Tryon Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy

will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

## SCHOOL BUS

Buses are provided for the convenience of those who live a great distance from school. In order to assure the safety of those who ride the bus, it is necessary that everyone who rides the bus be well behaved: no scuffling, throwing objects, standing up while the bus is in motion, or loud noises. Each student must sit where the bus driver designates and follow the instructions that will be given each student. Failure to obey the bus driver may result in you losing your privilege of riding the bus.

Due to seating capacity and safety we can no longer transport additional students due to sleepovers, parties, etc. It will be necessary that other arrangements be made to pick up and transport those children.

Complaints concerning route or bus behavior should be reported to the transportation director, 547-5708, or the building principal.

The following bus procedure will be followed in case of emergency:

In case of tornado, all students will exit via front door, move forward from the bus and lie face down in a ditch with hands covering head or enter a culvert if one is available.

In case of an accident in which the back door is blocked and the front is open, students will exit from front. Move away from the accident to a safe distance. If the front door is blocked and back door is free, two designated older students will exit first then assist other students to exit from the back door and move to a safe distance.

If both doors are blocked the driver or designated students will knock out a window or windows assisting students to exit through these windows.

In case of injury give first aid only. Do not move an injured person unless there is danger in the immediate area.

## SCHOOL ACTIVITIES

During the year a number of trips are taken by

different activity organizations such as band, athletic teams, etc. The school sponsors these trips and has a direct responsibility to the parents for the safety and well being of students who make these trips. For that reason, no student can be excused to remain in the town visited or return by other means of transportation except that provided by the school or the parents. It is the responsibility of the parents to notify the proper sponsor at the conclusion of the activity if the student is to ride home with the parents. Students who are ineligible will not be allowed to attend field trips during the school day, athletic trips, or career tech competitions and activities.

Students participating in school activities are responsible for all work missed and are not given extra days to complete those assignments. Students participating in field trips must have a completed Student Activity Form on file with the office two (2) days prior to the activity in order to be allowed to attend.

### CHEATING AND PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student's homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy answers from your test or quiz;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project, quiz, assignment or test, receiving a lower overall grade in the class, detention or suspension.

### DISCIPLINARY POLICY

The school's primary goal is to educate, not discipline. However, when the behavior of an

individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior. In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case.

Fighting is defined as mutual participation in an altercation. Both participants in a fight will be dealt with in a manner appropriate to the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact a teacher or administrator.

In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances. In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

Conference with Student	Detention
Conference with Parent	Financial Restitution
Police Involvement	Out-of-School Suspension
½ hr After-School Detention	Clean Up or Repair
1hr After-School Detention	Loss of Privileges

Any other disciplinary action deemed appropriate to the situation.

### PUNISHMENT GUIDELINES

The following are examples of infractions and the expected consequences for those behaviors. These are guidelines only, and at the discretion of

administration disciplinary action may be revised. Students engaging in offenses that are criminal in nature and violate laws will be referred to law enforcement for prosecution.

