

# **DRUMMOND PUBLIC SCHOOL HANDBOOK 2016-2017**



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Drummond School strives to maintain an atmosphere in school and at school activities, which enhances the potential for success of every member of that school community. Drummond's commitment to learning includes the concept that, in order to learn, students must be guaranteed an environment that is safe, classrooms where mutual respect is the underlying principle and where rules are publicized, explained and enforced. The school's rules derive from the goals of respect for self, for property, and for others. In enforcing the rules of the school, the District, the State, and the staff of Drummond believe that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed for good citizenship.

To ensure the success of students in a school environment; teachers, administrators, and parents must work cooperatively. Teachers and administrators will be responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parent support is essential to school staffs' efforts to ensure that students respect and follow the rules and regulations of the school. Students are responsible for appropriate behavior, regular school attendance, and continued striving for academic excellence. Parents are expected to take an active role in supporting the academic, attendance and discipline policies of the school and the individual teachers. Parents are encouraged to call the classroom teacher periodically to inquire about their child's progress/homework. Homework is an integral part of the school program. Students will have homework on a regular basis and parents are expected to monitor and supervise homework assignments. Parents are also asked to read the school newsletters and any other memos or bulletins sent home from the school. Valuable information regarding events, progress reports, and report cards are announced in these communications.

# SCHOOL PERSONNEL

<b><u>BOARD OF EDUCATION</u></b>	
President	James Wilson
Vice-president	Forrest Mann
Clerk	Curtis Mack
Vice Clerk	Matt Buchanan
Member	Lisa Donaldson

<b><u>ADMINISTRATION</u></b>	
Superintendent of Schools	Mr. Brent Rousey
Secondary and Elementary Principal	Mr. Jarrod Johnson

<b><u>PROFESSIONAL STAFF</u></b>	
<b><u>ELEMENTARY</u></b>	
Mrs. Angela Taylor	3yr old
Mrs. Lyndzee Witherspoon	Pre-K
Mrs. Kirstin Tolland	Kindergarten
Mrs. Traci Broomfield	First Grade
Mrs. Nancy Ambrecht	Second Grade
Mrs. Shannon Gosney	Third Grade
Mrs. Kim Arnold	Fourth Grade
Mrs. Karie Moorehead	Fifth Grade
Mrs. Diane Pool	Sixth Grade
Mrs. Joyce Singleton	Quiz Bowl
Mrs. Lori Morrison	Special Ed/Speech

<b><u>PROFESSIONAL STAFF</u></b>	
<b><u>SECONDARY</u></b>	
Ms. Nancy Adams	Special Education
Mr. Gary Smith	Band/Music
Mr. Curtis Foster	Coach
Mr. Gerrett Spears	History/Softball/Basketball Coach
Mr. Keith Dillingham	Agriculture Education/FFA
Mr. Jarod Swart	Baseball Coach/Science
Mrs. Anita Hughes	History/HS Quiz Bowl
Mrs. Christine Kokojan	Math
Mrs. Mary Jo Peeper.	Library Media
Mrs. Brooke Kusch	Family and Consumer Sciences/FCCLA
Mrs. Lisa Norris	K-12 Counselor
Mrs. Jordana Boulware	Art/Yearbook/English
Mrs. Dede Boedeker	P.E./Biology/Track

<b><u>SECRETARIAL STAFF</u></b>	
Mrs. Leah Miller	Treasurer/Testing Coordinator
Mrs. Lisa Norris	Admit Secretary/Encumbrance Clerk
Mrs. Leta Walton	Support Staff

<b><u>CAFETERIA PERSONNEL</u></b>	
Mrs. Amber Wilson	Cafeteria Manager

<b><u>CUSTODIAL PERSONNEL</u></b>	
Mrs. Terry Haws	Custodian
Ms. Joanna Slough	Custodian

<b><u>TRANSPORTATION PERSONNEL</u></b>	
Christine Kokojan, Terry Haws, Jared Swart, Diane Pool	

**ADMISSIONS**

Acceptable evidence of adequate immunizations is a record provided by a licensed physician or public health authority that clearly indicates which immunizations have been received, the dates they were administered, and the signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history. Effective with the fall 1996 semester requires children entering Kindergarten or, First Grade without attending Kindergarten, to have received 5 doses of DTP or a combination of DTP and DTP vaccines totaling 5 doses (unless the fourth DTP/DTP was received after the fourth birthday). 3 doses of polio vaccine, 2 doses of measles vaccine, with the first dose received after 15 months of age. The state added mumps vaccine to the list of required immunizations for students entering Oklahoma schools for the first time.

