

# **PERKINS-TRYON HIGH SCHOOL**



# **STUDENT HANDBOOK 2022-2023**

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## PERKINS-TRYON HIGH SCHOOL ALMA MATER

Perkins-Tryon High School stands today.  
Hopes and dreams held high  
Mem'ries of our high school days  
Fade but will not die  
Perkins-Tryon High, Perkins-Tryon High  
These our golden years.  
Cherished times, both good and bad  
When laughter followed tears.  
Our Footsteps soon will disappear.  
As we go our way  
But our hearts will linger here.  
Though we all may stray.

Voices hushed--but never lost.  
Echo down these halls  
Classmates that meant the most.  
Friends that will not fail  
Perkins-Tryon High, Perkins-Tryon High  
As the years go by.  
We will always honor you.  
We hail you, Perkins-Tryon High.

### CHEER! CHEER!

Cheer! Cheer! For Old P-T High  
To win a victory, we'll ever try  
Send a hearty cheer on high.  
Shake down the thunder, from the sky...  
Although the odds be great or small,  
Old P-T High will win over all,  
While our loyal team goes marching  
Onward to victory!

### CLASS SCHEDULE

#### LUNCH A

1 <sup>st</sup> Hour	8:15-9:10
2 <sup>nd</sup> Hour	9:15-10:08
3 <sup>rd</sup> Hour	10:13-11:06
LUNCH	11:06-11:36
4 <sup>th</sup> Hour	11:41-12:34
5 <sup>th</sup> Hour	12:39-1:34
6 <sup>th</sup> Hour	1:39-2:32
7 <sup>th</sup> Hour	2:37-3:30

#### LUNCH B

1 <sup>st</sup> Hour	8:15-9:10
2 <sup>nd</sup> Hour	9:15-10:08
3 <sup>rd</sup> Hour	10:13-11:06
4 <sup>th</sup> Hour	11:11-12:04
LUNCH	12:04-12:34
5 <sup>th</sup> Hour	12:39-1:34
6 <sup>th</sup> Hour	1:39-2:32
7 <sup>th</sup> Hour	2:37-3:30

## **FIRE, TORNADO & UNWANTED INTRUDER PROCEDURE**

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 at least 500 feet from the building (see posted map.) Teachers and students will remain outside until notification from an administrator.

In the event of a tornado or tornado drill, the tornado alert is a special announcement over the intercom. All students and faculty should move to the safe rooms, numbers 125 and 147. Students who are in the portables and gym will move to the 'underground' area south of the gym doors.

The lockdown alert is a statement over the intercom that includes the words, "We are now in lockdown. Please remain in class with your doors locked until further notice." Students should go to the nearest classroom and remain there until notified that the building is clear. Teachers should lock classroom doors and move students away from doors and glass.

## **STUDENT ELIGIBILITY**

Oklahoma Secondary Schools Activity Association rules and guidelines will be followed concerning student eligibility in all extra-curricular events. All students enrolled in the PTHS virtual curriculum program will be required to maintain a passing grade (60%) and stay within 15% of the class target completion schedule.

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.

## **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 high school office during the day. Office personnel are not permitted to give medication to students without written permission from the parents.

## **CHANGE IN SCHEDULE**

If it is necessary for a change in schedule, the student is to do so during the first week of the semester. A change of schedule request form can be accessed at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us) or in the High School Office.

## **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.

## **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 lockers. All lockers must be kept free of marks,

writing, and adhesive signs or materials.

## MEDIA CENTER

The Media Center has 5,500 volumes. An online catalog is available for student use. The Center is open before and after school. Online databases are available 24 hours a day. All books and periodicals may be checked out. Fines for overdue materials are 5 cents per day for all materials. Students may have a maximum of 2 books checked out at one time.

A copy machine is available for student use. There are desktops, laptops, and Chromebooks for students to use.

Students will be required to sign in when entering the media center.

## JUNIOR - SENIOR PROM

The Junior - Senior Prom is a formal dance that will be held at a date near the end of school. The prom is limited to juniors and seniors and their dates. Seventh, eighth and ninth grade students are not eligible for attendance at the prom. Dates who are not members of the Junior and Senior classes must be approved by the sponsors, and the high school principal. The faculty and staff reserve the right to refuse admittance to or to remove any person from the prom.

