



PK-12
Student
Handbook
2016-2017

*Home of the
"TIGERS"*



**Maud
Public Schools**

P.O. Box 130

Maud, Oklahoma 74854

405-374-2425 (High School) 405-374-2416 (Main Office)

405-374-2421 (Elementary)

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INTRODUCTION

The student handbook provides information about rules, policies, academic requirements, and student privileges, and responsibilities. Each student should become familiar with the information in this booklet. A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to be.

PHILOSOPHY OF MAUD SCHOOLS

The purpose of Maud Public Schools is to help all persons develop their capacities to the highest degree possible, to the end that each may become an effective member of society. This means that the schools are responsible for assisting children, youth and adults in finding their place in the world's work place; in achieving those attitudes, understanding, and skills essential to the discharge of their responsibilities as citizens, members of homes, producers and consumers; and in developing those values which promote the physical, mental and moral welfare of all.

The attainment of these purposes necessitates full cooperation of the schools with all agencies in community life, particularly the home, which shares responsibility for the welfare and development of children and youth.

ADMINISTRATION:

Superintendent – Jerry McCormick	374-2416
High School Principal – Darrell Reid.....	374-2425
Elementary Principal – Shannon Davis.....	374-2421
Counselor – Chuck Goodner	374-2696

ELEMENTARY SCHEDULE

Every Monday is a late start day, due to teacher collaboration .

PreK-2nd

9:20 – 9:40 Breakfast
9:40 – 10:50 Instruction
10:50-11:30 Lunch & Recess
11:30-3:25 Instruction

3rd -6th Grade

9:20-9:40 Breakfast
9:40-11:15 Instruction
11:15-11:55 Lunch & Recess
11:35-3:25 Instruction

Tuesday – Friday

PreK-2nd

7:45-8:05 Breakfast
8:10-10:50 Instruction
10:50-11:30 Lunch & Recess
11:30-3:25 Instruction

3rd -6th Grade

7:45-8:05 Breakfast
8:10-11:15 Instruction
11:15-11:55 Lunch & Recess
11:55-3:25 Instruction

Monday Schedule

MIDDLE SCHOOL SCHEDULE

*Breakfast 9:20-9:40
1st Period 9:40-10:20
2nd Period 10:25-11:05
3rd Period 11:10-11:50
Lunch 11:50-12:15
4th Period 12:20-1:00
5th Period 1:05-1:50
6th Period 1:55-2:40
7th Period 2:45-3:25

HIGH SCHOOL SCHEDULE

*Breakfast 9:20-9:40
1st Period 9:40-10:20
2nd Period 10:25-11:05
3rd Period 11:10-11:50
4th Period 11:55-12:35
Lunch 12:35-1:00
5th Period 1:05-1:50
6th Period 1:55-2:40
7th Period 2:45-3:25

Tuesday through Friday Schedule

MIDDLE SCHOOL SCHEDULE

*Breakfast 7:45-8:05
1st Period 8:10- 9:10
2nd Period 9:15-10:10
3rd Period 10:15-11:10
Lunch 11:10-11:35
4th Period 11:40-12:35
5th Period 12:40-1:30
6th Period 1:35- 2:30
7th Period 2:35 - 3:25

HIGH SCHOOL SCHEDULE

*Breakfast 7:45-8:05
1st Period 8:10-9:10
2nd Period 9:15-10:10
3rd Period 10:15-11:10
4th Period 11:15-12:10
Lunch 12:10-12:35
5th Period 12:40 -1:30
6th Period 1:35-2:30
7th Period 2:35 -3:25

***Teachers will be available for Tutoring during the 7:45-8:05 time frame for Middle and High School Students**

ARRIVAL TIME

Students should not arrive on campus until 9:20 a.m. on Mondays and 7:45 a.m. Tuesday through Friday. Faculty members will not be on duty until 9:20 a.m. on Monday and 7:45 a.m. Tuesday through Friday, therefore, students will not be supervised until this time.

ACADEMIC REQUIREMENTS

Grading

Grading is based on board policy and is as follows for all subjects including special education:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 or below

A grade mark of "I" is incomplete and will be changed when the course is completed within the time limit set by the teacher. Students will be exempt from semester tests based on the following guidelines:

- A with three absences
- B with two absences
- C with one absence

(Three tardies equal one absence)

A student with over ten excused absences per semester will be required to take all semester exams. (Per the 10% absentee policy). Students that take the semester test will not be allowed to leave campus without prior permission from a parent or guardian. Students will not be allowed to leave before the end of the testing period.

State Graduation Requirements (Class of 2017 and above)

- ◆ Language Arts 4 credits
- ◆ Science 3 credits
- ◆ Math 3 credits
- ◆ Social Studies 3 credits
- ◆ The Arts 2 credits
- ◆ Electives 8 credits

23 total -----Maud School District requires 24 credits in order to graduate.

STANDARDIZED TESTING

P.L.A.N. – Offered to all students in the month of October during their sophomore year. This test provides a projected estimate of a student’s ACT assessment score as well as giving the student an opportunity to experience taking an ACT

P.S.A.T. – Offered to all college bound students in the month of October during their sophomore and/or junior year. This test lets a student compare his ability to do college work with other college bound students. It also provides practice for the SAT. The PSAT is the first step in entering the scholarship programs conducted by the National Merit Scholarship Corporation.

A.C.T. – College bound students are encouraged to take the ACT in the spring of their junior year. They may also retake the ACT on one of five national test dates throughout their senior year. The ACT measures a student’s performance in four curricular areas: English, Mathematics, Reading and Science Reasoning.

E.O.I. – End-of-Instruction tests are required by the State of Oklahoma.

A.P. – Advanced Placement tests may be taken for college credit in the following courses: AP English IV, AP Calculus, AP U.S. History, AP Biology, AP Studio Art, and AP Art History.

ACE Legislation requires that the Class of 2012 and above pass the 4 out of 7 State End of Instruction tests including Algebra I and English II in order to graduate.

All students must enroll in at least five solids, with the possible exception of those students enrolled in

the Alternative Education Program.

Electives can include any classes not used to fulfill the requirements above.

Those planning to attend college should take as many credits in Science, Math, and Social Studies as possible. Various colleges have different requirements as to how many credits are needed.

Seniors are required to enroll in a full schedule, which may include college classes or field study, unless provisions are made in the Alternative Education Program.

REMEDIATION

It is the priority at Maud Schools that all students graduate with a quality education. Therefore, all students will be assessed regularly on their Math and Reading abilities. Those students who are not on grade level will be placed in remediation until they are on grade level. This remediation will occur during their elective schedule.

Starting with the class of 2012 remediation will be offered to those who do not pass the State End of Instruction (EOI) exams and then that student will be given a chance to retake the exam. Those who wish to opt out of remediation must have a form placed in their cumulative file stating that they do not wish to attend remediation.

PROFICIENCY BASED PROMOTION

All children in grades Pre-K through 12 enrolled in the Maud School District are eligible for proficiency based promotion. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one of more areas of core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolios, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6 which are the following: social studies, language arts, the arts, languages, mathematics and science. Proficiency for advancing to the next level will be demonstrated by a score of 90 percent or comparable performance on an assessment or demonstration.

The opportunity for proficiency assessment will be provided twice each school year. These dates will be the Tuesday during the last week of the first quarter and the Tuesday during the last week of the third quarter of the school year. Registration for the proficiency assessment must be made at least one month in advance of the assessment date.

WEIGHTED CLASSES

Algebra III, and any other high math; chemistry; 2nd year foreign language, i.e. Spanish II. Two weighted classes are required to qualify a student for salutatorian or valedictorian. Concurrent classes and/or Advanced Placement courses will be weighted on a student's transcript. (Three points will be added to the class average)

SCHOLASTIC ELIGIBILITY (DURING THE SEMESTER)

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week. A student must be passing all subjects in which he/she is enrolled during a semester in order to be considered eligible. If a student is not passing all of his/her classes at the end of a week, they will be placed on probation for the next week. If the student is not passing all of his/her classes at the end of their probationary one week period, they will be ineligible to participate during the next week. The ineligibility periods will begin on Monday and end on Sunday. Eligibility lists are due to the principal's office each Thursday no later than 1:00 p.m. Students losing eligibility under this provision must raise their grades to passing in all subjects to regain eligibility. Students regain eligibility with the first class of the new one week period, after raising their grades to passing.

“Passing grade” means work of such character that if the semester was to end, and the grades entered, a grade of A, B, C, or D would be posted. Students on probation may compete during their probation week. The eligibility rule affects competition participation in all school activities. No ineligible student may represent Maud Public Schools in **any** way.

ACADEMIC DISHONESTY

When a student participates in a form of academic dishonesty;

1. The principal's office will be notified.
2. A 'zero' may be assigned as a grade.
3. No extra credit will be given to raise the grade
4. Parents will be notified.

This policy is not intended to inhibit students from seeking tutorial assistance from peers, teachers, or parents. Interaction between students, faculty members, and parents is encouraged and often beneficial.

CONCURRENT ENROLLMENT

Junior and Senior students may be enrolled in approved courses at an accredited college or university, if they meet academic criteria for admission and have made the appropriate score on either the ACT or SAT. The student must be able to satisfy requirements for high school graduation by the spring of their senior year.