A student entering Drummond Schools for the first time must present certification of immunization and a copy of state (not hospital) birth certificate.

**GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA  
2016 – 2017**

CHILDCARE	PRE-SCHOOL/PRE-KG	KDG thru 10 <sup>TH</sup>	11 <sup>TH</sup> and 12 <sup>TH</sup>
4 DTaP	4 DTaP	5 DTP/DTaP/Td/Tdap	5 DTP/DTaP/Td/Tdap
1-4 PCV			
3 Polio	3 Polio	4 Polio	4 Polio
1 MMR	1 MMR	2 MMR	2 MMR
1-4 Hib			
3 Hep B	3 Hep B	3 Hep B	3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella	1 Varicella

**\*\*\*\*\*New Immunization requirement effective 2011-2012 school year\*\*\*\*\***

**Students entering the 7<sup>th</sup> grade MUST have a Tdap booster.**

### Core curriculum for High School Graduation

**Students who entered the ninth grade prior to the 2006-2007 school year shall enroll in the core curriculum for high school graduation. Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.**

1. Four units or sets of Competencies Language Arts
2. One Grammar and Composition, and
3. Three which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.
4. Three Units or Sets of competencies Mathematics
5. One Algebra I or Algebra I taught in a contextual methodology, and
6. Two which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, \*Intermediate Algebra;\* contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.
7. Three units or sets of Competencies Science
8. One Biology I or Biology I taught in a contextual methodology, and
9. Two in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.
10. Three units or sets of Competencies Social Studies
11. One United States History,
12. One half to one United States Government,
13. One half Oklahoma History, and
14. One half to one which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.
15. Two units or sets of Competencies the Arts which may include, but are not limited to, courses in Visual Arts and General Music.
16. Eight Electives
17. Drummond School requires 24 credits for graduation.

### College Preparatory/work ready curriculum

**Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level:**

1. Four units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirement:
2. Three units of mathematics, limited to Algebra 1, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra 1 and approved for college admission requirements:
3. Three units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
4. Three units of history and citizenship skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
5. Two units of the same foreign or non-English language or two units of computer technology approved for college admission requirements whether taught at a high school or a technology center school including computer programming, hardware, and business computer applications, such as a word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
6. One additional unit selected from paragraphs 1 through 5 or career and technology education courses approved for college admission requirements; and
7. One unit or set of competencies of fine arts, such as music, art, drama, or one unit or set of competencies of speech.
8. Drummond School requires 24 credits for graduation.

**REPORT CARDS**

Report cards will be issued at the end of each nine-week period. They will be distributed following the close of the nine-week period.

**PROGRESS REPORTS**

In order to encourage academic success a progress report will be sent to parents of students on academic probation or ineligibility and with D's each third and sixth week of each nine weeks period. Parents shall also be informed of academic success through the use of progress reports throughout the school year.

**PARENT-TEACHER CONFERENCES**

There will be scheduled conferences with parents and teachers near the end of the quarters. Parents will be notified of the time and dates prior to the conferences. However, individual conferences are encouraged at any time throughout the year.

**INCOMPLETE GRADES**

Any student, who at the time grade cards are issued has one or more incomplete grades, will be notified by the teacher to make up this work within the first ten (10) class periods of the next grading period or receive an "F" for that subject.

**GRADING SCALE**

The following grading scale will be used by all teachers in all subjects:

90 – 100	Superior	A
80 – 89	Above Average	B
70 – 79	Average	C
60 – 69	Below Average	D
00 – 59	Failing	F

**CLASSIFICATION**

Students in sixth, seventh and eighth grades must pass five of seven subjects in order to be promoted to the next class.

Drummond schools use the numeric grade point average in choosing valedictorian, salutatorian, class ranking and other records.

**CLASS MEETINGS DURING LUNCH**

For 8-12 graders

- \*Sponsors must give at least 1 day notice to the cafeteria
- \*Teachers allow the students to leave 5 minutes early for lunch
- \*Class sponsor MUST accompany their class in the cafeteria.

**ENROLLMENT**

Secondary students may begin pre-enrollment processes during the month of April. Pre-enrollment will allow the administration ample time to develop the least restrictive schedule based on the needs of the students. Final enrollment will take place at the beginning of each school year.