## DANCES

School dances are a means of raising money for organizations. It also provides recreation for the student body. Dances must be cleared through the office and school rules apply throughout the activity. Students currently enrolled in high school may attend school sponsored dances. Students may sign up a guest; the guest's attendance is subject to approval by the sponsor and principal. The faculty and staff reserve the right to refuse admittance to or to remove any person from the dance.

## FUNDRAISING 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 should be approved in advance.

## 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:
  - A) 1<sup>st</sup> & 2<sup>nd</sup> Offense                      ½ hour detention
  - B) 3<sup>rd</sup> - 4<sup>th</sup> Offense                        1 hour detention
  - C) 5<sup>th</sup> - 6<sup>th</sup> Offense                        2 - 1 hour detentions
  - D) 7<sup>th</sup> or more                                3 - 1 hour detentions
- Classroom disruption referrals:
  - A) 1<sup>st</sup> - 3<sup>rd</sup> Offense                        ½ hour detention
  - B) 4<sup>th</sup> - 5<sup>th</sup> Offense                        1 hour detention

- C) 6<sup>th</sup> Offense or more            2 - 1 hour detentions
- Cheating (Academic)
  - A) Zero for the assignment
  - B) Repeats: detention/suspension
- Fighting/Sexual Harassment
  - A) 1<sup>st</sup> Offense                        5 day suspension and referral to law enforcement.
  - B) 2<sup>nd</sup> Offense                        10 day suspension and referral to law enforcement.
  - C) 3<sup>rd</sup> Offense                        45 day suspension and referral to law enforcement.
- Verbal Abuse toward School Employee:
  - A) 1<sup>st</sup> Offense                        3 day suspension
  - B) 2<sup>nd</sup> Offense                        6 day suspension
  - C) 3<sup>rd</sup> Offense                        9 day suspension
- Possession/Use of Tobacco:
  - A) Each Offense                    3 days suspension and ticket from School Resource Officer.
- Possession/Use of Alcohol:
  - A) Each Offense                    Suspended remainder of current semester and entire next semester.
- Truancy
  - A) 1-3 days suspension
- Vandalism
  - A) 1-5 days suspension plus cost of repairs.
- Threat to Harm Student
  - A) 1 day – long term suspension and possible report filed with proper agency.
- Threat to Staff
  - A) 5 days - long term suspension and possible report filed with proper agency.
- Knives / Other Weapons:
  - A) 1<sup>st</sup> Offense                        3 days - long term suspension.
  - B) Repeat offenses                6 day - long term suspension.
- Fire Arms:
  - A) Long-term suspension, by law
- Illegal Drugs:
  - A) Each Offense                    Suspended remainder of current semester and entire next semester.

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.

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones and other electronic devices (MP3, iPod, smart watches, etc.) are not be used between the morning bell to begin school (8:15) and the end of the day bell (3:30). The only exception to this rule are 1) during the student's lunch period, and 2) if ALL students have completed ALL class assignments for the day AND the Teacher announces it is ok for students to use their phones. Teachers will let students know very clearly the first week of school and remind them periodically whether or not electronic devices will ever be allowed in the class. The school is not responsible for these items should they be lost, damaged, or stolen at school. Parents who need to contact their children should call the office; messages will then be delivered to the student.

If a Teacher sees an electronic device out when it is not supposed to be the item will be taken and turned in to the office. The following procedures will be used for violators:

1. 1<sup>st</sup> Offense: Device may be picked up from the office at the end of the school day.

2. 2<sup>nd</sup> Offense: Same as 1<sup>st</sup> offense plus a 30-minute detention.
3. 3<sup>rd</sup> Offense: Same as 1<sup>st</sup> Offense plus two 30 minute detentions.
4. 4<sup>th</sup> Offense: Same as 1<sup>st</sup> offense plus two 30 minute detentions.
5. 5<sup>th</sup> or more Offense: Student will be suspended for one day.

## LEAVING CAMPUS

Perkins-Tryon High 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. Microwaves are available for student use. A la cart and vending machine items are also available.

No student shall be allowed to leave school for any activity before the time assigned for dismissal without being excused by the principal. **A STUDENT WILL "CHECK OUT" AND "CHECK IN" THROUGH THE HIGH SCHOOL OFFICE ANY TIME HE/SHE IS LATE, MUST LEAVE EARLY, OR RETURNS TO SCHOOL AFTER AN APPOINTMENT.** High 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. Failure to check out will result in suspension. Repeated problems with a student failing to "check in or out" or not calling the school will be punished as truant.