Work completed at the college level may be counted toward meeting local graduation requirements. Students must turn in a copy of their course syllabus. If the college course meets the requirements of PASS then the student will receive core course credit for the course. If the course does not meet the requirements of a core course, then an additional course may be needed to meet the competencies required by PASS. If the additional coursework is not completed, or if there isn't any way for the course to meet PASS standards elective credit will be given for the course.

Students who are enrolled concurrently at an institution of higher education are expected to meet the attendance regulations of the institution and of Maud High School.

If a student fails or withdraws from a course at an institution or higher education through concurrent enrollment, the student will not receive credit for the class toward meeting requirements for high school graduation. Upon withdrawal, the student must resume full time attendance at Maud High School.

INTERNET ENROLLMENT

Maud Schools offers internet courses to fill a need for advanced courses or to fill a need to improve the schedule for students. It must be deemed educationally appropriate for the student to take the course. They must meet with a counselor or principal in order to enroll. They will be provided the class and a certified mentor for the course. Students must adhere to the Internet Enrollment Policy including continued progress for the course.

SCHEDULE CHANGES

Schedule changes must be made the first three days of the 1st semester and within three days of the second semester.

WITHDRAWAL FROM SCHOOL

A student who withdraws from Maud Public Schools must advise the office of his/her intentions through his/her parents and or guardians who must be present at the time of withdrawal. On the morning of the last day of attendance, the student must report to the counselor's office to obtain a withdrawal slip. Each of the student's teachers must sign this slip for clearance. All school owned books or materials must be returned to the subject teacher who assigned them. All Cafeteria charges must be paid before clearance can be obtained

FINAL CLEARANCE IS OBTAINED IN THE MAIN OFFICE

ATTENDANCE AND MAKE-UP WORK

The Maud board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students with the opportunity to participate in co-curricular activities.

It is the responsibility of the parent to notify the school if a child is to be absent. The school will contact those student's parents who do not call. If no contact is made, the parent must send a note the day the child returns to school (the student will be considered truant if a note is not provided upon return to school). Parents will be notified each nine weeks by letter from school when their child has accumulated four absences. This could be absences or tardies alone, or a combination of both.

ELEMENTARY ATTENDANCE

In accordance with the policy of the Board of Education, this regulation shall govern attendance and absenteeism in Pre-Kindergarten through eighth grade. The maximum number of absentees during any school year shall be eighteen. A student enrolling at the beginning of the second semester will only be allowed nine absent days for that one semester.

A student will be counted absent for an entire morning for each third (3rd) tardy. A student will be counted absent for an entire afternoon for each accumulative three departures from school prior to 2:45 p.m.

Students must obtain an admit slip from the principal's office after each absence.

MIDDLE SCHOOL AND HIGH SCHOOL ATTENDANCE

In accordance with the policy of the Board of Education, each student in High School and Junior High (See FDC-R2 or K-6) is required to attend each class a minimum of 90% of the time in order to receive credit for that class. A maximum of 10 days per semester may be missed in any one class. Attendance shall be counted per class period in both high school and junior high. Students must obtain an admit slip from the principal's office after each absence.

Students may bring Doctor's or Dentist's notes to the High School Office to be placed in their file.

Any student that exceeds the allowed 10 days per semester will go before the Attendance Review Committee. The Attendance Review Committee will be made up of one Administrator, the Counselor and one Classroom Teacher. The purpose of the committee is to review the student's attendance and decide if the student has valid reason(s) for exceeding the allowed 10 days per semester. The student is allowed to present any medical notes from doctors, dentists, physical therapist or hospitals explaining the reason(s) for the excessive absences.

Students must be accompanied by a parent or legal guardian when attending the Review Committee meeting. Every possible effort will be made to schedule an appointment at the parent or legal guardian's convenience.

If the student is found not to have valid reason(s) for exceeding the allowable 10 days per semester, then the N/C or no credit policy will be applied to the student's transcript in the class that had more than 10 absences in that semester.

ACCEPTABLE REASONS FOR MISSING SCHOOL

The following reasons are considered acceptable reasons for missing school:

1. Doctor's, Dentist's or other Physician's appointments that cannot be scheduled before or after school not to exceed 10 days per semester.
2. Students are not counted absent when attending school -sponsored events. However, it is the student's responsibility to make up work missed. The student will be allowed to be absent from the classroom for a maximum of ten periods per each class per year to participate in the activities sponsored by the school.
3. Funerals of relatives and court dates pertaining to one's self or internal personal family accounts.
4. Sick days spent at home when accompanied by a Doctor's note, not to exceed ten days per semester.
5. With exception of the acceptable reasons for missing school listed in the student handbook, a student must attend a minimum of three consecutive class periods of the school day to be eligible to participate in any school activities that day.

**Students have the same number of days they were absent to complete make-up work.

ANTICIPATED ABSENCES FROM SCHOOL

In the event of an anticipated absence from school such as a hospital stay, planned surgeries or time spent out of town with parents/guardians, the High School Principal should be contacted by the parents or guardians at the soonest possible time to discuss the student's anticipated absence from school so that arrangements can be made for the student's make up work. Students have the same number of days they were absent to complete make-up work.

TRUANT ABSENCES

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten or more days or parts of days within a semester, *the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title ten or the Oklahoma Statutes.

*Secondary students should note that for attendance purposes, a semester is that period of time which includes two consecutive grading periods, i.e. first semester equals grading periods one and two (first quarter and second quarter), second semester equals grading periods three and four (third quarter and fourth quarter).

TRUANCY

A student is considered truant when absent from the classroom without the knowledge and consent of either the school or parent. Cutting classes for one hour will be considered truancy, even though the student does not leave the school grounds. Students who are truant will not be allowed to make up work missed during their truancy and should expect disciplinary action.

*A student is considered to be truant when the parent or guardian does not (1) call the school to notify them of the student's absence or (2) send a note with the student upon their return to school.

ACTIVITIES ABSENCES

The maximum number of absences for activities sponsored by the school, which removes the student from the classroom, shall be ten for any one-class period of each school year

COLLEGE DAY ABSENCES

Students are allowed to have absences to visit colleges that they are interested in attending. These absences do not go against the student's maximum number of absences and are considered a school absence.

Guidelines for College Day Absences are as follows

Juniors are allowed one college day during the year. Seniors are allowed two college days during the year. Students must have taken the ACT prior to the college day. Students must bring documentation that the student had visited the college. After the allowed days any further absences for college enrollment will be counted as a normal absence.

TARDINESS HIGH SCHOOL AND JUNIOR HIGH

Tardiness is not acceptable behavior.

1. A student who is not inside the classroom seated when the bell sounds is tardy. Students tardy before 1st hour and after lunch will be sent to the main office for an admit to class.
2. A student who is more than 15 minutes late or leaves before the last 15 minutes of class is completed will be counted absent for that period.
3. Three tardies will constitute an absence from that class.

Tardies can affect both academic standing and school status. Most tardies are unexcused. Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period. **EVERY THREE TARDIES WILL BE CONSIDERED AN ABSENCE WHEN AWARDING ATTENDANCE CERTIFICATES. Being tardy to classes will result in consequences such as encore for the first three tardies. Lunch detention will occur after the 4th tardy and that can lead to in-school detention, and/or a citation with a court date and monetary fine.**

If you have been detained in the office, or by a teacher, as for an admit from the teacher who detained you before going to the next class. It will be the teacher's duty to keep the office informed of the student's lateness. Students will be assigned morning tutoring for each tardy.

Each 18 week term (Aug. – Dec. and Jan. – May) of tardies to class will be handled in the following manner:

Tardies 1-3	The student serves morning tutoring with their teacher
Tardies 4-6	Lunch Detention is assigned: 4 tardies – one day lunch detention 5 tardies – two days lunch detention 6 tardies – three days lunch detention
Tardies 7-9 (possible citation)	7 tardies – 1 day ISD 8 tardies – 2 days ISD 9 tardies – 3 days ISD
Tardies 10-11	Truancy Citation/Parent meeting required with administrator

Repeated violation will result in further disciplinary action. The discipline may include an of the several discipline alternatives depending on the circumstances and ENCORE assignment.

IMPORTANT: THREE TARDIES WILL BE COUNTED AS ONE ABSENCE. All tardies are counted in these totals. Excessive tardiness may result in disciplinary action.

SUSPENSION

It is the policy of the Maud Board of Education that the Superintendent or designee may suspend a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, officials or damages the property of another. Any student who has been adjudicated for a violent or non-violent offense may be suspended up to the remainder of the current semester and succeeding semester for any of the following, or for one calendar year or longer for violation of the Gun-Free Schools Act.

1. Use or possession of drugs, to include tobacco products.
2. Use or possession of alcoholic beverages.
3. Possession, use or exhibition of dangerous weapons.
4. Continual disregard/violation of the policies or regulations of the school.
5. Open disrespect or disobedience of teachers.
6. Destruction or damage to property.
7. Violent outbursts of temper or fighting.
8. Use of abusive language in presence of other students or school personnel.
9. Acts of immorality.
10. 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.
11. Any of the above reasons directly connected with the school, a school activity, or school personnel.
12. Violations of policy or regulations.
13. Adjudication as a delinquent.