**CLASS CHANGES**

All changes of class schedules for secondary students will be done prior to the end of the first week of school, unless the student is able to show that a change is necessary, or for minor adjustments in the schedule to suit the majority of the students. Any change must be approved by the high school principal, the instructor of the class being dropped, the instructor of the class being added, and the parents of the student.

**CONCURRENT ENROLLMENT**

Junior and Senior students who meet the requirements set forth by the Oklahoma State Department of Education and the Oklahoma State Board of Regents may be concurrently enrolled in an Oklahoma college or university.

Students must be in good standing at Drummond School to be eligible. Credit earned with concurrent enrollment will be used for college credit only.

Students will either be in college classes or enrolled in classes at Drummond School. In the case of a dropped class, the student will inform the high school that they have dropped, and will be placed in classes at the high school.

Students taking concurrent enrollment one semester will either take concurrent enrollment second semester or will enroll in high school classes.

Concurrently enrolled students on non-class days (college) will be required to be in the high school library studying the curriculum for that class.

**WORK/STUDY PROGRAM**

The work/study program will be restricted to the senior members in good standing, not under discipline action, having at least 19 credits, and a minimum grade point average of 83.0 to be eligible. The senior would have to be enrolled in six hours of class or approved activities and be in good academic standing. If the student loses his job or quits he or she is to report to school for enrollment in regular classes. A periodic check will be made of all participating students. The work release or permit may be revoked at any time for infractions or violations of school rules.

**ACTIVITIES THAT DO REQUIRE ELIGIBILITY**

- Basketball
- Track
- FFA Events
- Band Concerts
- Basketball Clinics
- Speech/Debate Contest
- Cheerleading
- Student Council
- 4-H Events
- FCCLA Activities
- Academic Meets
- Career Tech Competition
- Junior Activities (During school hours)
- Senior Activities (During school hours)

**SEMESTER TEST EXEMPTIONS**

Students do not have to take the semester tests if they have an:

- A- With 3 or less absences
- B- With 2 or less absences
- C- With 1 or less absences

Students with a D or F or that has had discipline problems must take semester tests.

\*\*The only absence that is exempt is a school activity absence.\*\*

**ACTIVITIES THAT DO NOT REQUIRE ELEGIBILITY**

- FFA Labor Auction
- FFA Banquet
- Assemblies
- Senior Career Day
- Christmas Program
- Pep Rally
- Class Meeting
- Field Trips (Hourly)
- Senior Activities
- Junior Activities
- Junior/Senior Prom
- Junior/Senior Banquet
- Sophomore Trip to Vo-Tech
- SADD Meeting

### PROFICIENCY BASED PROMOTION

In compliance of OAC 210:35-27-1 through 3

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Assessment or evaluation appropriate to the curriculum area will demonstrate proficiency, for example: Portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory science courses 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:

Social Studies  
Language Arts  
The Arts  
Language  
Mathematics  
Science

Proficiency for advancing to the next level of study will be demonstrated by a 90% or comparable performance on an assessment or Students must progress through a curriculum area in a sequential manner. Elementary, middle level or high school students may demonstrate proficiency.

If proficiency is demonstrated in grades 9-12 curriculum area, appropriate notation will be placed on the high school transcript.

The unit shall count toward meeting the requirements for the high school diploma. Appropriate notation will be made for elementary, middle level, or high school level student's satisfactorily completing grade 9-12 high school curriculum areas. Completion may be recorded with a letter grade or pass notation. This curriculum area will count toward meeting the requirements for the high school diploma.

A high school student must have the indicated number of credits to be considered a member of the following classes:

Freshman	0-7
Sophomore	5-14
Junior	10-21
Senior	16

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

### ORGANIZATION

Band, FFA, FCCLA, Student Council, FCA. Organizations must be approved by the administration and operate under approved and filed rules and must have faculty sponsors. All meetings and activities are to be scheduled through the administration. Fund raising, parties and purchases are limited to TWO per year and must be cleared with the administration. These are part of the school and come under school regulations and policies. Please check for copies of these rules and regulations.

### ACADEMIC BOWLS AND CURRICULAR CONTESTS

Curricular contests --- Participants are to be selected by the teacher of each subject for which there is an examination.

Academic bowls --- Participants are to be selected by the sponsoring teacher or teachers. Drummond has a tradition of excellent achievement. Let's do all that it takes to uphold it.