## TOBACCO POSSESSION AND USAGE

State Law Sections 1241 and 1242 prohibits students from possessing or using tobacco of any type (smoking, dipping, chewing, vaping) on school property (grounds, buildings or vehicles), during the regular school day, and at school activities. Students will be reported to the School Resource Officer and a ticket may be written if they have any type of tobacco on school property. Further infractions will result in continued disciplinary measures which may include suspension.

This policy includes electronic smoking.

## 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 including K2, will automatically be suspended from school.

## DRESS CODE

All students are expected to dress and groom themselves neatly in clothes that do not detract from the educational process. Modesty and safety will be the dominant feature in all clothing. Therefore, the following apply to the dress of those attending Perkins-Tryon High School:

1. Shoes must be worn at all times.
2. Any clothing made specifically to exhibit the back or stomach is prohibited.
3. Tank tops with large arm holes and/or spaghetti straps, net shirts, half shirts, or other shirts of this nature are not allowed, unless shirts are worn underneath them.
4. Hats, caps, head bands, beanies, and scarves are not to be worn in the school buildings.
5. Clothing that displays any lettering, figures, illustrations, or anything that implies vulgarity, immorality, or the use of alcohol, and/or drugs is prohibited.
6. No blankets are allowed in school buildings and classrooms during school hours.
7. Bedroom attire (pajamas, lounge pants, slippers, etc.) are prohibited from being worn at school.
8. Collars intended for use on animals or chains, including wallet chains are prohibited.



9. Clothing shall be of such length as to not be offensive or disrupt the educational process.
10. Any apparel or accessories that suggest involvement in gang activity is prohibited.
11. Any apparel or accessories that detract from the educational process is prohibited.
12. Students not in compliance will be required to make arrangements or to change out of unauthorized clothing before returning to class.

## **FIGHTING**

Fighting will not be condoned. Violators may be suspended from school for a minimum of five (5) days for the first offense. The incident will also be referred to the School Resource Officer (SRO) or local police.

## **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 kissing, excessive hugging, and inappropriate touching. Violators will be referred to the office for disciplinary action.

## **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.

Bus Suspension Policy (G-113)

- A) 1<sup>st</sup> Offense Student conference.
- B) 2<sup>nd</sup> Offense 5-day loss of bus riding privileges.
- C) 3<sup>rd</sup> Offense minimum of 20-day suspension.
- D) 4<sup>th</sup> Offense Possible loss of privilege for the remainder of the year.
- E) Severe misbehavior may cause loss of bus riding privileges immediately.

For safety and security reasons, cameras will be used in our school busses. Students should be aware their actions may be monitored.

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 & 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.

## MOTOR VEHICLES

Motor vehicles are not to be driven after arriving at school, unless permission is given by the High School Principal. When students return to the campus area from career-tech, they must immediately park their vehicles. Morning career-tech students who ride the career-tech bus to campus may not leave campus after they arrive. When students approach the campus area before school they must immediately park their vehicles in the appropriate areas. Student vehicles must be parked in designated areas and in the appropriate manner. STUDENTS ARE NOT TO REMAIN IN THEIR CARS OR GO TO THEIR CARS BETWEEN CLASSES. Cars should be locked to prevent damage or theft. All high school students who drive motor vehicles to school are required to register their vehicle and purchase a parking permit for \$5.00 at the high school office within the first two weeks of school. This shall be done on a yearly basis. Also, students who begin driving during the school year have a two-week window from the first day they begin driving to register their vehicle and purchase parking permit. The speed limit for all vehicles around campus is posted. Riding in the back of pickups is prohibited.

1. Student parking on school facilities is a privilege and will be restricted to the parking spaces east of the gymnasium. Parking must be in designated areas. Parking is not allowed directly north of the gymnasium.
2. No student will be permitted to remove their car from school property during the school day unless the student has properly checked out of school at the office after explaining to an administrator the nature of the emergency requiring the student to leave. A shuttle bus will be provided for those students who need to go back and forth from the new campus to the old campus. Exceptions to this policy are as follows:
  1. Students who attend career-tech and have a signed release from career-tech that stipulates the student may drive his or her vehicle to career-tech.
  2. Students who are enrolled in seventh period athletics and whose practice is being held at the old campus may drive to that area after 6<sup>th</sup> period.
  3. Students who are enrolled in a seventh period class at the junior high may drive to the junior high after sixth period.