- 3x tardy = Teacher submits discipline referral.
- Tardy referrals:
  - 1<sup>st</sup> & 2<sup>nd</sup> offense = ½ hr detention
  - 3<sup>rd</sup> – 4<sup>th</sup> offense = 1 hr detention
  - 5<sup>th</sup>–6<sup>th</sup> Offense = 2x1 hr detention
  - 7<sup>th</sup> + = out of school suspension
- Classroom disruption referrals:
  - 1<sup>st</sup> - 3<sup>rd</sup> offense = ½ hr detention
  - 4<sup>th</sup> & 5<sup>th</sup> offense = 1 hr detention
  - 6<sup>th</sup> Offense = 1 day suspension
  - 7<sup>th</sup> + = additional day suspension
- Cheating (Academic)
  - Zero for the assignment
  - Repeats: detention/suspension
- Fighting/Sexual Harassment/**Racial Slurs**
  - 1<sup>st</sup> offense = 5 day suspension
  - 2<sup>nd</sup> offense = 10 day suspension
  - 3<sup>rd</sup> offense = 45 day suspension
- Verbal Abuse toward School Employee:
  - 1<sup>st</sup> offense = 3 day suspension
  - 2<sup>nd</sup> offense = 6 day suspension
  - 3<sup>rd</sup> offense = 9 day suspension
- Possession/Use of Tobacco:
  - 1<sup>st</sup> offense = 3 day suspension
  - 2<sup>nd</sup> + offense = additional 3 days
  - Includes electronic smoking/K-2
- Possession/Use of Alcohol:
  - 1<sup>st</sup> offense = 10 day suspension
  - 2<sup>nd</sup> + offense = + 10 days
- Truancy
  - 1-3 days suspension
- Vandalism
  - 1-5 days suspension
  - + cost of repairs
- Threat to Harm Student
  - 1 day to long term suspension
- Threat to Staff
  - 5 days to long term suspension
- Assault & Battery of Student:
  - 5 days suspension minimum
  - Referral to law enforcement
- Assault & Battery of Staff
  - Current semester or current and next
- Knives / Other Weapons:
  - 1<sup>st</sup> offense: 3 days suspension
  - Repeated offenses: doubled
- Fire Arms:
  - Long-term suspension, by law
- **Stealing Property**
  - **Minimum 3 day suspension, referral to local law enforcement**
- Illegal Drugs : Unannounced inspections of

the contents of pockets and or purses/backpacks if suspected of being in possession of prohibited, stolen or illegal items.

- 90 day suspension
- Bus Suspension Policy (G-113) Policy serves as a guide. Severe misbehavior may cause loss of bus riding privileges immediately.
  - 1<sup>st</sup> offense = student conference
  - 2<sup>nd</sup> offense = 5 day loss of bus riding privileges
  - 3<sup>rd</sup> offense = minimum of 20 day suspension.
  - 4<sup>th</sup> offense = Possible loss of privileges for the year.

For safety and security reasons, cameras will be used in areas outside and inside the building as well as on our school busses. Students should be aware their actions may be monitored.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes at 70 O.S. Section 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

- “Harassment, intimidation and bullying” include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

In an effort to establish a common understanding by all students of what is meant by the term “bullying,” and to promote greater respect for each individual student, a common definition has been established and will be emphasized in the school system: *A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and it has been reported.*

Harassment, intimidation and bullying are specifically

prohibited by the Perkins-Tryon School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. Section 24-100.

### **AFTER-SCHOOL DETENTION (ASD)**

After-School Detention (ASD) is used as an alternative to out-of-school suspension. ASD is designed to improve student behavior after they return to class. A certified teacher will be on duty during detention periods. Students that break the rules of ASD may be given additional days to serve or placed in out-of-school suspension. Students assigned to ASD will be placed in the next available slot. Times will not be adjusted to accommodate the student, sports or other school activities. It is the student's responsibility to show up on time, bring appropriate school work, and bring a book to read. Parents are responsible for arranging transportation requirements. Sleeping, talking, and the use of electronic devices are prohibited. After-School Detention times are as follows:

- ½ hour = 3:35 – 4:00
- 1 hour = 3:35 – 4:30

### **STUDENT SUSPENSIONS - PROCEDURAL RULES AND REGULATIONS**

The principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or any school facility under the control of the school district, or for off campus activities having an adverse affect on the school district, or in attendance at events where the school is represented off campus.