### STUDENT COUNCIL

Student Council is composed of the following officers:

President  
Vice-President  
Secretary  
Treasurer  
Reporter

Student council will elect officers during the first week of school. The president and vice president will be a Junior or Senior. Each candidate will give a speech or skit before the student body the day of the election regardless of whether he/she draws an opponent. You may campaign 2 days prior to Election Day. A limit of \$25.00 can be spent.

### HOMECOMING

Decorations for the coronation will be made or purchased by the student council. The student council sponsor will coordinate the decorations.

Four basketball players from the girl's team and four basketball players from the boy's team will be selected as candidates. Girl's team members will nominate the **boys**, and members of the boy's basketball team will nominate the **girls**. All basketball team members are eligible to be a candidate.

Nominations will be taken in this way: each player will be given a blank sheet of paper and they will write down the names of the four team members they feel are worthy of being selected as candidates. The basketball coaches will collect the sheets of paper and the coaches, student council sponsor, and an administrator will count nominations for the candidates. After nominations are counted, candidates will be announced to the basketball teams. The king and queen will be voted on from the selection of the four candidates. Members of the girl's basketball team will vote for the queen and king, members for the boy's basketball team will vote for the king and queen.

### OKLAHOMA HONOR SOCIETY

These awards are presented to the top 10% of our 9-12 grade students. Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year. The standing of the students enrolled in the first year of the high school (9th grade) will be based on the work done during the first semester of the current year only.

**SCHOLARSHIP AWARDS**

These awards go to the top two students scholastically in the seven through twelfth grades. Valedictorian and Salutatorians are excluded from this award in the eighth and twelfth grades, and the students ranking third and fourth receive the awards.

**AWARDS**

Honor roll:

Students who achieve academic excellence will be named to an honor roll six times a year, once each nine-week period, and at the end of each semester. The superintendent's honor roll will include students with a grade no less than an "A". The principal's honor roll will include students with a grade no less than a "B". Honor rolls will be published in the newspaper after each semester.

**VALEDICTORIAN AND SALUTATORIAN - JUNIOR HIGH SCHOOL:**

Valedictorian award: this award is presented to the eighth grade student who ranks first scholastically during the seventh and eighth grades.

Salutatorian award: this award is presented to the eighth grade student who ranks second scholastically during the seventh and eighth grades. Grades are figured on four nine weeks of seventh grade plus the first three nine weeks of the eighth grade.

**VALEDICTORIAN - HIGH SCHOOL**

A student must have attended Drummond high school (9-12) at least two semesters to be eligible to receive the valedictorian award. Valedictorian will be figured on the first seven semesters and the third nine weeks of high school credits.

**Valedictorian:** the valedictorian award is presented to the senior who achieves a 97.00 average and above scholastically during a period of four years of high school.

**BOYS STATE AND GIRLS STATE**

At various times the faculty is asked to select candidates for Boys State and Girls State. An eleventh grade boy and girl are selected on the basis of high moral character, honesty and courage, scholarship, cooperatives, physical fitness, leadership, and interest in government.

**SENIOR ACADEMIC AWARDS**

This award goes to all seniors who have an overall 92.0 G.P.A. for four years of high school.

**CITIZENSHIP AWARD**

This award is given to a boy and a girl in each grade (1-12) selected by school personnel at the end of the school year based on the student's attitudes and citizenship ideals demonstrated throughout the school year.

**MASONIC AWARD  
(STUDENT OF TODAY)**

This award is given to a boy and girl in the eighth and twelfth grades selected by the school staff each year. The award is based on academics, citizenship and leadership abilities that are demonstrated throughout the school year.

**PERFECT ATTENDANCE**

This award is presented to any student who has not been absent throughout the entire school term.

**ATHLETIC AWARDS, JACKETS, AND SWEATERS**

We believe it to be a mark of distinction, a privilege, and an honor for a student to wear a jacket or sweater, which is symbolic of Drummond high school. Each and every student who receives this privilege must have earned that right honestly and through his own individual effort. The wearer of this jacket discloses not only to one's own community, but the world. That the individual has earned this privilege by displaying those qualities, which every athlete must possess: Honesty, integrity, team spirit, sportsmanship, and a feeling of responsibility toward one's self, to the team mates, to the school and to the community.