These exceptions apply ONLY to those students who are driving their own or their parent's vehicle that has been registered through the office with appropriate parent signatures. No students other than the driver may be in the vehicle with two exceptions: (1) Siblings may ride together with parent permission. (2) Students attending Career-Tech who have a Career-Tech "Permission to Drive or Ride" sheet on file. A shuttle bus will be provided for students who cannot drive.

3. A student's privilege to park on school grounds may be terminated if the student:
  1. Fails to provide a vehicle registration sheet to the office.
  2. Fails to display the proper identification
  3. Operates his/her car in a potentially dangerous manner on school property or streets adjacent to school property.
  4. Exceeds the speed limit when driving in a school zone.
  5. Brings a vehicle onto school property that contains alcoholic beverages, controlled dangerous substances, weapons, or other contraband.

Violations of any of the above regulations may lead to the loss of driving privileges and suspension from school.

Parking a vehicle on school property is a privilege, not a right. Each student parking a vehicle on school property must assume the responsibility of ensuring that such vehicle does not contain any item which is not allowed inside the school building. It is the responsibility of the student to make sure that such contraband is not in the vehicle even though other individuals than the student drive the vehicle or ride in the vehicle. Items that will not be allowed include, but are not limited to, controlled dangerous substances, alcoholic beverages, and weapons.

As part of the permission to park on school grounds, the student must acknowledge that the vehicle will be subject to search by drug-sniffing dogs, dogs searching for bombs, or other contraband or illegal substances. The student should also be advised that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student will be advised that it is a mandatory suspension from school.

## **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.

## **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 turned in to their Teacher three (3) days prior to the activity in order to be allowed to attend.

## **STUDENT RESPONSIBILITIES IN THE CAFETERIA**

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 may result in suspension.

## **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 High 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)

## **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:

1. copying another student's homework;
2. working with others on projects that are meant to be done individually;
3. looking at or copying another student's test or quiz answers;
4. allowing another student to look at or copy answers from your test or quiz;
5. using any other method to get/give test or quiz answers;
6. taking a test or quiz in part or in whole to use or to give others;
7. copying information from a source without proper attribution; and
8. 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.

## **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.

## **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 High 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:

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

## PERKINS-TRYON GRADUATION REQUIREMENTS

Students entering the ninth grade must complete the college preparatory curriculum unless the student's parents or legal guardian approves the student to enroll in the core curriculum.

### College Preparatory Curriculum Requirements

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. While it is impossible to give detailed curricular requirements of a number of colleges, the following should serve as a beginning guide. Some colleges have rigorous admission requirements. Many good schools do not have specific course requirements. These do require graduation from an accredited high school and use other factors for admission. Specific school admission requirements may be obtained in the Counselors Office or from the college catalog.

4 English: English I, English II, English III, English IV (or AP English IV, AP Language, and Composition classes approved for college admission requirements).

3 Laboratory Science: One Life Science and one Physical Science are required. The third science may be any lab science course with content and/or rigor equal to or above Biology I or physical science and approved for college admission. Approved contextual science courses may be taught at the technology center.

3 Mathematics: All students must take 3 units of mathematics in grades 9-12. Limited to Algebra I, Geometry, Algebra II, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

3 History and Citizenship Skills: 1 United States History, ½ U.S. Government, ½ Oklahoma History, and 1 History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements.

2 units of the same foreign language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music, Art, or drama, or 1 unit of Speech.

24 credits/units needed for graduation

Seniors are required to be enrolled in a full schedule, although this may include a combination of local hours, college, or work activity, if local requirements are met.

### CORE CURRICULUM REQUIREMENTS

4 Language Arts: English I, English II, English III and English IV (AP English Composition).

3 Science: Biology I and 2 units/credits of life, physical, or earth science which may include: Biology II, Physics, Chemistry, AP Biology, qualified agricultural education courses and approved

contextual science courses taught at a technology center.