- Immorality or profanity.
- Truancy.
- Violation of written school rules, regulations, or policies.
- Assault upon another student or person.
- Adjudication as a delinquent for an offense that is not a violent offense (Note: A violent offense includes those offenses that are exceptions to the term "non-violent offenses" in Oklahoma criminal laws. Also, violent offenses include the offense of assault with a dangerous weapon but not assault).
- Possession of an intoxicating beverage or low-

point beer or under the influence of an intoxicating beverage or 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 facsimile of a dangerous weapon. Possession of a firearm shall result in out-of-school suspension of not less than one year.
- Possession of a controlled dangerous substance or under the influence of a controlled dangerous substance or possession of a facsimile of a controlled dangerous substance (See: Uniform Controlled Dangerous Substances Act).
- Conduct disruptive to the operation of school.
- Conduct which jeopardizes the safety of others.
- Willful disobedience of the request of any school official in the performance of such school official's duties.
- Off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.
- Harassment, intimidation and bullying.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionality and legally sound procedures is approved with regard to the administration of discipline in Perkins-Tryon Public Schools:

- a. The hallmark of the exercise of disciplinary authority shall be fairness. Effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
- b. A teacher has the authority to remove a student from class temporarily. The teacher shall call for office personnel to accompany the student to the office and shall file with the principal a written statement of reasons for the student's removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action. Students suspended for a violent offense which is directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher.
- c. If the principal determines that suspension from school is appropriate, the length of the suspension will be precisely stated and will not exceed beyond the current and succeeding semester except for firearms possession.
- d. Prior to any suspension from school the principal shall consider and apply (if appropriate) alternative

in-school placement options (reassignment to another classroom, in-school detention, alternative school setting or other options).

e. For those students suspended for more than five days, an educational plan will be developed by the principal. This plan will be designed for the eventual reintegration of the student. The plan will cover the core subjects in which the student is enrolled and outline the procedure for education. Students will receive credit for work completed. Parents will receive a copy of the plan and be responsible to provide a supervised, structured environment and monitor the student's progress.

f. At the time that the principal informs the student of suspension from school, the principal will notify the student that he/she has been suspended from participation in extra-curricular school activities as well. In the event of a student or parents appeal of the suspension, the principal will determine if the suspension from extra-curricular school activities remains in effect as assigned or is postponed pending results of the appeal process. In either event, the decision whether to enforce the suspension from activities is the principal's and cannot be appealed. Students who have been suspended from school may not be in the campus area or attend or participate in extracurricular activities during the time he/she is suspended.

g. Guidelines for due process procedure in student suspension from school:

#### **Step 1**

**Evidentiary Hearing:** Prior to any suspension, a student shall be given an oral or written notice of the charges against him/her. The student shall have an opportunity to present his/her version of the incident or circumstances involved in the accusation.

#### **Step 2**

Following the evidentiary hearing with the student, the parents shall be notified by phone (if possible) and certified mail concerning the suspension and the act committed. The principal shall make and retain a record of the letter. A copy shall be sent to the superintendent.

#### **Step 3**

In the letter, the parents shall be advised of the procedure for appeal of the suspension. For all out of school suspensions, the right of the parents or eligible student's first appeal is to an appeals hearing committee. The committee is to be comprised of one administrator and two teachers appointed by the superintendent. The three committee members must not have been actively associated with the case in any way prior to the appeal hearing. The committee has the duty of determining the guilt or innocence of

the pupil and the reasonableness of the term of the suspension. The hearing shall be recorded on tape; legal counsel should not be present. Once a hearing has been requested, the student must be readmitted to class pending the outcome of the hearing, unless the student's behavior was such that required an emergency suspension. Parents will be informed of the committee's decision in writing within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise. In cases involving out of school suspensions of ten (10) days or less, the decision of the appeals hearing committee shall be final.

#### **Step 4**

In cases involving student suspensions of more than ten (10) days, should the parent desire to appeal the committee's action to the Board of Education, they would notify the superintendent within five (5) school days that the students are actually in session during the school year, or five (5) business days otherwise of receiving notice of the committee's action. The superintendent shall schedule a hearing before the Board of Education and shall notify the student and his/her parents or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the board hearing procedure.

a. The charges against the student shall be stated in clear and concise terms and must be in writing.

b. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present if desired.

c. The student shall be given an opportunity to give his/her version of the facts and their implication. He/she should be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called upon to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.

d. The student shall be allowed to observe all evidence offered against him/her.

e. A record must be kept of the hearing.

f. The hearing authority shall state within a reasonable time after the hearing its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.

g. Emergency Suspensions: The principal, or his/her 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 the emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified or registered mail. Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing

period.