**NO CAPTURING AND/OR  
DISTRIBUTING ANY IMAGES. FAILURE  
TO COMPLY WILL RESULT IN  
DISCIPLINARY ACTION CONSISTANT  
WITH THE DRUMMOND SCHOOL  
BOARD POLICY**



**GENERAL INFORMATION**

**SCHOOL CLOSING INFORMATION**

In the event of severely inclement weather or mechanical breakdown school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing; delayed starting time or early dismissal will be announced, when possible, over television stations, and radio stations KGWA, KNID, KXLS, MIX 96, and KMKZ. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it is assumed that school will be in session. Please do not call the school. Telephones must be kept open for emergencies. Parents or guardians will be notified via our new phone system.

**CELL PHONES**  
**Parents please don't call or text students on their cell phones during school! Call the office. Students are allowed to use their cell phones in the lunch room from 12:15 to 12:30.**

**PLEASE NOTE**  
**If your student is NOT at school at 8am when school starts or LEAVES school before 3pm when school gets out they MUST be checked in or out through the office.**

**VISITORS**  
Parents and school patrons are encouraged to visit the school, however, all visitors must report through the office upon arrival. Students and other child visitors are discouraged from coming to school, because of distractions.

**USE OF TELEPHONE**  
All students using the phone must come to the office to do so. No student will be called from class or other activity to answer the telephone, except in cases of emergency. If it becomes necessary for the parent to communicate with a student (other than an emergency) the parent may call and we will be glad to deliver a message or have the student call back at noon. We would like to urge you to keep calls to a minimum. We are asking this cooperation in order to avoid unnecessary interruptions and in the interest of a good school.

**STUDENTS LEAVING SCHOOL**  
Students under 18 years old must have a phone call from a parent before leaving school. Students 18 and over must have administrative permission or phone call from parent to check out of school. Under either case the administration has the right to count the absence as excused or unexcused if reason is not valid.

**Drummond Public School Web Address**  
  
**[www.drummond.k12.ok.us](http://www.drummond.k12.ok.us)**  
School events for the year are posted at this sight.

**SCHOOL TIME**  
School takes up at 8:00 a.m. and is dismissed at 3:05 p.m. Doors are open to the student at 7:30 a.m. Bus behavior is the same as if at school. Student's behavior code applies going to and from home to school. Students are not to arrive at school before opening of the building at 7:30 a.m.

**HEAD LICE POLICY**  
The following procedures shall be followed for the detection and prevention of the spread of head lice.

1. Periodic screenings shall be conducted of students for the detection of head lice.
2. If head lice are found, a note will be sent home to the parent of guardian of the student. The student is to be sent home as soon as possible if lice is detected.
3. The student must be treated with head lice shampoo before re-entry to school. Students will need to bring the empty treatment box to school as proof of treatment.
4. Students can return to school when they are treated and they have not nits or head lice. Although students may return to school, infested students must be treated again in seven to ten days. Students must be checked by a school employee before they can return to school.

**FIRE AND STORM DRILLS**  
Fire drill will be continuous ringing of the fire alarm system. Tornado or storm drill will be an intermittent ring of the school bell system, and/or by word of mouth. There will be one drill per semester. There will also be lockdown drills.

All transfer students are reviewed for renewal of transfer annually. Transfer students are reviewed based on grades, attendance, discipline, and outstanding responsibilities (i.e. lunch bill, damaged textbooks, recorders, library books, etc). Pre-enrollment doesn't guarantee renewal of transfer.

### MEDICATION

Administering to students: it is the policy of the Drummond board of education that if a student is required to take medication whether it be over the counter medication and/or prescription medication including inhalers or anaphylaxis medication during school hours when the parent or guardian cannot be at school. To administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student the principal, or the principal's designee, may administer the medication only as follows:

Prescription medication must be in a container that indicates the following:

- a. Student's name
- b. Name and strength of medication
- c. Dosage and directions for administration
- d. Name of physician or dentist
- e. Date and name of pharmacy.

1. The medication must be delivered to the principal's office in person by the parent or guardian of the student. The medication will be accompanied by written authorization from the parent, guardian, physician, or dentist that indicates the following:

- a. Purpose of the medication
- b. Time to be administered
- c. Termination date for administering the medication
- d. Other appropriate information requested by the principal or the principal's designee.

2. Non prescription medication may be administered only with the written request and permission of a parent or guardian when other alternatives, such as resting or changing activities are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

- a. Purpose of the medication
- b. Time to be administered
- c. Termination date for administering the medication
- d. Other appropriate information requested by the principal or principal's designee

The administrator or administrator's designee will:

- a. Inform appropriate school personnel of the medication being administered
- b. Keep an accurate record of the administration of the medication
- c. Keep all medication in a locked cabinet
- d. Return unused medication to the parent or guardian only

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The school district retains the discretion to reject requests for administration of medicine.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

If your child is a diabetic and in need of a diabetic plan, there will be a form available in the office.