- 3 Mathematics: Algebra I and two courses which may include, but are not limited to: Algebra II, Geometry, Trigonometry, Math Analysis, Pre-calculus, Calculus, or Mathematics of Finance
- 3 Social Studies: 1 United States History, ½ U.S. Government, ½ Oklahoma History and 1 World History, Geography, Economics, Civics or non-western culture, and approved for college admission requirements.
- 1 Arts: 1 unit or set of competencies that may include, but is not limited to courses in Visual Arts and General Music
- 1 Computer or Foreign Language: 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses or 1 unit or set of competencies of world language or non-English language.

24 credits/units needed for graduation.

Seniors are required to be enrolled in a full schedule, although this may include a combination of local hours, college, or work activity, if local requirements are met.

## **GRADUATION POLICY**

The Perkins-Tryon School District recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the Board enacts the following policies:

1. A student shall be a graduate of Perkins-Tryon High School and entitled to a high school diploma Whenever that student has:
  - A) Successfully completed the minimum number of credits established by the District for graduation; and,
  - B) If the student elects to participate in graduation ceremonies, complete such exercises in accordance with this policy.
2. Any student who elects to participate in graduation exercises will be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" when the last student has exited the premises.
3. All students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students must not engage in any disruptive activity which interferes with the graduation process or the rights of other individuals
4. The administration may impose discipline on any student who commits any act referred to in item three (3) above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
5. Students who admit, or who are found, after an informal hearing process conducted by the administration, to have violated paragraph three (3) above, shall be subject to discipline. Such discipline may include, but shall not be limited to permanent denial of a diploma and suspension from school for the balance of the school year if the commencement ceremony is held prior to the end of school.
6. Students who need more than one (1) unit for graduation shall not be permitted to participate in the graduation exercises.

7. Caps and gowns will be purchased and worn by all graduating seniors.

## **EARLY GRADUATION POLICY**

Early graduation is not recommended for most students. But in some instances, early graduation may be in the best interest of the student. Consequently, if a student and his parents can show legitimate cause, a student may be allowed to complete requirements for graduation in less than the standard four years. The student must make plans and fulfill the early graduation regulations below. To qualify for early graduation and to receive a diploma, an individual must complete both the local and State Department of Education's graduation requirements. No doubt some senior honors and scholarships will not be given to early graduates because of their failure to meet certain requirements as outlined by specific honor and scholarship awarding organizations. Possibly other inconveniences will be encountered over which the school will have no control.

IN ORDER TO GRADUATE EARLY, A STUDENT MUST OBSERVE THE FOLLOWING:

1. A student may only take one English class per year at Perkins-Tryon High School.
2. A student must have at least a 3.00 overall grade point average before permission will be granted for early graduation status. The student must also meet attendance requirements.
3. All regulations relative to normal graduation as required by the State Board of Education and the Perkins- Tryon Board of Education must be fulfilled.
4. Students may gain additional credit for possible early graduation through Proficiency Based Promotion.
5. Once a student has graduated he loses all rights and privileges of a regularly enrolled high school student and cannot participate in any high school activities.
6. Any exceptions to the above criteria will be addressed to the building principal. A conference between the student, the student's parent(s) and the student's counselor must be held before approval will be granted. The decision of the principal and the superintendent will be final.

## **CLASSIFICATION**

Classification of students will take place in August just before the beginning of the next school year. No reclassification of students will take place after the beginning of the school year. Classification requirements are as follows:

Sophomores - 3.0 core units after freshman year  
Juniors - 10.0 units after sophomore year  
Seniors - 17.0 units after junior year

## **CONCURRENT ENROLLMENT**

Perkins-Tryon High School juniors and seniors have the opportunity to be concurrently enrolled in Rose State College via the video conferencing classroom or attend Oklahoma State University, Langston University, or Northern Oklahoma College-Stillwater on campus. Students may begin enrolling in the summer before their junior and senior years or during their senior year. This allows the high school students to accumulate college credits before they complete high school. Courses are generally freshman level with no prerequisites.

Courses students take in this program count as regular college earned credits, as well as high school credits. All concurrent courses will be weighted, or carry an additional 1.0 for each earned letter grade (A - 5.0; B - 4.0; C - 3.0; D - 2.0; F - 0). The students will be enrolled, examined, and evaluated in the same manner as any other college student in the course. The course may be used to satisfy the requirements for high school graduation.