Once a hearing before the Board of Education has been requested, the student will be readmitted to school pending the hearing unless the student's behavior required an emergency suspension. The hearing authority shall state its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered. At the conclusion of such hearing, the Board will render a decision and such decision will be final.

## **DAMAGES - LIABILITY OF PARENTS**

### **OKLAHOMA STATUTES - Section 658**

The state or any county, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (2,500.00). (23-10)

## **VANDALISM**

Students found guilty of showing disrespect for or causing damage to school property or property belonging to school employees, or any vandalism while under the supervision of school personnel are subject to disciplinary action. Vandalism is an extremely serious offense and may result in a student being suspended from school for the remainder of the school semester and the succeeding semester. Perkins-Tryon Middle School shall be entitled to recover damage in an amount not to exceed \$2,500 from the parents of any minor who shall maliciously or willfully destroy property belonging to the school. (School Laws of Oklahoma, Sec. 632). Damage under \$2,500 is a misdemeanor, damage over \$2,500 is a felony (OK Statue 21-1760).

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate in the classroom, halls, or anywhere on the school grounds. Inappropriate PDA includes but is not limited to hand holding, kissing, excessive hugging, and inappropriate touching. Violators will be referred to the office for disciplinary action.

## **SEXUAL HARASSMENT**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its students.

### **1. Sexual Harassment**

For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, inappropriately pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding", "teasing", double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's subject."

Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The district assumes the responsibility to have any graffiti or unauthorized writings removed immediately. The perpetrator is responsible for the cost of removal.

### **2. Report, Investigation, & Sanctions**

It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The district has the responsibility of investigating and resolving complaints of sexual harassment.

Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process

requirements.

## WEAPONS IN SCHOOL

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

Possession and/or use of any dangerous or deadly weapon or any item purported by the possessor to be a dangerous or deadly weapon in any school building on school grounds, in any school vehicle or at any school sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives of any kind; death star, mace, bows and/or arrows, crossbow and/or arrows; blow gun, dart gun, clogs, fireworks, chains, or any other objects that can reasonably be considered a weapon or dangerous instrument.

The possession or use of any such weapon may require that police be notified and appropriate disciplinary action will be initiated in accordance with school disciplinary policy. In the enforcement of these regulations principals may authorize:

- unannounced inspections of pupils desks and lockers
- inspections of automobiles driven to school by pupils
- inspections of the contents of pockets and/or purses/backpacks if suspected of being in possession of prohibited, stolen or illegal items

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law

enforcement authority.

## TOBACCO POSSESSION AND USAGE

State Law Sections 1241 and 1242 prohibits students from possessing or using tobacco of any type (smoking, dipping, chewing) on school property (grounds, buildings or vehicles), during the regular school day, and at school activities. Students will be suspended if they have any type of tobacco on school property. Incident will also be referred to the School Resource Officer.

## ALCOHOL AND NARCOTICS VIOLATIONS

Any student reporting to school or a school activity under the influence of, in the possession of, or consuming any alcoholic beverage or any dangerous controlled substance, will automatically be suspended from school. Incident will also be referred to the School Resource Officer (SRO).

## FIGHTING

Fighting will not be tolerated. Violators may be suspended from school and may not return until their parents are notified of the circumstances and there is reasonable assurance the difference of opinion has been resolved. Incident will also be referred to the School Resource Officer (SRO) or local police.