Any student suspended from school will not be allowed to participate in any school activities, including practice activities. The student cannot attend any school activities at Maud Schools or at any other location where Maud Schools might be participating. Failure for a student to abide by this may result in additional discipline penalties. A student's assigned out-of-school suspension does not end until the BEGINNING OF THE FIRST DAY OF SCHOOL following the last day assigned.

Suspended students cannot be on Campus during the duration of the suspension.

IN-SCHOOL DETENTION

The purpose of this detention is to give students grades 3rd-12th the opportunity to keep up with his/her class work while being confined to an area that is not disruptive to the overall school atmosphere. The objective of this program is to provide an alternative to home suspension for those students who fail to function acceptably in an everyday school climate. ISD begins when the student arrives at school and ends at the close of school.

Students are responsible for bringing paper, pencil, books and other materials pertaining to their classroom assignments. **Assigned work must be completed to be released from ISD.** When the student is placed in ISD, the parents are notified. Students will be expected to follow ISD rules and expectations or be subject to further discipline. School work assigned during ISD will receive regular credit upon timely completion.

Any student placed in in-school detention is not allowed to participate in any school activities, including practice activities. The student cannot attend any school activities at Maud Schools or at any other location where Maud Schools might be participating. Failure for a student to abide by this may result in additional discipline penalties. A student's assignment to in-school restriction ENDS AT 3:25 P.M. ON THE LAST DAY ASSIGNED.

DETENTION

Detention will be served during lunch and will start promptly in designated room at designated times. Elementary, Middle, and High School will be during their respective lunch periods.

After School Detention:

After School Detention will be offered 3:30-4:00 at the discretion of the Principal.

Students will not be allowed to talk, eat or sleep in detention. Students will bring school related assignments to work on in detention or will be assigned additional work.

Students will be expected to serve detention, follow rules and expectations of detention or will be subject to further discipline.

MAKE UP WORK

All work missed during a period of absence may be made up. Students are not allowed to make up work if they are truant. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one school day to make up the work missed, unless granted additional time by the teacher or principal. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

Any test announced in the student's presence, which is missed by the student due to any type of absence other than truancy, will 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 will be obligated to take the test on that day. Should the student be absent at the time the test is announced or if the test is not regularly scheduled, makeup will occur at a subsequent date chosen by the teacher. Any exceptions to the policy concerning administering a test will be limited to those expectations made by the principal. Making up missed work assignments is the responsibility of the individual student.

MAKE UP WORK FOR OUT-OF-SCHOOL SUSPENSION

All work completed during suspension will be worth 60% or less credit. Students suspended out of school for five days or less will be allowed to make up their missed assignments. It is the responsibility of the student to request assignments missed during the suspension. For suspensions of more than 5 days, the suspended student and his/her parent or legal guardian will be presented an educational plan in order to make up work. Work will be assigned, returned, and completed, through the principal's office by parent.

CLOSED CAMPUS

Students will remain on campus from the time they arrive in the morning until the end of the school day. **Parents can not check students out over phone.**

CHECKING OUT OF SCHOOL

When a student must leave campus, they must check out in the main office. A parent/guardian must physically sign their child out in the office or send a note to the office in order for their child to leave campus during the school day. The school may call the parent or guardian to validate the note. A student who leaves campus without permission is considered truant regardless of the reason if not properly checked out. Students must report back to the office upon returning to campus. A student must be check out by a parent / or guardian during the lunch period.

VISITORS

Parents and patrons are welcome at Maud Public Schools. All visitors are asked to report to the main office and inform the school of the purpose of their visit and their presence in the building. The principal or his designee has the prerogative to approve or disapprove the visit.

SAFETY PLANS

Fire and tornado/security drill instructions will be discussed in each class and regular building-wide drills will be held. Escape routes and instructions are clearly posted in each classroom.

Students are reminded of the importance of these drills. Proper behavior and serious attitude are expected. It is paramount that everyone be well versed in the procedures for insuring the safety of all personnel in the event of an emergency.

INCLEMENT WEATHER DAYS (CLOSING OF SCHOOL)

In the event of inclement weather, school closings will be announced on local radio and television stations. The district makes every effort to provide the announcement as early as possible. School will be held if roadways are determined safe for travel, however, students and parents are encouraged to plan extra time for their morning drive to school and to exercise extreme caution.

INJURIES AND ILLNESS

All injuries and illness to students should be reported to the main office. At which time school staff will follow district policy.

The Maud School District assumes NO financial responsibility for the cost of any accident occurring to a student while participating in athletics or other school activities. A special accident insurance policy underwritten by an insurance company rated A+ by A.M. Best Company is available should you wish to purchase it. The insurance is offered for your convenience and neither the school nor any school official is compensated in any way by the insurance company. For information and a brochure on this insurance policy contact your principal's office.

AIDS EDUCATION / CONTAGIOUS DISEASES

Maud Public Schools is in compliance with Oklahoma State Law (70. O.S. 1987 11-103.3) annually provides Aids Prevention Education. The state mandate requires Aids Prevention be taught once during grades 10th - 12th. Curriculum is available for review. Exemptions from having the instruction must be made in writing. The curriculum may be reviewed by parents at a public meeting held at least one month prior to instruction.

The law also provides that any student afflicted with a contagious disease or head lice may be prohibited from attending school until a health professional certifies that the student is no longer contagious.

MEDICATION AT SCHOOL

If a student is required to take medication during school hours, the principal or the principal's designee may administer the medication only if the medication is prescribed and only with a written request and permission from the parent or guardian.

HEAD LICE

Every year, at nearly every school, there are cases of head lice. Maud Public Schools will conduct head checks as needed, to help prevent the spread of head lice among the student population. We know that any child is susceptible to lice and therefore there should be NO embarrassment. The following head lice control practices will be followed:

- Active infestation will be defined as the presence of live lice OR no progress in nit removal. Any student found to have active infestation will have their parent/guardian called immediately to pick up the student and will be advised to seek treatment as soon as possible.
- Instructions regarding safe treatment of head lice will be given to the parent/guardian. Safe, effective treatment options are considered to be prescription or over-the-counter lice removal preparations and manual removal of all lice and nits (eggs). Effective treatment can be accomplished overnight, allowing re-admission to school on the following day.
- It is the parent/guardian's responsibility to treat the student at home, and to **accompany** them

to school the NEXT day **with** proof of treatment for example the empty bottle of medicated head lice shampoo.

- Students will be admitted to school when no active infestation is present. The school nurse will check for the presence of live lice and/or nits, review treatment, and provide any needed instructions for support.
- If the student is found to have active infestation, which includes no progress in the nit removal, the parent will take the student home immediately for further treatment.

HALL CONDUCT AND PASSES

Students shall adhere to the following guidelines while in the hall:

1. Move quietly, quickly staying to the right of the hall.
2. Do not congregate in one area or impede the process of other students.
3. Refrain from loud talking, yelling, etc.
4. Do not run, shove or push.
5. Avoid slamming doors.

Teachers will stand in the hallway or by their doorway to ensure smooth transition during passing time.

Students are expected to be in their assigned classes at all times during the school day. If a student receives permission from a teacher to be out of class for any reason, he or she must have a hall pass and should present the pass upon request to any school personnel who request it. Students are not allowed to loiter in halls before school, at lunch or after school. Unless prior arrangement with a faculty member has been made and the student is in possession of a hall pass.

LOCKERS AND BOOKS

Students are to use **only lockers assigned to them**. Each student is responsible for the care of his or her locker and liable for damage. Lockers are school property and can be searched if needed. Students who lose or destroy a textbook will pay for the textbook before being issued another one.

CELL PHONE DEVICES

It is the policy of the Maud School District (“District”) Board of Education that students may possess a cellular telephone while on school premises and while in transit. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class hours, and other school educational activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may have cellular telephones while attending a function sponsored or authorized by the school if the sponsor gives his/her permission.

Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas,” “Private areas” include but are not limited to rest rooms, changing rooms, and locker rooms. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

Students shall only engage in approved and authorized contact with District employees and shall report any inappropriate contact immediately. Students found to be using any electronic communications device for any illegal purpose, violation of privacy, to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, internet uploading and downloading, camera, audio/video recording features. Students found using a phone for harassment purposes in violation of this policy will not be allowed to carry any personal

communication device following the incident unless a genuine health emergency exists.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries. School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is improperly using a wireless communication device. School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is improperly using a wireless communication device shall have the authority to remove the wireless communication device from the student's possession. Students improperly using a wireless telecommunications device in violation of this policy shall be subject to disciplinary consequences. These consequences may include, but not limited to:

- Confiscation of device with parent/guardian required to obtain the device from the principal.
- Confiscation of device with parent/guardian required to obtain the device from the principal; after school detention
- Confiscation of device with parent/guardian required to obtain the device from the principal; in school restriction
- Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for three days;
- Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for 10 school days; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the school year.
- Confiscation of device with parent/guardian required to obtain the device from the principal; suspension from school for the remainder of the current semester and all of the next semester; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by the District for the balance of the student's enrollment in the District's schools.