Students who have taken the ACT and meet concurrent admission requirements are qualified to enroll in concurrent courses. Seniors are eligible to receive a tuition waiver but will be expected to pay for fees and books.

Juniors will pay full tuition, all fees, and books.

## **INTERNET BASED INSTRUCTION**

The Board of Education will grant students credit for successful completion of courses offered by means of internet-based instruction.

Only students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district, through an application process.

Students may request an Internet course for credit for the following reasons:

- a. Student has failed a required course.
- b. Course is not offered by Perkins-Tryon Schools.
- c. Enrollment is recommended by the administration.

The principal, working in consultation with the high school counselor, shall evaluate and approve/disapprove all students' requests to participate in courses delivered by alternative means. Only those approved enrollments shall be eligible for credit granted by the district.

If an on-line course is approved, the student and parent will enter a participation agreement that specifies the expectations and responsibilities of all parties. The participation agreement must be adhered to if credit is to be awarded for the course. Expectations regarding student testing, course requirements, attendance, financial obligations, and the monitoring of course performance will be detailed in each individual student contract.

The high school counselor will serve as the building level contact person to assist students enrolling in on-line courses.

Students earning credit by alternative means shall participate in all assessments required by the Oklahoma School Testing Program and any that are designated by the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

## **CAREER TECH**

All PTHS students have the opportunity to attend Meridian Technology Center, for free, during their high school careers. Sophomores may attend two programs, Biomedical Sciences and Pre-Engineering, all other programs will be available Junior year. Application for Meridian Technology Center begins in the Spring Semester prior to attending. Acceptance is usually competitive; attendance, grades, disciplinary records, and test scores are evaluated before final acceptance decisions are made. All Meridian Technology Center programs are half day programs, which allows each PT student to complete 4 courses at Perkins-Tryon High School. The Biomedical Sciences and Pre-Engineering programs are advanced STEM Academies; all classes within these programs are based on a 5.0 GPA scale while all other Meridian Technology Center programs are based on a 4.0 GPA scale.

## **REPORT CARDS**

Report cards are issued at the end of each semester. Special reports are made during the fifth (5<sup>th</sup>), ninth (9<sup>th</sup>) and fourteenth (14<sup>th</sup>) week of each semester to notify the parents when students are not making satisfactory progress. Grades may be monitored throughout the year via Wengage.



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

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

### 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):

1. Day 1, even hour classes (2, 4, and 6) will be tested.
2. Day 2, odd hour classes (1, 3, and 5) will be tested.
3. Period 7 classes will utilize regular times both days.
4. Students who are in school must attend class.
5. Teachers may allow exempted students to read or study for another test as long as they are not a distraction.
6. 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.
7. **All absences, except school activities and funerals are counted.** If a student is suspended during the semester, they will be required to take all semester tests.
8. The cut-off for calculating grade averages is Wednesday of the week prior to Semester Testing.
9. The cut-off for determining absences two days prior to Semester Testing.
10. Students exempt from all tests are not required to attend school that day.

### 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.

### SEMESTER TEST MAKEUP

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 an "incomplete" grade until the semester test has been completed. It shall be the responsibility of the student to "make-up" a semester test in 30 calendar days or less after the end of the semester. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the building principal.

## 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.

## NATIONAL HONOR SOCIETY

The following standards are required in choosing members of the **NATIONAL HONOR SOCIETY**: Students are chosen based upon their SCHOLASTIC ABILITY (students must maintain a cumulative grade point average of 3.5), CHARACTER (in and around school), LEADERSHIP (in the classroom and in extra-curricular activities), and SERVICE (to the school and the community). Membership is open to sophomore, junior and senior students.

## SALUTATORIAN AND VALEDICTORIAN

In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors and recognition:

Students will be selected from each graduating class for the award of valedictorian and salutatorian. The student or students of the senior class who have earned a grade point of 4.0 or above will be designated as Valedictorian. If no senior has earned a grade point average of 4.0, the student or students of the senior class with the highest grade point average will be designated as Valedictorian. The student or students with the next highest grade point average will be selected as class Salutatorian.

Seven semester final grades for grades nine (9) through twelve (12) will be used to figure grade averages based on the 4.0 grade scale with the exception of Advanced Placement classes, concurrent coursework, and Meridian Technology Center STEM Academy coursework (Biomedical Sciences & Pre-Engineering) which carry an additional 1.0 for each earned letter grade (A - 5.0; B - 4.0; C - 3.0; D - 2.0; F - 0). Official class rank is based on the weighted scale.