## PROHIBITED ITEMS

Certain items have no place in school and are prohibited. Some examples of these items are laser pointers, radios, CD players, skateboards, electronic games, MP3 players, and iPods. Beverages purchased by students off campus are not allowed inside the school. If a soda is purchased on the way to school, it is to be consumed and disposed of before entering the building.

Aerosols and sprays are to be brought to school for hygiene purposes only. At school they are to be kept in your locker at all times and are not allowed in classrooms. In respect of others, these items are not to be used in common areas.

### Cell Phone / Electronic Device Violations

Cell phones and other electronic devices (MP3, iPod, etc.) are not to be used once the morning bell has rung to begin school. Students are allowed to use these devices during lunch from 11:08-11:38. The school is not responsible for these items should they

be lost, damaged, or stolen at school. Middle school students may not use electronic devices or cell phones during the school day unless special arrangements have been made through the middle school office. Parents who need to contact their children should call the school office. The message will be delivered to the student at the parent's request. If used the item will be taken from the student and turned in at the office. The following procedures will be used for violators:

- 1<sup>st</sup> Offense: Device can be picked up by student at the end of the school day.
- 2<sup>nd</sup> Offense: Student will be placed in ASD 30 minutes. Student can pick up device at end of the school day.
- 3<sup>rd</sup> Offense: Student will be placed in ASD 60 minutes. Student can pick up device at the end of the school day.
- 4<sup>th</sup> Offense: Student will be placed in ASD. 60 minutes. Student can pick of device at the end of the school day.
- 5<sup>th</sup> Offense: Student will be suspended for one day.

## **MISCELLANEOUS**

### **HALL PASSES**

No student is permitted in the halls during classes without a hall pass issued by his teacher. Teachers have been instructed to issue hall passes only in extreme cases, so it is important that students use the phone, etc. before school or between classes. If a student wishes to talk with the Principal, he/she should leave his/her name in the office and wait to be called.

### **TUTORING**

Tutoring is usually available after school, Mon-Thur, funds permitting. Teachers designated as tutors are there to assist all students, grades 6-8, in core subjects. Any student may receive help from designated tutors.

### **PARENT CONFERENCES**

Parents are welcome to visit the school at any time. Parents who desire to confer with a teacher should first secure permission in the Principal's office. The periods from 7:55 to 8:10 a.m. and 3:30 to 4:00 p.m. have been reserved for special conferences with teachers not on duty. Each teacher will also be available for conferences during planning periods. These periods have been set aside so that the

teachers will not be interrupted from their important duties of instruction.

## **ILLNESS AT SCHOOL**

A student who becomes ill at school should report to the principal's office. Every effort will be made to contact parents or guardians. Injuries will be treated by teachers or office personnel. Students are to leave prescribed medication and aspirins in the middle School office during the day. Office personnel are not permitted to give medication to students without written permission from the parents.

## **"NO SCHOOL" PROCEDURE**

In case of "no school" because of bad weather, parents will be notified by the automated calling system. Information is also available on radio station KSPI (F.M. 94) and television station KFOR Channel 4, Oklahoma City.

## **LOCKERS**

Students will be given the opportunity to have a locker assigned to them. Periodic locker checks will be made throughout the year. The locker is school property and may be inspected by school officials at any time without notice to the students. It is unwise to leave valuables or money in unlocked lockers. You are encouraged to buy a lock so that you may secure your belongings. Food and beverages are not to be stored in lockers.

## **CAFETERIA**

School food service is available in each attendance center. Menus are planned to provide nutritious and well-balanced meals that offer a variety of foods. Meals are planned on a six-week cycle and are constantly revised according to the students' likes and request/suggestions. All meals meet the requirements as established by the State Department of Education and the United States Department of Agriculture.

Good nutrition is to a child's health as reading is to education. Good food habits have a direct bearing on the health of a child; that health, in turn, has a direct bearing on the child's ability to learn.