ELECTRONIC ENTERTAINMENT DEVICES

IPOD'S, MP3Players, CD Players, DVD Players, stereos, radios, handheld electronic games or other items of the personal electronic entertainment genre SHALL NOT BE USED DURING THE SCHOOL DAY. Students that violate this rule will be asked to leave their property in the Office with the Principal. The Principal will contact parents/guardians to collect the student's property.

Maud Public Schools is not responsible for electronic devices of any variety that is lost or stolen.

OFFICE PHONES

Office telephones are for business and should be used by students only in a case of an *emergency*. Student phone messages will be accepted ***only from a parent or guardian*** and must be of an emergency nature to interrupt class. Non-emergency phone messages will be delivered to students before the end of the school day. In the event of an emergency and/or illness or injury, students will be allowed to come to the office with permission from their classroom teacher and request the Secretary to call their parents/guardians.

SUBSTITUTE TEACHERS

Substitute teachers are to be given the same respect, courtesy and cooperation as the regular classroom teacher. You are expected to abide by all policies and procedures in practice. If a student chooses not to comply with any of these guidelines, it is cause for any reasonable discipline the principal may decide to impose.

STUDENT DRESS

It is the intent of the student dress code to permit students to express their individuality, while still maintaining an atmosphere conducive to the educational mission of the Maud School District.

- Clothing and or accessories shall not display lettering, which carries connotations of immorality, vulgarity, obscenity, nudity, or sexual suggestiveness, either at school or at school functions. Clothing shall not display or promote alcohol, tobacco or drugs.
- Shoes shall be worn. House slippers are not acceptable.
- Caps, hats, scarves or other head coverings may not be worn into the building. The only exception is for religious, health, safety reasons, or special days as instructed by staff.
- The hemlines of shorts and skirts must reach the tips of the fingers when arms are held at sides.
- Shirts must be long enough that no midriff or back is exposed when arms are raised above the head, or the student leans forward while seated.
- Sleeveless garments must have a strap at least two inches wide; no “spaghetti” straps.
- Pants are to be worn at the natural waistline (no sagging) and with both pant legs rolled down.

The following items are prohibited: mesh clothing, muscle shirts, spandex pants, sunglasses (worn inside), wallet chains, safety pins, dog chains or bicycle chains worn around the neck as jewelry or gang attire, facial and tongue piercings, cut offs (shirts and pants), pajamas.

Any matter of dress or grooming, which is inappropriate, will be corrected. The principal will make all final decisions regarding dress. Students who are improperly dressed for school will be asked to change. NOTE: Students who are sent home for dress code violations may receive un-excused absences.

WEAPONS

Possession of any dangerous weapon on school property, school sponsored events or in vehicles is strictly forbidden. Dangerous weapons include, but are not limited to the following: firearms (guns), explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. Students found in violation of this policy will be suspended and the police will be notified.

TOBACCO

Tobacco or tobacco products of any kind shall not be used or possessed on school premises or while attending any school sponsored event. This includes while being transported to a school event or off school grounds as a school sponsored event. Tobacco will be confiscated and the student may be subject to discipline.

DRUGS OR ALCOHOLIC BEVERAGES

Teachers are required by law to report to the principal any student they may suspect of being under the influence of any intoxicant or mind altering substance. Offenders will be prosecuted to the fullest extent of the law.

Any student who is found to be in possession of, have consumed, or be under the influence of narcotic drugs, barbiturates, alcohol, or any stimulant en route or from school, while attending school, in or on school premises, or at school sponsored activities, may be subject to discipline based on the principal's findings.

Any student who distributes actual or represented controlled substances will be subject to discipline.

Information about drug and alcohol counseling and rehabilitation can be obtained from the school counselor and local youth agencies.

DRUG DOG

Maud Public Schools have contracted with a company to provide drug-sniffing dogs on our campuses. Dogs search lockers, vehicles and public areas. Visits are unannounced. Vehicles and lockers that are suspect will be opened and searched by the principal. If contraband is found, appropriate disciplinary action will be taken. Parents will be notified as soon as possible when the student vehicle or locker is searched due to a 'hit' by the drug dog.

SEXUAL HARASSMENT/BULLYING

The Board of Education of Maud Public Schools forbids discrimination against, or harassment of any student or employee on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students, including substitute teachers, non-employee volunteers, and anyone whose work is subject to control of school personnel. Any student found to have engaged in sexual harassment of other students or employees shall be subject to the appropriate punishment. Examples of sexual harassment may include but are not limited to the following: Cursing or profanity, obscene gestures, writing sexually oriented statements to or about others, displaying any pornographic materials, fondling of others, or any other acts of sexually oriented nature that may be offensive to another person. Likewise any student that purposely tries to intimidate or 'BULLY' other students, either verbally or physically-will be disciplined by the attending staff and/or the principal in an effective manner.

On the 9th day of July, 2012, the Maud Board of Education met at a regular meeting. One of the acts of business at this board meeting was the revision and ultimate adoption of the school district's policy regarding bullying. The bullying policy is found at FNCD, FNCD-R, FNCD-P, AND FNCD-E in the school district's policy manual. You are entitled to a copy of the policy. If you would like to receive a copy of the policy, please contact Geraldine Bodkin at the Board of Education Office (405) 374-2416.

CYBER BULLYING

Students who being bullied by either text messages or by e-mail by other students are strongly encouraged to save these messages and report this to the building principal. These reports will be dealt with by the principal in a prompt and effective manner, which may involve contacting the local law enforcement. School is supposed to be a place where all students feel safe. Cyber Bullying will not be tolerated.

PUBLIC DISPLAYS OF AFFECTION

Students must accept the responsibility of conducting themselves in a manner that is not subject to question. A public display of affection between students is considered offensive and unacceptable behavior.

TRANSPORTATION

The driver of a school bus is a school official and has the same authority as a teacher in a classroom. Transportation is a privilege that can be revoked for inappropriate behavior on the bus, at the bus stop, or anywhere else that endangers the safe transport of students between home and school. Students who have persistent inappropriate behavior, poor conduct, bad language, smoking, or disrespectful behavior toward sponsors or parent sponsors will be subject to discipline or loss of transportation privileges.

For school sponsored activities, students must leave from school and return with transportation provided by the school. Students may not return from school related activities with any other than their parent or guardians.

BUS REGULATIONS

Students who come to school on the bus should return home on the same bus unless they **have a note from the parents that is given to the office.** Only regularly scheduled bus students are to ride the school buses. The school bus should be regarded by the students and parents as "another classroom," and the child's behavior should reflect that attitude. Failure to behave on the school bus can have very

serious consequences just as misbehavior in any class would result in serious consequences. At all times, the student's behavior should be refined and courteous.

Bus Rider Rules: Riding a school bus is a privilege, but the privilege may be denied for failure to abide by general school rules and the following bus rider rules:

Prior to loading students should:

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to get off the bus.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.

While on the bus students should:

1. Keep all parts of their body inside the bus.
2. Not eat or drink.
3. Not use any form of tobacco (lighter and matches), alcohol, or drugs.
4. Assist in keeping the bus safe and clean.
5. Remember that loud talking and laughing or unnecessary confusion may divert the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any bus equipment.
8. Maintain personal possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects out of the bus and/or on the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus student should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Help look after the safety and comfort of small children.
3. Go home immediately – staying clear of traffic.

General Rules:

1. Students will be let off the bus at the same place they are picked up unless the school receives a call or note from the parent.
2. Coat hangers are not to be carried on the bus unless they are inside a garment bag or otherwise covered.
3. The above rules and regulations apply to all trips under school sponsorship.

BUSES AND BUS BEHAVIOR

Buses will only let students on and off at school and at their homes or bus stops. School officials may suspend a student from the privilege of riding on the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the student gets to and from school.

There will be no food or drink consumed on the bus. Nothing shall be thrown in the bus or out of the bus. Pupils should not extend arms or other parts of their bodies out the window. Loud talk or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident. Riders shall conduct themselves as ladies and gentlemen at all times. Any damage done to a bus by a student must be repaired and such actions will be dealt with immediately.

BUS MISBEHAVIOR

Buses will only let students on and off at school and at their homes or bus stops. School officials may suspend a student from the privilege of riding on the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the student gets to and from school. Riders shall

conduct themselves as ladies and gentlemen at all times. Any damage done to a bus by a student must be repaired and such actions will be dealt with immediately.

Students misbehaving or failing to comply with bus rules and regulations will be disciplined as follows.

- 1st offense** Note sent home and discuss problem in the office with principal or counselor—If hitting another student is involved or if disorderly conduct is involved suspension days off the bus can be applied to a first offense.
- 2nd offense** Note sent home and three (3) days off the bus.
- 3rd offense** Note sent home and five (5) days off the bus.
- 4th offense** Note sent home and two (2) weeks off the bus.
- 5th offense** Note sent home and off the bus for the remainder of the semester (or days totaling a semester.)

Note: Further problems results in NO bus privileges. Hitting can result in an immediate suspension from the bus.

Bus drivers will make all discipline reports in writing to the principal.