### MOTORIZED VEHICLE REGULATIONS

1. All students who need to drive a motor vehicle to and from school must register the vehicle with the school office during the first week of enrollment in school or before driving a motor vehicle to school upon becoming an eligible driver during the school year. Registration will include:

- a. Student's name
- b. Student's driver license number, and
- c. Parent or guardian's name, address and telephone number
- d. Physical description of vehicle and tag number
- F. Students are to park in the west parking lot.

2. Upon signing a driving permit, the parent or guardian assume full responsibility for the student's travel to and from school.

3. A student permit or authorization allows a student to drive to and from school.

4. The school administration or its designated authorities may refuse to grant a driving permit, or revoke the same for any student who fails to follow the rules set forth by the school district. For any violation of the safe driving habits, or for violation of any state laws or city ordinances concerning vehicle safety and highway travel. Speed limit in school parking lots and streets is **5 mph**

Students who apply for this permit may expect administrative and school supervision of their driving habits around the school and in the school parking lot.

Any student disregarding any of the rules and policies set forth herein may lose their privilege to drive a motor vehicle to and from school.

5. Any student being transported to or from school in any motorized vehicle other than a school bus or driven by their parents must have on file a motorized vehicle permit:

- a. Signed by parent or guardian
- b. Authorizing such transport
- c. Releasing school of responsibility

6. Students bringing any type of motored vehicle to school will leave the same parked when he arrived at the grounds until school is dismissed each day. Permission must be obtained from the office for students to use such vehicle during school.

7. Students are not allowed to sit on or in parked cars or ride in cars during school time or go to the parking lot without permission.

8. Students driving should use the most direct route possible between school and home.

9. Students will park and drive in assigned areas. (Not on sidewalks, grassy median, etc.) No student vehicles are to be parked on street west of school building during school hours. **There should be no traffic on south or West Side of school from 8:00 a.m. till 3:30 p.m.**

10. **Parent may send food for their children only. Vo-tech students may not bring food for other students. Every student has the opportunity to eat school lunch.**

### CAFETERIA

**We are asking that lunches be paid in advance. Students will not be allowed to charge over ten meals at a time. After the tenth charge they will be provided with a sandwich and a carton of milk until all charges are paid. We will be sending a lunch application home with your child, please fill out & return to the office as soon as possible. All information is confidential and it helps the school lunch program as well as other programs available for your children.**

Under separate cover, each student will receive federal regulations concerning free and reduced lunches. Please fill out the application. The program not only helps with the food cost, it also is helpful for other funding for the school. The application is kept confidential. Thank you.

#### **PRICES FOR LUNCHES ARE:**

All students	\$2.75
School personnel	\$3.00
All other adults	\$3.50
Extra milk	\$0.40

#### **PRICES FOR BREAKFAST ARE:**

All students	\$1.50
Adults/School Personnel	\$1.50

#### **LUNCH TIMES**

3yr olds-Pre-K	11:00—11:30
Kindergarten	11:05—11:30
1 <sup>st</sup> & 2 <sup>nd</sup>	11:10—11:35
3 <sup>rd</sup> & 4 <sup>th</sup>	11:15 -- 11:40
5 <sup>th</sup> & 6 <sup>th</sup>	11:45 – 12:05
7 <sup>th</sup> - 12 <sup>th</sup>	12:05---12:30

#### **BREAKFAST TIMES**

KG - 12 <sup>th</sup>	7:45-8:05
3yr-Pre-K	8:05-8:20

**Drummond School has a closed campus policy. No one can leave school grounds to eat lunch without permission by the administration for special circumstances.**

#### **Lunch Refund Policy**

Any positive balances in lunch accounts of \$5 or above will be refunded at the end of the school year.

Any balance below \$5 will only be refunded if requested.

#### CONDUCT CODE

The school's primary function is to educate. Our goal is that all students accept the responsibility of self-discipline. We expect our students to conduct themselves in an orderly and mannerly fashion. When self-discipline fails, it will be necessary for us to take corrective action.

Oklahoma State Law (70-6-114) gives the teacher and the school the same rights as a parent to control and discipline a child according to local policies, (in loco parentis). Students enrolled in Drummond schools shall be under the supervision of school personnel while at school, and while attending any school sponsored activity. Students should conduct themselves in a manner that will be a credit to their school and community.