The lunch count for each day is made by 9:00 a.m. Each child or family will have a meal account set up. Reminders are sent home weekly stating the account balance. A student will not be able to charge a meal unless prior clearance is made through the office. If money is owed on the account, only five charges are

allowed after which an alternate lunch will be served at no charge. Sack lunches may be brought by students.

Families are encouraged to complete an application for free/reduced meals. You should receive an application the first day of school. You can pick one up in the office or cafeteria at any time. If you qualify for free or reduced priced meals and do not want to take advantage of this program, let the cafeteria know and they will take care of it. There are several programs in our school that are dependent on the number of approved free/reduced applications we receive. All information on applications will remain confidential.

The Perkins-Tryon Schools Food Service Department encourages parents to visit the school and have lunch with their children at various times during the year. We do ask that you notify the office the morning that you plan to visit so we may have an accurate lunch count.

## **CAFETERIA STUDENT RESPONSIBILITIES**

Students should walk quietly to the cafeteria. Students should remember silverware, napkins, and milk when going through the serving line. Soft voices and good table manners are expected. Students should always leave a clean table and floor for the next class.

Any behavior resulting in a disturbance or mess in the cafeteria may result in the student being subject to disciplinary action. Theft from the cafeteria will not be tolerated and will result in suspension.

In accordance with Federal Law and the United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write to USDA, Director of the Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW; Washington, D.C. 20250-9410 or call (202 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **FUND RAISING ACTIVITIES**

Fund raising activities, such as sales, car washes, etc., are the main source of income for classes and clubs; but these activities should be held to a minimum. The principal's office and the Board of

Education govern fund raising activities; therefore, fund raising activities must be approved in advance.

## **STUDENT ELIGIBILITY**

Oklahoma Secondary Schools Activity Association rules and guidelines will be followed concerning student eligibility in all extra-curricular events. Students are to conduct themselves as representatives of their families, their school, and their community at all times. Failure to do so may result in athletic penalties as determined appropriate by the coach and/or administration. These penalties may include suspension or dismissal from the team. Eligibility will be posted weekly on Friday. Students cannot expect grades for work completed later than Monday of that week to be posted. Academic eligibility will be checked beginning the fourth week of each semester and each succeeding week thereafter.

### **Athletics & Eligibility**

Athletes ineligible to participate for three (3) consecutive weeks due to academic failure will be removed from the team and placed in offseason training for the remainder of the semester. At the end of the semester the student will be rescheduled out of athletics.

Students that fail more than two subjects for the semester will be ineligible to participate in extracurricular activities during the first six (6) weeks the following semester.

## **INSURANCE**

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

## **PERKINS-TRYON STUDENT DIRECTORY INFORMATION**

The Perkins-Tryon School District will maintain and release "directory information" as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce students participating in activity programs, and announce class members.

“Directory information” is defined as these:

- Student’s name
- Student’s age
- Grade level classification
- Students’ participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas, certificates, awards and honors received
- Parent or lawful custodian’s name
- School in this district attended by the student
- Student statements, photographs, audio or videotapes which identify the student’s participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the internet.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent.

Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

## FERPA: Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

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.

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

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights.

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **SPECIAL EDUCATION - PUBLIC NOTICE**

Many children are born with or acquire physical and/or mental conditions which handicap their normal growth and development. Many of these conditions can be improved or corrected, but failure to recognize or deal with a problem may result in an unnecessary life-long handicap, according to Perkins-Tryon Officials.

A federal law, P.L. 94-142, states that all handicapped children have available to them "a free and appropriate public education which emphasizes special education services designed to meet their unique needs."

The education for All Handicapped Children Act is based on the right of all American youngsters, with no exceptions, to an education. Its primary goal is to give every handicapped child, from the mild to the most severe, the learning opportunities necessary to become as self-sufficient and productive as possible.

Who are the children with special needs? The children sought are those with problems who are not getting special education. This includes children in and out of school, ages 1-21 years. Children with severe handicaps which may include: physical, crippling or orthopedic disabilities, speech or language disabilities, emotional, behavioral or social problems and learning disabilities.