STUDENT PARKING AND DRIVING REGULATIONS

Parking and driving on campus are privileges, which will be revoked if abused. Students must register their vehicle with the office and provide a copy of their driver's license and insurance verification in order to drive to school and park on campus. The district is not responsible for vehicles or their contents. Student's vehicles are subject to search if there are reasonable grounds to believe prohibited items may be present in the vehicle.

Students are not permitted to sit in parked cars at any time during the day. Once students arrive at school, their cars are to be parked and students are not to return to the car without permission from the office except for the end of the school day. Students will park in the parking lot west of the high school only. Students must enter and exit the parking lot through the south entrance to avoid the buses.

VO-TECH TRANSPORTATION

When transportation is provided by Vo-Tech, students must ride the bus to and from Vo-Tech. When Vo-Tech does not provide transportation, students may drive personal vehicles with parent or guardian permission.

CAFETERIA

The school cafeteria offers well-balanced lunches at a reasonable price. Students are expected to adhere to the same rules of conduct in the cafeteria as is expected in the classroom and hallways. Any student who chooses not to behave in the cafeteria will be subject to discipline.

ASSEMBLIES

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly over the intercom. Students are required to sit in their grade assigned areas. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly.

Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

Students who choose not to behave appropriately during assemblies will receive disciplinary action. Students with a history of disciplinary action will not be granted the privilege of attending assemblies.

POSTER DISPLAY

Any organization at Maud Public Schools is at liberty to display posters and signs at appropriate locations throughout the school campus. *Mirrors, doors and glass should not have signs put on them.* Posters and signs should, of course, be in good taste and will not impede orderly school movement or function. Approval from the principal must be given before placing posters around the school campus. Posters should not be designed to stay up indefinitely and must be removed by the group, which

placed them when they are no longer meaningful. Non-school posters are not allowed at Maud Public Schools.

LIBRARY-MEDIA CENTER

The library is open in the morning. Students may visit the library individually with a hall pass during the class period or with their classes. Behavior exceptions and discipline policies of Maud Public Schools will be observed in the library.

INTERNET GUIDELINES

Students are responsible for good behavior on the school computer networks. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications to maintain system integrity. Inappropriate network utilization may result in disciplinary action.

Computers, internet access, and other technology will be made available for approved educational uses. Inappropriate use or abuse will result in suspension of privileges, and/or disciplinary actions. Parent/guardian and student must sign the internet access permission slip form before use is granted.

MOMENT OF SILENCE

Beginning with the 2003-04 school year, Oklahoma School Districts must observe one minute of silence each day when students may “reflect, mediate, pray or engage in other silent activity”, that is not disruptive to the classroom. This will be done at Maud Public Schools each morning, after the Pledge of Allegiance, in a uniform manner.

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for the marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning “protected information”. If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- ◆ Political affiliations;
- ◆ Mental or psychological problems of the student or student’s family;
- ◆ Sexual behavior or attitudes
- ◆ Illegal, anti-social, self-incriminating, or demeaning behavior;
- ◆ Critical appraisals of student’s family members;
- ◆ Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers.
- ◆ Religious practices, affiliations, or beliefs of the student or student’s parents; or
- ◆ Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

2. Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them;

- ◆ Activities involving collection, disclosure, or use of personal information
- obtained from students for the purpose of marketing or selling otherwise
- distributing the information to others.
- ◆ Any protected information survey, regardless if funding; and
- ◆ Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or it’s agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screens, or any physical exam or screening permitted or required under state law.

3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request:

- ◆ Protected information surveys of students (including any instructional materials used in connections with the server.)
- ◆ Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- ◆ Instructional material used as part of the educational curriculum.

4. The School District will directly notify parents and eligible students, such as through the student handbook, U.S. mail or email, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. Report violations. Parents and eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave. SW
 Washington, D.C. 20202-4605

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Maud School District, with certain expectations, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Maud School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Maud School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, in addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to release addresses and telephone listings-unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Maud School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by 10 school days. Maud School District has designated the following information as directory information:

Student’s name	Name of student’s parents	Address
Telephone listing	Photograph	Date/place of birth
Grade level	Participation in officially	Weight and height
Degrees, honors	recognized activities and	of athletic teams
	Sports Awards	

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 P.L. 107-110. The Education bill, and 10 U.S.C 503, as amended by section 544, the National Defense Authorization Act for fiscal Year 2002 (P.L. 107-107), the legislation that provided funding for the Nation’s armed forces.

Title I Parents Right To Know Policy

Parents have the right to request information about the qualifications of their children’s teachers. The information available to parents on request include:

- ❖ Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- ❖ Whether a teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
- ❖ What major each teacher earned his/her bachelor’s degree in;
- ❖ Whether the teacher holds graduate certification or degree and in what field or discipline, and
- ❖ Whether a child is provided services by paraprofessionals and, if so, their qualifications
- ❖ Information on child’s level of achievement on each required state assessment
- ❖ Timely notice if a child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified as defined by the law.

THE TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Maud Public Schools prohibits discrimination on the basis of sex in any educational programs or activities sponsored by the school district. If anyone has complaints in regard to discrimination, they can contact school administration.

STUDENT CONDUCT

Student behavior must not interfere with school activities and teaching. Abuse of any form or threats of harm will not be permitted. Unacceptable speech is not permitted. Unlawful use, possession or distribution of drugs, alcohol or any controlled dangerous substances will result disciplinary actions. The following is a complete guideline to student conduct;

INTERFERENCE WITH PEACEFUL CONDUCT

It is the policy of the Board of Education to encourage the prosecution of any person who commits any act that may interfere with the peaceful conduct of school activities.

The Superintendent of Schools has the authority to file charges against any person who commits an act, which interferes with the peaceful conduct of school activities.

The Superintendent of Schools has the authority to file charges of trespassing against any person who enters the school grounds and/or school buildings for the purpose of committing any act, which interferes with the peaceful conduct of school activities.

The Board hereby encourages the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student.

DISCIPLINE AND STUDENT CONDUCT

Administrators and teachers have authority over Maud students at all times during the school day and at all school sponsored activities, whether in Maud or out of town or outside the normal school hours. All school rules and regulations are in effect during the times prescribed above.

The great majority of Maud students are very cooperative and have a fine sense of responsibility toward meeting all their school obligations. It is our aim to help develop in each student high standards of self-discipline so that he will make the correct response without being supervised.

However, there are a few students whose action indicates that they are not as mature as they should be. They have not developed the self-discipline that is needed for good citizenship. Irregular attendance, frequent tardiness and thoughtless conduct in various situations show this immaturity. Those students who have repeated offenses and who show no improvement in their conduct or attitude will be disciplined accordingly. Each time a student has to be disciplined, a disciplinary referral slip will be sent to the parents explaining the regulations and the action taken. (Examples of prohibited behaviors are listed in student rights and responsibilities in back).

The disciplinary measures listed below are alternatives available to teachers and administrators in the school. This in no way reflects the order or sequence that they will be used. Efforts to improve, attitude, frequency and degree of incidents will influence disciplinary decisions. Due process is guaranteed each student. Disciplinary action is at the discretion of the building principal according to guidelines established.

- 1) Conference with student (parent may be called)
- 2) Suspension
- 3) Refer to other social agencies
- 4) In-school suspension from class
- 5) Additional assignments
- 6) Restriction to campus
- 7) Involve law enforcement
- 8) Counseling by teacher, counselor, administrator
- 9) Any other disciplinary action deemed appropriate under the circumstances.

- 10) Detention Hall
- 11) Review committee
- 12) Expulsion
- 13) Parental Conference
- 14) Financial restitution
- 15) Saturday School
- 16) City of Maud Juvenile Court System

ASSAULT ON A SCHOOL EMPLOYEE

A school employee shall mean any duly appointed person, employed by or employees of a firm contraction with the Maud Public School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Section 9-113.

EXPLANATION OF TERMS:

***DETENTION:** A period of time, other than class time, when a student is detained as a disciplinary measure. Detention assignments, when practical, should begin the day following the infraction. Failure on the part of any student to attend detention may result in further disciplinary action.

***VERBAL OR WRITTEN COUNSELING:** Verbal counseling means to orally address an inappropriate behavior. Written counseling means to send written notice to parents outlining an inappropriate behavior.

***BEHAVIORAL CONTRACT:** This is a written agreement between the student and teacher/administrator defining student behavior, and the penalties to be assessed if the student fails to comply with the procedures outlined in the contract.

***ALTERNATIVE SCHOOL:** The Alternative School for Maud Public School is designed to provide an educational alternative to students who are being unsuccessful in the traditional class schedule and the traditional school day.

***SATURDAY SCHOOL:** Maud High School students may be assigned Saturday School for makeup or for disciplinary purposes.

***IN-SCHOOL SUSPENSION:** (Time-Out) (Short-term removal from classes) Students who are suspended from regular school programs may be assigned to the in-school suspension center. Students that refuse the in-school program can be suspended from school for as many days as the in-school suspension penalty, but they will still be required to serve the original in-school suspension days before returning to school. The primary purpose of this program is to allow most student offenders to remain in school and keep up academically while being disciplined.

***EMERGENCY SUSPENSIONS:** If the student poses an immediate threat to himself, others, school property or the tranquility of the school, he or she will be suspended immediately with a parent conference following.