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from past known situations. It is not intended to be exclusive or all-inclusive. All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the principal.

## **CELL PHONES, I-PODS, PAGERS, AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES:**

The use of cell phones during school hours is prohibited, unless directly given permission by a teacher. A student may possess a cell phone at school, seen or makes noises it will be confiscated by a faculty member. The use of electronic, i-pods, or headphones are not allowed in the classroom, in the hallways or anywhere on campus.

**1<sup>st</sup> Offense – Parents are called and 2 days AM detention**

**2<sup>nd</sup> Offense – Parents are called, parents pick up phone and 1 day ISD**

**3<sup>rd</sup> Offense – Parents are called, parents pick up phone and 1 day custodial work at the discretion of the principal**

The use of cell phones and/or camera phones for cheating or taking inappropriate or obscene pictures such as in restrooms, locker room, etc. will be dealt with more harshly. Discipline will range from In-School Detention to Out-of-School Suspension depending on the severity of the infraction. Law authorities may be contacted.

## **DISCIPLINARY ACTION SCHEDULE**

### **RACIAL, IMPROPER SEXUAL REMARKS, IMPROPER GESTURES**

- 1<sup>ST</sup> – 1 DAY ISD
- 2<sup>ND</sup> – 3 DAYS ISD
- 3<sup>RD</sup> – 5 DAYS ISD

### **SKIPPING SCHOOL**

- 1<sup>ST</sup> – 3 DAYS ISD
- 2<sup>ND</sup> – 5 DAYS ISD
- 3<sup>RD</sup> – 10 DAYS ISD

### **LEAVING SCHOOL WITHOUT PROPERLY CHECKING OUT**

- 1<sup>ST</sup> – 3 DAYS ISD
- 2<sup>ND</sup> – 5 DAYS ISD
- 3<sup>RD</sup> – 10 DAYS ISD

### **DISRESPECTFUL TO TEACHER OR PERSONNEL**

- 1<sup>ST</sup> – DETENTION BY TEACHER
- 2<sup>ND</sup> – 1 DAY ISD
- 3<sup>RD</sup> – 3 DAYS ISD

### **NOT REPORTING TO CLASS AND BEING SOMEWHERE IN SCHOOL**

- 1<sup>ST</sup> – DETENTION BY TEACHER
- 2<sup>ND</sup> – 1 DAY ISD
- 3<sup>RD</sup> – 3 DAYS ISD

### **PHYSICAL FIGHTING, THROWING PUNCHES, OR CAUSING INTENTIONAL PHYSICAL HARM OR INJURY**

- 1<sup>ST</sup> – 3 DAYS OUT OF SCHOOL
- 2<sup>ND</sup> – 5 DAYS OUT OF SCHOOL
- 3<sup>RD</sup> – 10 DAYS OUT OF SCHOOL

### **DISRUPTING CLASS, HORSEPLAY IN CLASS, EXCESSIVE TALKING**

- 1<sup>ST</sup> – DETENTION BY TEACHER
- 2<sup>ND</sup> – DETENTION BY TEACHER
- 3<sup>RD</sup> – 1 DAY ISD

### **PROFANE LANGUAGE, DRAWING INAPPROPRIATE MATERIAL**

- 1<sup>ST</sup> – DETENTION BY TEACHER
- 2<sup>ND</sup> – 1 DAY ISD
- 3<sup>RD</sup> – 3 DAYS ISD

### **BULLYING OTHER STUDENTS**

- 1<sup>ST</sup> – WARNING
- 2<sup>ND</sup> – 1 DAY ISD
- 3<sup>RD</sup> – 3 DAYS ISD, PLUS BULLYING SCHOOL BY MRS. NORRIS

### **THEFT**

- 1<sup>ST</sup> – 3 DAYS OUT OF SCHOOL AND REPAY MATERIAL
- 2<sup>ND</sup> – 10 DAYS OUT OF SCHOOL AND REPAY MATERIAL
- 3<sup>RD</sup> – OUT FOR SEMESTER

### **TARDIES-PER SEMESTER**

- 1<sup>st</sup> - AFTER 3 UNEXCUSSED TARDIES (ON THE 4<sup>TH</sup> TARDY) = 1 DAY ISD
- 2<sup>ND</sup> – AFTER 5 UNEXCUSSED TARDIES (ON THE 6<sup>TH</sup> TARDY) = 2 DAYS ISD
- 3<sup>RD</sup> – AFTER 7 UNEXCUSSED TARDIES (ON THE 8<sup>TH</sup> TARDY) = 1 DAY OF ISD FOR EACH DAY TARDY