How are special children recognized? The following early warning signs are some of the most common indications that a problem may exist:

**Vision:** If the child is often unable to locate and pick up small objects within reach or holds head in an awkward position when turning to locate a particular person or object; or frequently rubs eyes, complains that eyes hurt, or has reddened, watering or encrusted eyelids; or sometimes or always crosses one or both eyes.

**Language:** If the child cannot say a few words by 18 months or phrases by three years; or is talking in short sentences by age four; or is not understood by people outside the family by age five.

**Social Skills:** If the child does not play simple games by age one or imitate parents doing routine household chores by age two or three, or does not enjoy playing alone with toys by age three; or does

not play group games by age four or willingly share and take turns by age five.

**Thinking:** If the child does not react to his or her own name when called by age one; or is unable to identify basic body parts by age two; or does not understand simple stories by age three or does not give reasonable answers to simple questions by age five; does not seem to understand the meaning of the words "today", "tomorrow", and "yesterday" by age five.

Not every warning sign is listed. If for any reason you may suspect that a child may have special needs you are urged to seek help immediately -- do not wait until the child enters school before dealing with the problem.

For more information, contact the Perkins-Tryon Public Schools, P.O. Box 549, Perkins, Oklahoma, 74059, or call 405-547-5713.

## **FREE APPROPRIATE PUBLIC EDUCATION**

All Children with exceptional educational needs for whom this public agency is responsible are provided with a free appropriate education (FAPE) as defined by state and federal statutes.

Special education and related services are provided to all eligible children with exceptional needs.

This district assures services to the following students:

- Ages birth through 21 years for severely handicapped children who have not completed a secondary program;
- Ages 3 through 21 who have not completed a secondary program;
- Education to non-handicapped children is available to a proportionate number of handicapped children;

Section 504 of Rehabilitation Act of 1973, 29 U.S.C. 794: "No otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Contact person for Section 504 of the Rehabilitation Act is Ken Latham, 405-547-5715

Title VI of the Civil Rights Act of 1964, 45 U.S.C. 2000d: "No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be

subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681-1683: "No person in the U.S. shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Contact person for questions concerning Title IX is Bobby Siima.

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 the main office if you wish to see it.

### **PARENTS RIGHT-TO-KNOW POLICY**

At the beginning of each school year, Perkins-Tryon School District shall notify the parents of each student that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the students' classroom teachers, including, at a minimum, the following:

- a. Whether the teacher has met State qualification and licensing criteria
- b. For the grade levels and subject areas in which the teacher provides instruction.
- c. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- d. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- e. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition parents may request and a school shall provide to each parent –

- (i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
- (ii) timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided under this paragraph shall be in an understandable and uniform

format and, to the extent practicable, provided in a language that the parents can understand.

### **ASBESTOS STATEMENT**

Perkins-Tryon Public Schools continually update the Asbestos Inspection and Management Plan which is available for review in the Superintendent's Office.

### **SAFE-CALL HELPLINE**

SAFE-CALL is a toll-free confidential hotline for students, parents, teachers, neighbors and anyone concerned about the safety of their local school. Call us when you know of any activity threatening your school. This program is sponsored by the Oklahoma Department of Education, State Superintendent of Schools, and the Title IV, Safe and Drug-Free Schools Program.

Once a call is made to SAFE-CALL, a caller is given a case number, which allows the caller to call back in three school days to learn what has happened as a result of his/her call. Callers are asked for the name of their school, the town where they reside and for specific information about any potential danger. The call is then immediately transcribed and sent to local school officials, who receive prior notification that a SAFECALL report is being faxed to them. If, however, the call is of an emergency nature (threat of bomb, weapons or bodily injury, for instance) then school officials and local law enforcement officials are informed within five minutes by telephone of the potential danger. Internet Reporting at [www.oksafecall.com](http://www.oksafecall.com).