***SUSPENSION:** (Removal of a student from school and all school functions for a specified period of time). The principal or his/her designee may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to maximum of two semesters. Parents or legal guardians of the student will be notified by mail and verbally, when possible, of the suspension. Students who are on suspension will not be allowed to attend any school function during the suspension.

***DUE PROCESS:** Due Process means the student has the opportunity to inform him/her of the provisions of these policies or of other school regulations or procedures. The student is informed of the provisions allegedly violated and has sufficient opportunity to give his version of the alleged violation. He also has the right to appeal to the Board of Education.

***PROBATIONARY ATTENDANCE:** Probationary attendance is assigned to a student that has a habitual truancy problem.

***REINSTATEMENT:** Reinstatement after a suspension from school or classroom results when the principal or his representative is convinced that the conduct of the pupil will be consistent with that which is expected of good school citizens. Usually reinstatement will occur after a parental conference, which will include the school personnel involved.

***HAZING:** As per Oklahoma Statute Section 1190 of Title 21: No student organization or any

person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

***ASSAULT/BATTERY/FIGHTING:** Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Assault includes verbal threats. Battery: Offensive, unconsented touching of another's person. Battery includes fighting and throwing objects.

***BULLYING:** Harassment, intimidation, and bullying are strictly prohibited at school by the Maud Public School District. Students violating the prohibition set forth in this policy shall be subject to and all disciplinary measures the district deems appropriate. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any distinguishing characteristic. "At School" means on the school grounds, in school vehicles, at school sponsored activities, or at school sanctioned events.

***LUNCH DETENTION:** Lunch detention is assigned as a consequence associated with tardies. It is possible the lunch detention can be assigned to a student if that student is not complying with other consequences, such as encore, for example. A student assigned to lunch detention will meet an instructor in a designated room for their entire lunch period. They will be provided a lunch that will be charged to the student's lunch account for each day they are assigned whether they are present for detention or not.

DISCIPLINE POLICY

The nature of the infraction determines the initial discipline plan entry-level placement. (See Specific Infractions)

Students will enter the discipline plan upon the first infraction and parents notified. Multiple or repeated infractions move the student to the next level on the disciplinary program. Nothing in this discipline schedule shall be construed to deny the students right to fair and orderly hearing, appeals, counsel and due process in cases, which may end in suspension or expulsion.

The principals and their designees in a manner, which they deem just, shall interpret this schedule given the circumstances of the individual case. Appropriate action will be taken. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action schedule.

NOTE: Students assigned in school or out of school suspensions, including TIME-OUT will be referred to their respective counselors.

DISCIPLINE PLAN LEVELS

Level I Student enters the discipline program; appropriate action is taken and the parent notified.

Level II Student is reported for second offenses or for more serious infractions of rules. Student has repeated offenses or a combination of offenses. Student will be assessed discipline accordingly through reference to student discipline file including in-house suspension and short term and out-of-school suspension.

Level III Student has repeated infractions and multiple infractions, or suspensions and removal from school initial infractions. Student violates probationary plan. Student demonstrates little evidence of improvement efforts. Student infractions include suspensions and severe infractions. Discipline ranges from long-term in-house suspension or out-of-school suspension. Long-term out-of-school suspension may be applied. Parent conference is held. Refer student to outside agencies.

The student will accept the discipline prescribed by the teacher or principal. A student who does not accept prescribed punishment will be suspended from school. The student may be required to bring parent to the Principal's office after the suspension to be re-admitted to school. Complete details are outlined in the student's rights and responsibilities handbook. A list of behavior guidelines and subsequent discipline actions is posted in each classroom.

CHEMICAL SUBSTANCE ABUSE POLICY

Use, distribution, and/or possession of alcohol, illicit drugs or other chemical substances are positively forbidden on school property at anytime by anyone. The use of these substances is forbidden on any trip or activity associated with the school such as field trips, athletic events, etc. Violators are subject to disciplinary action including suspension from school.

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence while under the supervision of the school or in attendance at any school related function, of non-intoxicating beverages, alcohol, controlled dangerous substances or any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

- I. Includes, but is not limited to gasoline, glue, fingernail polish, white out, etc. or some other solvent releasing toxic vapors.
- II. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise changes, distorts, or disturbs eyesight, thinking process, judgment, balance or coordination of an individual.

Any case involving the possession and misuse of narcotics and/or dangerous drugs will be reported immediately to the principal or school official in charge. Any student under the influence of alcohol and/or drugs will be immediately removed from contact with other students. The principal will contact the parent or legal guardian. After proper notification, if the parent or guardian cannot or will not come to the school, a letter will be sent to him describing the circumstances. (See current policy):

- A) **The student will be suspended from 5 days to a full year out of school.**
- B) **Student may be required to attend in-school or out-of-school counseling sessions. Proof of counseling out-of-school may be required.(See current policy)**

TOBACCO

Tobacco, Alcohol, Drugs (including "turkey drugs"/false representation of a drug substance)- - Tobacco, in any form will not be allowed on Maud School grounds by any student. Violators will be subject to disciplinary actions and actions of law officials. See Infractions and Discipline List. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, or tobacco products in or on school property, including buses or at the bus stop.

DEFACEMENT OF SCHOOL PROPERTY/VANDALISM/ARSON

Any student who defaces or vandalizes any school building, property, or bus, or writes anything profane or obscene, or draws any lewd pictures on school premises shall be liable to suspension, expulsion, or other punishment befitting the offense. Defacing or destroying property belongings to the school, school personnel, or other persons will be reported to the parents, the board of education, the police department, and the county district attorney. The student will be responsible for restitution to school officials and could be suspended for up to one semester. This will be determined by administrative decision.

SUSPENSION FOR CAREER TECH (GCTC) STUDENTS

Enrollment in Career Tech is based on the same graduation requirements as enrollment in the home school campus. Credit given for classes taken is recorded on the high school transcript. Career Tech classes are simply an extension of the home school campus. Abiding by the stated regulations on behavior and attendance is expected. The student represents Maud High School. **Therefore, a student suspended from Career Tech will also be suspended from the home school program. Likewise, home school suspension will include suspension from Career Tech.**

SUSPENSION FROM SCHOOL

Suspension of a student from Maud Public School is a very serious disciplinary action, which is taken after all other attempts to correct a student's serious misconduct have failed. The offenses, which may require suspension, could vary in seriousness. Suspension may result as a consequence of chronic misconduct or a single serious offense. Suspension from the regular school day also means that the student serving the suspension is not allowed to attend school sponsored events or activities during the time of the suspension.

It is the responsibility of the administration of Maud public Schools to determine the necessity of suspension of any student who jeopardizes the educational atmosphere of the school, or so causes other

students to be deprived of their right to education opportunities.

Before suspending a student, the principal will attempt verbal contact with the parent or guardian to discuss the offense and the procedure of suspension. The parent or guardian will be provided instructions as to any appeal process. No student will be reinstated until a parent conference is held with the principal. The conference with the parent will also provide the parent and student with information about how their work will be prepared and provided while they are serving their suspension time. See the student rights and responsibilities handout for more detailed explanations of the suspension procedure, including possible actions warranting suspension.

Long Term Suspension is terms used if the time of suspension is to run longer than nine days. Suspensions that are for 10 days or more, the students will continue their instruction in a virtual school setting. The long term suspension can last until the end of the present school year or a maximum of two terms (a full school year). The offense warranting long term suspension would have to be of a very serious nature.

BOMB THREAT PROCEDURES

Persons involved in such activities (whether it is a verbal, written, or electronic, (etc.) threat) are considered acting in a criminal manner and therefore are subject to charges being filed against and prosecution pursued.

PROCEDURE:

- 1) Building evacuated by fire drill routes
- 2) Authorities notified – Police and Fire Depts.
- 3) Trace the call
- 4) Person involved prosecuted
- 5) Report each incident to central school office

There will be approximately four drills throughout the year. The safety areas and evacuation procedures are in conspicuous places, every classroom, hall and meeting area. Tornado warnings will be a long and continuous bell. Repeated ringing of five short bells will indicate fire warnings.

SEARCH PROCEDURE

For the general safety and well being of the entire student body, we want this environment to be free of drugs, beer, other intoxicants & weapons. Lockers, book bags, motor vehicles, and etc. maybe searched indiscriminately by school officials if we have reason to believe something out of the ordinary is being stored there. The school and the student are in joint ownership of a locker and we expect only books and school materials to be stored there.

We believe that all students should be free from unreasonable search and seizure by school officials. However, the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion (cause) for such searches. The superintendent, principal, or authorized/designated personnel of this school may detain and search any student or students on the premises of the public school, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized personnel has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, tobacco products, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be a disruption of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. The extend of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
4. Authorized personnel conducting a search shall have authority to detain the student(s) and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is of the same sex as the person who is being searched and shall be witnessed by at least one other authorized person. The witness will be the same sex as the student when practical.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search, in addition to those mentioned in paragraph one above, shall include by not be limited to any object, instrument, or material commonly recognized as unlawful or prohibited. For example: switchblade or material commonly recognized as unlawful or prohibited items. Such items, or any other items which may pose a threat to students, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the principal for a period of one semester, up to the length of both semesters, or as prescribed by law. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension by making contact with the superintendent at the local Board Of Education building at 1301 E. Highland Street in Maud.
10. School personnel will strictly obey all constitutional rights. The school will comply with all existing laws dealing with searches in a public educational facility.