A high school student must be in attendance at Perkins-Tryon High School at the end of the seventh semester to be eligible for these awards.

Students who have achieved a GPA of 4.0 or above at the end of eight semesters will also be designated as valedictorians. This designation will be made after final grades have been turned in by the faculty.

Students who are designated as valedictorians after eight semesters will not receive the normal valedictorian recognition, such as being recognized in the newspaper or at the awards assembly, or listed on the graduation program as valedictorians since those honors are determined at the end of the seventh semester. However, students who achieve a 4.0 or above after eight semesters will be declared as valedictorians for the sole purpose of obtaining scholarships.

In order to be selected for valedictorian or salutatorian, a student must have attended Perkins-Tryon High School or schools annexed by P-T HS for at least three full semesters immediately preceding the time of selection.

Salutatorian status will not be affected by this policy.

## **CERTIFICATE OF DISTINCTION**

In accordance with the policy of the Board of Education, the following regulations shall govern students who are awarded the Certificate of Distinction.

Students must meet or exceed the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:

1. Earned four units each in English, mathematics, social studies, and science;
2. Earned two additional units in the areas of technology, the humanities, or the arts;
3. Earned two units in a foreign language; and,
4. Achieved a satisfactory score, or its equivalent, on all end-of-instruction tests.

Note: For purposes of this certificate, applicable career-tech classes offered by a comprehensive high school career-tech programs shall qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required by this section and one unit of their six concentrated career-tech curriculum units for one unit of science required by this section.

## **OKLAHOMA ACADEMIC SCHOLAR REQUIREMENTS**

Students who meet **ALL** of the following requirements shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar.

1. Accumulate over grades 9, 10, 11 and first semester of grade 12, a minimum grade point average of 3.7 on an unweighted 4.0 scale OR be in the top 10% of their graduating class.
2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Score a **27** on the ACT or 1,220 combined score on the SAT. The SAT or ACT must have been taken on a national test date before the date of graduation.

## **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.

## **NCAA REGULATIONS**

Students who may be interested in participating in college sports must be registered with the NCAA Eligibility Center. Contact the Athletic Director or your individual Coach for further information.

## **ATTENDANCE PROCEDURES**

If a pupil must be absent, the parents should call the High School Office at 547-5724 by 10:00 a.m. the day of the absence or send a note with the student upon their return to school. The registrar will be available at 7:30 a.m. to receive phone calls and sign admits. Students whose parents have not contacted the school on the day of the absence will be placed on the "DO NOT ADMIT LIST" and must pick up an admit slip before returning to class. 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. If parental notice is not received

by the following day, the student will be treated as truant.

## **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. Therefore, it shall be the policy of the district to limit classroom interruptions as much as possible.

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.**

## **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 8:00 to 8:15 a.m. and 3:30 to 3:45 p.m. have been reserved for special conferences with teachers. 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.

## **"NO SCHOOL" PROCEDURE**

In case of "no school" because of bad weather, students will be notified by radio station KSPI (F.M. 93.7) and television station KFOR Channel 4, Oklahoma City.

## **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.

## 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.

## 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:

1. electronic mail communication with people all over the world,
2. information and news,
3. public domain and shareware of all types,
4. discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics,
5. 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:

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

## **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. A student is considered chronically absent after missing 10 percent or more of school days. *This includes both excused and unexcused absences.* Missing 10 percent of school days would be a total 16 days in the current Perkins-Tryon school calendar.

1. In order to receive credit for a course in grades nine through twelve, a student must be in attendance at school a minimum of 90% of the time *each semester.* This amounts to a maximum of eight (8) absences per semester. *Again, this includes both excused and unexcused.* Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy, nor will bereavement for an immediate family member.

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. Due to COVID-19, illness related absences 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.) ALL medical notes must be turned in within one week of returning to school. 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 the last day of the semester in which the student received the NC. An attendance committee composed of the principal or assistant principal, three teachers and a counselor will review these requests within one week of the end of the semester.

2. Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester), 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 and nine week tests.

The practice of 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. Definition of 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 checked out and leaves class before the end of the period will be counted as excused tardy.

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. Checkout List – 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. High 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.