SEXUAL HARASSMENT OF STUDENTS

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 employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

D. Sexual Harassment

For this purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding,” double meanings, and jokes.
- B. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct, which effectively deprives a student of access to educational opportunities or benefits provided by the school.

E. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The School district is not concerned with the “off-duty” conduct of school

personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teaches and students under the age of 18 may constitute a crime under state or federal law.

12. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage the student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
 - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents 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.
 - 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns, which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of 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.
- D. 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.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000e-2

29 C.F.R. 1604.1, et seq.

Students may obtain claim forms in the Principal's Office, the Counselors' Office, or the School Library. These claims should be turned in to the Principal's or Counselor's Office and will then be forwarded to the District Grievance Compliance Officer.

SAFE SCHOOLS ACT (1996)

Under the terms of the Safe Schools Act, schools are required to report serious violations of school discipline policy are reported to juvenile authorities or/and the police. These violations include possession and sale of or transfer of alcohol, drugs, stolen property etc., and possession of weapons, assault etc.

In addition to transcripts and attendance records, student discipline records will be sent to the district or school to which the student may transfer Maud Public Schools will receive discipline records from other schools for students transferring to our school. The confidential Safe Call number for reporting

circumstances, which may affect the safety of the schools, is **1-800-SAFE-CALL (723-3225)**.

SPECIFIC INFRACTIONS AND DISCIPLINE

***ALCOHOL**

Use, possession and/or under the influence AND/OR distribution and/or selling alcoholic substances (Refer to Chemical Substance Abuse Policy)

1st offense – 5-45 days in school/out of school suspension

2nd offense – 45-90 days out of school suspension

3rd offense – Up to two semesters out of school suspension

Can involve police.

***ALCOHOL** Selling and/or distributing
Out of School Suspension for up to two terms

***ALTERING RECORD**

Changing school documents by any method

1st offense - 1 – 5 days in school suspension/School Service

2nd offense – 5 – 10 days in school suspension

3rd offense – Suspension up to 2 terms

***ARSON** Intentional burning of property, etc.

1st offense – out of school suspension for up to 2 semesters
and restitution of damages –

Can involve police .

***ASSAULT AND BATTERY**

an assault with an actual touching or other violence upon another.

1st offense – subject to arrest- 5 to 10 days out of school/Parent
Conference/Counseling Intake.

2nd offense – Involve authorities-subject to arrest/long term
suspension, 10 days to one term/Parent
conference/Counseling Intake

3rd offense – Suspension up to two terms

***BULLYING, HAZING, & HARASSMENT**

Any willful act done by a student, either individually or with others to another student for the purpose of bullying or subjecting the other student to indignity, humiliation, intimidation, physical abuse, or threats of abuse. This includes any gesture, written or verbal, expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission. (Cyber bullying can fall under this area. Using the internet as in a negative manner to harm the mental or physical well being of another student, all students, adult, or school employee can also carry with it disciplinary actions under this rule.)

1st offense – verbal conference with student/refer to Counselor/or move to next offense consequences determined by the severity of the situation.

2nd offense – 1 – 3 days in-school suspension

3rd offense – 3 – 10 days out of school suspension

4th offense - Out of school suspension up to a one year

Can involve police.

***CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/IPODS/MP3 Players, etc.**

The use of communication devices (cell phones, pagers, etc.) is permissible in designated areas. Phones and electronic devices are generally not permitted in the hallways and classrooms. The use of phones and electronic devices in prohibited areas and situations result in the school making contact with parents and device will be confiscated.

1st offense – verbal warning/confiscated

2nd offense – confiscated/Parent is contacted

3rd offense – 1 days Trash Duty

4th offense – 2 days Trash Duty

5th offense – 3 days Trash Duty

6th offense – 4 days Trash Duty

7th offense – 5 days Trash Duty

8th offense – 1 day of In-School Detention/Turn phone into the office every morning for the rest of the school year.

9th offense – 1 – 3 days In-School Detention/No cell phone will be allowed at school specific to the student in question.

Also, any refusal to turn in cell phones to adults or instructors when violations of cell phone policies have occurred will result in disciplinary action.

1st offense–Verbal / 1-5 days in school/out of school suspension

2nd offense – 3-10 days in school/out of school suspension

3rd offense – Up to one term or possibly two terms out of school suspension

***CELL PHONES OR TECHNOLOGY USED FOR THREATS OR FOR DISTRIBUTION OF PORNOGRAPHY OR VIOLENCE**

The use of communication devices to make threats, challenges, or to make invitations to fight OR for sending pictures, videos, or texts that are threatening, violent, or pornographic (involving nudity or lewdness) is prohibited by school policy. Also, any refusal to turn in cell phones to adults or instructors when violations of cell phone policies have occurred will result in disciplinary action. (Cyber bullying can fall under this area. Using the internet as in a negative manner to harm the mental or physical well being of another student, adult, or school employee can also carry with it disciplinary actions under this rule.)

1st offense–Verbal / 1-5 days in school/out of school suspension

2nd offense – 3-10 days in school/out of school suspension

3rd offense – Up to one term or possibly two terms out of school suspension

Can involve police.

NOTE: Use of technology in a manner that generated unkindness toward others, ill will toward other students, or creates problems at school, whether the message originated at school or not, can be under review by school officials and law enforcement, with the possibility of legal and disciplinary actions resulting from the findings of the investigation. Discipline actions can be up to a two term suspension

***CHEATING/PLAGIARISM**

Using material not allowed during test, copying from another, securing copies of test, securing answers in advance of test or the use of another’s work as your own. This also includes cheating that might occur with the assistance of cell phones or electronic devices.

1st offense – “0” on material, loss of opportunity and 1-3 days detention/Encore with parent called or School Service

2nd offense – “0” on material, loss of opportunity and 3-5 days in-school suspension

3rd offense – “0” on material, loss of opportunity and 5-10 days in school suspension

***CLASS DISRUPTION/DISORDERLY CONDUCT**

Behavior of student becomes disruptive to the educational welfare of the class or environment. This includes non-participatory behavior such as sleeping in class or refusal to work or participate with reasonable requests.

1st offense – Conference with the principal/removal from class / possible detention/School Service

2nd offense – 1 – 5 days detention/

3rd offense – 1 – 3 days in-school suspension (parent conference)

4th offense – 3 – 5 days in-school suspension (parent conference)

5th offense - 3 days – out-of-school suspension

***DRESS CODE**

Violation of dress code occurs when students wear clothing in a fashion or manner that violates the dress code guidelines listed in this agenda. Clothing should not be revealing, showing cleavage, buttocks, undergarments, etc. Any attire in question can be referred to administrator, counselor or staff member.

1st offense – Conference, change clothing or article in question

2nd offense– Student could be sent home, call parents, change article

3rd offense – 1-3 days in school suspension

4th offense – 3-5 days in school suspension/parent conference

***DRUGS**

Use, possession and/or under the influence or distribution and/or selling of any unauthorized drugs or turkey drug. (Refer to Chemical Substance Abuse Policy)

1st offense – 5-45 days in school/out of school suspension

2nd offense – 45-90 days out of school suspension

3rd offense – Up to two semesters out of school suspension

Can involve police.

***DRUGS**

Selling and/or distributing

Out of School Suspension for up to two terms. **Can involve police**

***DRUG PARAPHERNALIA**

Use, possession, or distribution of any article related to use of drugs or turkey drugs.

1st offense - 1-5 days in school suspension

2nd offense – 5-10 days in school suspension

3rd offense – suspension out of school for up to one semester

Involves police.

***EXPLOSIVE DEVICE**

Use, verbal or written threat of, possession or distribution of fireworks or other explosive devices out of school suspension/In-school suspension – In school/out of school suspension. Student may be suspended for the remainder of the current year or a maximum of two terms.

Involves police and Juvenile Court System

***FAILURE TO SERVE DETENTION/ENCORE**

Failure to serve detention within the required time period

1st offense – Double detention/ENCORE/School Service

2nd offense – 1 – 3 days in school suspension

3rd offense - 3 – 5 days in school suspension

4th offense - 5 – 10 days in school suspension

***FIGHTING/ASSAULT/BATTERY**

Engaging in physical contact for the purpose of inflicting physical harm on another person.

1st offense – 1- 5 days in-school or out of school suspension.

Police can be involved and arrests may be made.

2nd offense – 1- 10 days in school or out of school suspension.

Police can be involved and arrests may be made.

3rd offense – 5-10 days in school suspension or out of school suspension. *Police can be involved and arrests may be made..*

4th offense – out of school suspension up to one semester.

Police can be involved and arrests may be made.

***FORGERY**

Writing and using the initials / signature of another person

1st offense - 1 – 3 days of in-school suspension/School Service

2nd offense – 3 – 5 days of in school suspension

3rd offense – 5 – 10 days in school suspension

4th offense – Out of school suspension up to one term

***GAMBLING**

Betting, bartering, cards, dice, etc., & can involve trade of money, merchandise, favors, etc.

1st offense – 1 – 3 days detention/ /School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense – 1 – 3 days out of school suspension

***GANG ACTIVITIES/CULT**

Gang or cult activities are prohibited. Gang activities include being involved in-groups, which cause disruption, intimidation, gang paraphernalia, graffiti, dress, symbols & signs (written, drawn, emailed, hand gestures, hand shakes, etc.) or being involved in organizing such a group.

1st offense - 1 – 10 days detention/ or move to second offense/School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 10 days out of school suspension

4th offense – Suspension up to one semester

Can involve police.

***INSUBORDINATION OR DISOBEDIENCE**

Refusal to comply with a reasonable request from staff, faculty, school personnel, adults, etc. This could include non-completion and non-cooperation of ISD work.

1st offense – 3-10 days detention/ or 1-3 days in-school suspension /School Service

2nd offense –3 – 5 days in school suspension

3rd offense – 5-10 days in school suspension

***LEAVING CAMPUS**

Failing to have proper authorization from parents or guardians and designated school personnel to leave campus at other times except the lunch period

1st offense - 2 days detention/E for each class missed

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police.

***LYING**

Intentionally giving information to misinform or mislead. (This could include giving bogus or misleading information through the media, i.e. phone, internet, etc. An example could be to give the school information that is misleading about a student's absence or dismissal from school.)

1st offense - 3 – 10 days detention/ /School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense – 3- 5 days in school suspension

***PROFANITY**

Use of obscenities (written or verbal, on clothing articles, ethnic and gay slurs ,etc., ***Pornography-** letters, notes etc. or obscene gestures). Photos, magazines, etc. with nudity. ***Indecent Exposure-** Mooning (showing a bare behind), flashing (showing private parts such as breast or private male or female anatomy), publicly urinating at a school event or activity, etc.)

1st offense – 1 – 10 days detention/ /School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school/out of school suspension

4th offense - 5-10 days in-school/out of school suspension

***PUBLIC DISPLAY OF AFFECTION**

Intimate touching or kissing.

1st offense – Referral to counselor, conference

2nd offense – Conference with Principal, parent contacted

3rd offense – 1- 3 days in school suspension

4th offense – 3-5 days in school suspension

***RECKLESS ENDANGERMENT/DISORDERLY CONDUCT**

Engaging in an activity which causes (or might cause) physical harm, if a student creates a situation that puts others in a situation where injury would occur, or the creation of an unsafe situation can occur.

1st offense – 1-10 days of in school suspension

2nd offense – Suspension out of school for up to one semester

3rd offense - The student will be suspended a maximum of the current semester plus the ensuing semester. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

Can involve police.

***SEXUAL HARASSMENT/ RACIAL HARASSMENT**

This includes but is not limited to verbal & physical sexual advances or comments of a racial nature, demeaning comments (sexual or racial), writing graffiti with sexual or racial connotations etc.

1st offense- verbal conference w/student or move to next offense consequences determined by the severity of the situation.

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 10 days in school suspension

4th offense – Suspension out of school up to one semester or longer

***SKIPPING**

Spends class time in area of the building or campus without proper authorization

1st offense - 2 days detention/ENCORE for each class missed

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police and District Attorney.

***TAMPERING WITH FIRE ALARM SYSTEM OR EQUIPMENT**

1st offense – 5 – 10 days out of school suspension/In School Suspension

2nd offense – suspension out of school up to one semester –
Involves law enforcement authorities

***THEFT**

Stealing / Pranking by taking property belonging to another student / Impermissible possession of another persons property.

1st offense – 1-5 days of in school suspension / restitution / police involvement

2nd offense- 1-10 days of in school suspension/restitution/ police involvement

3rd offense – Suspension up to one term / restitution / subject to arrest and charges

4th offense– Suspension up to two terms / restitution/ police involvement

Can involve police.

***TOBACCO** Use, possession, or distribution of tobacco (smoking, dipping, chewing)

1st offense-1-3 days in-school suspensions, confiscate material, call parents, involve police

2nd offense-1-5 days in school suspension confiscate material/call parents

3rd offense – 5-10 days out of school suspension. Subsequent offenses will lead to further disciplinary action.

Can involve police and Juvenile Court System.

***TRUANCY**

Absence that was not approved by a parent, legal guardian and a school official (Compulsory Education Law of the State of Oklahoma, Section 196 of Title 10)

1st offense - 2 days detention/ for each class missed

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police and Juvenile Court System.

***VANDALISM/DEFAACEMENT OF PROPERTY**

Defacing, damaging, or destroying property or belonging to the school, school personnel or other persons. Any act of vandalism will be reported to the Board of Education, the police, the district attorney, and the parent(s) or guardian(s) of the student.

1st offense – 1-10 days of in school suspension

2nd offense – Suspension out of school for up to one semester

3rd offense –The student will be suspended a maximum of the current semester plus the ensuing semester. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

Can involve police

***VEHICLE VIOLATION**

Inappropriate use of a vehicle on school grounds (i.e. danger to self and others/reckless)

1st offense - 1 – 10 days detention/ or loss of driving privileges/Principal conference

2nd offense - 1 – 3 days in-school suspension and or loss of driving privileges.

3rd offense - 3 – 5 days in-school suspension and student not allowed to have vehicle on school grounds for a specified amount of time.

***WATER SPRAYING AND SHOE POLISHING**

Water guns, water balloons, and any other spraying devices

1st offense –Clean up and restitution & detention /School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense – 3-5 days of in school suspension

***WEAPONS**

Use of, verbal or written threat of, displaying, handling, transmitting or possessing an object that could inflict bodily harm such as gun, BB gun, bomb, starter pistol, knives, taser, clubs etc. is against school policy and suspension can occur for this offense for up to two terms.

Infractions involving a gun will result in a suspension up to two terms or longer.

Knives – *knives are weapons and any form of a knife is not permitted at school or at any school activity or event, unless otherwise specified, such as in a science lab or Ag. Ed. Activity or setting.*

1st offense –1-5 days of in-school suspension

2nd offense – 5-10 days out-school suspension

3rd offense – out of school suspension for up to two terms

Injury-If injury occurs involving a weapon, the fullest extent of the consequence can be possible.

Can involve police

NOTE: If a student is determined to have threatened or attempted to use a dangerous weapon, or to have used a dangerous weapon, the student may be suspended for the remainder of the current year and the following term.

THE ADMINISTRATION RESERVES THE RIGHT TO PLACE A STUDENT ON AN ATTENDANCE OR BEHAVIORAL CONTRACT OR USE ANY OTHER ALTERNATIVE DISCIPLINARY ACTION (FOR EXAMPLE, ALTERNATE ACTIONS NOT LISTED MIGHT BE CORPORAL PUNISHMENT OR LUNCH DETENTION). * THESE PROBLEM AREAS ALSO VIOLATE STATE LAW. IN CASES OF SERIOUS OFFENSES, POLICE AUTHORITIES WILL BE CONTACTED.

THE PRINCIPAL (OR DESIGNEE) RESERVES THE RIGHT TO COMPLY WITH THE GUIDELINES OF THE HANDBOOK OR DEVIATE DEPENDING ON CIRCUMSTANCES AND CONSIDERATION OF FACTS INVOLVED.

Asbestos Hazards

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

Maud Public Schools annually notifies all parents, patrons, teachers, and employees by newspaper. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when they arise. Any asbestos containing material identified in our management plan is checked regularly by the schools staff to identify any changes in the material , which could cause a health hazard. The school will continue to monitor any asbestos containing material as defined by EPA guidelines. If changes occur, the school asbestos coordinator will notify the appropriate people as required by law.

2015-2016 SCHOOL YEAR

Please read this sheet, sign it (**Tear out this page only**) and turn in to the main office at school by **Friday, August 12, 2016**. Failure to have this sign-off sheet in your child's file by the above deadline may lead to suspension for the student until the sheet is returned.

WARNING; If you choose to answer **yes** to the question below, it means that your student will **not** be pictured in the yearbook, or listed on sport's rosters, or programs of any kind.

↑ ↑ ↑
I have read the Maud School Districts notice on school directory information and **choose not** to have my child's information disclosed. _____ YES _____ NO

Parent or guardian's signature

The Maud School District assumes **NO** financial responsibility for the cost of any accident occurring to a student while participating in athletics or other school activities. A special accident insurance policy underwritten by an insurance company rated A+ by A.M. Best Company is available should you wish to purchase it. The insurance is offered for your convenience and neither the school nor any school official is compensated in any way by the insurance company. For information and a brochure on this insurance policy contact your principal's office.

I have read the above statement regarding accidents and insurance:

Parent or Guardian's signature

I have read this handbook and understand the rules stated.

Student signature

Parent/Guardian signature

I have read and understand Maud Public Schools policies on computer and internet usage.

Student signature

Parent/ Guardian signature

Courage,

Honor, Integrity

Education

would be so

much more

effective if its

purpose were to ensure that by the time they leave school every boy and girl should know how much they don't know, and be imbued with a lifelong desire to know it.

— Sir William Haley —