**IT IS THE STUDENT'S RESPONSIBILITY TO KNOW HOW MANY ABSENCES INCLUDING ABSENCES CAUSED BY TARDIES HE/SHE HAS IN EACH CLASS.**

## **DISCIPLINARY POLICY**

The school's primary goal is to educate, not to 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.

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   | Referral to Appropriate Agency |
| Financial Restitution  | Police Involvement             |
| Restriction of Privileges  | Saturday School                |
| Suspension   | Clean Up or Repair             |
| Any other disciplinary action deemed appropriate to the situation. |                                |

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.

## **HARASSMENT, INTIMIDATION AND BULLYING**

"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.

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
3. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and
4. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for

future harm to students, school personnel, or school property.

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.

## **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 effect on the school district, or in attendance at events where the school is represented off campus.

1. Immorality or profanity.
2. Truancy.
3. Violation of written school rules, regulations, or policies.
4. Assault upon another student or person.
5. 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).
6. Possession of an intoxicating beverage or low-point beer or under the influence of an intoxicating beverage or low point beer.
7. 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.
8. 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.
9. 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).
10. Conduct disruptive to the operation of school.
11. Conduct which jeopardized the safety of others.
12. Willful disobedience of the request of any school official in the performance of such school official's duties.
13. 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.
14. 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:

1. 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.
2. 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 of the principal 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.

3. 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.
4. 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).
5. 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.
6. 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.
7. 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:

1. The charges against the student shall be stated in clear and concise terms and must be in writing.
2. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present if desired.
3. 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.
4. The student shall be allowed to observe all evidence offered against him/her.
5. A record must be kept of the hearing.
6. 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.

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)

## **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.

## 2. Report, Investigation, and 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 are 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, cross bows 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:

1. unannounced inspections of pupil's desks and lockers
2. inspections of automobiles driven to school by pupils
3. inspections of the contents of pockets and/or purses 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.

## **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.

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.

## **MOMENT OF SILENCE**

All students and staff are asked to observe a moment 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 minute of silence. Students will be notified when the minute of silence is over.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY INSTITUTIONS**

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.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the student record they want changed, and specify why it is inaccurate. If the School 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 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School 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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in 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 School 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  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **RECRUITERS**

Two federal laws, No Child Left Behind and the National Defense Authorization Act for Fiscal Year 2002, require local educational agencies to provide military recruiters, upon request, with names, addresses and telephone listings of juniors and seniors. Parents who do not want their students’ information released to military recruiters without their consent, must notify the high school office in writing by September 15. If you have any questions, please call the high school at 547-5724.

## **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:

1. Student’s name
2. Student’s age
3. Grade level classification
4. Students’ participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Diplomas, certificates, awards and honors received

7. Parent or lawful custodian's name
8. School in this district attended by the student
9. 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.

## **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:

1. Whether the teacher has met State qualification and licensing criteria
2. For the grade levels and subject areas in which the teacher provides instruction.
3. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
4. 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.
5. 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 –

1. information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
2. 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.

## **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:

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

## **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.

Federal laws, 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.

## **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.

## **MENINGITIS STATEMENT**

### **What is meningococcal disease?**

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

### ***Who is at risk from meningococcal disease?***

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

### ***How is the disease spread?***

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

### ***Is meningococcal disease dangerous?***

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

### ***How can meningococcal disease be prevented?***

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 55- years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2 through 10-years-old and adults over 55 who are at risk. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

### **Signs and Symptoms of Meningitis**

Headache  
Vomiting  
Stiff neck

Extreme tiredness  
Chills  
Rash of small purplish black-red dots

Fever  
Sensitivity to light

### ***Is the meningococcal vaccine safe?***

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

### ***Does the meningococcal vaccine work?***

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

### ***Does the meningococcal vaccine prevent all cases of meningitis?***

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

### ***Where can I get the vaccine for my son or daughter?***

If your child has health insurance, you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who:

Have no health insurance, is Medicaid eligible, are Native American,  
Or whose health insurance doesn't pay for vaccines  
and are either 15 to 18 years of age, or who do not have a spleen, have certain immune system problems, or will be traveling to certain parts of the world.

### ***Is this vaccine required to attend school in Oklahoma?***

*This vaccine is not required to attend kindergarten through 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who live in dormitories or on-campus student housing.*

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.