### **USE OF TOBACCO/E-CIGS OR LIKE ITEMS AND/OR POSSESSION**

- 1<sup>ST</sup> – 3 DAYS ISD
- 2<sup>ND</sup> – 3 DAYS OUT OF SCHOOL
- 3<sup>RD</sup> – 5 DAYS OUT OF SCHOOL

### **VEHICLE VIOLATION (RIDING, DRIVING, PARKING)**

- 1<sup>ST</sup> – DETENTION, ISD OR TAKING KEYS TO VEHICLE AWAY. DEGRESSION OF PRINCIPAL.

**PUBLIC DISPLAY OF AFFECTION**

- 1<sup>ST</sup> – VERBAL WARNING
- 2<sup>ND</sup> – 3 DAYS DETENTION
- 3<sup>RD</sup> – 1 DAY ISD

**UNAUTHORIZED ACCESS TO STUDENT RECORDS/COMPUTER NETWORK/RECORDING OR SENDING DIGITAL IMAGES**

- 1<sup>ST</sup> – 3 DAYS OUT OF SCHOOL
- 2<sup>ND</sup> – 5 DAYS OUT OF SCHOOL
- 3<sup>RD</sup> – OUT FOR REST OF SEMESTER

**POSSESSION OF POCKETKNIFE**

- 1<sup>ST</sup> – 1 DAY ISD

**AFTER THE THIRD OFFENSE THE STUDENT MAY BE SUSPENDED FROM SCHOOL FOR SEMESTER OR FOR A NUMBER OF DAYS DETERMINED BY SCHOOL ADMINISTRATION.**

**STUDENTS UNDER SUSPENSION ARE NOT ALLOWED ON SCHOOL GROUNDS 8:00AM-3:00PM.**

**ACCORDING TO OSSAA RULE 4, SECTION A: A STUDENT WHO IS UNDER DISCIPLINE OR WHO IS SUSPENDED FROM SCHOOL OR AN ACTIVITY SHALL BE INELIGIBLE UNTIL REINSTATED BY THE SCHOOL PRINCIPAL.**

**STUDENTS IN IN-SCHOOL DETENTION OR SUSPENSION CANNOT PARTICIPATE IN ANY SCHOOL ACTIVITY.**

**DISCIPLINE NOT COVERED ABOVE OR EXTREMES IN BEHAVIOR IS LEFT TO THE DISGRESSION OF ADMINISTRATION.**

**ALTERNATIVE SCHOOL**

Drummond Public School is a member of an alternative school consortium. Alternative school is available this year if this becomes an appropriate means of education.

**LASER POINTERS**

**Laser pointers are not allowed at school or school functions at any time.**

**CHEATING:**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent shall be notified that a second offense in any class will bring automatic 3 day detention.

**VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

**TEXTBOOKS:** All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. **You will be required to pay for lost or damaged books.**

**CHAIN OF COMMAND:**

Students and parents the following are the proper chain of command.

- 1. **Issues of concern must be submitted to the appropriate school personnel following the correct chain of command.**

EXAMPLE: **First.....Teacher**  
**Second.....Principal**  
**Third.....Superintendent**  
**Fourth.....School Board**

- 2. After allowing the teacher adequate time to review the particulars of the issue of concern and render a decision, if the student believes this issue has not been satisfactorily resolved then, and only then, shall this matter be submitted to the next level, the principal.
- 3. After allowing the principal adequate time to review this issue and render a decision if the student is not satisfied with the outcome, then this matter shall be submitted to the next level, the superintendent.

**PERSONAL APPEARANCE  
CODE**

**ELEMENTARY SCHOOL PERSONAL APPEARANCE POLICY (PRE-K - 4TH GRADES)**

Goal: Students of the Drummond School System are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming, which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented school-wide, thus providing equitable treatment for all students.

Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior is a part of the educational program. Wearing inappropriate dress to school can have a negative influence on the educational process and the educational climate of the school.

Each student, with the advice and counsel of his/her parents or guardian should dress in a manner which is appropriate for school and its related activities. Students dressed modestly will generally have no problems concerning student dress codes.

The following guidelines are followed in determining whether or not a student's attire is appropriate.

The dress, apparel, ornament—(jewelry), or grooming is not detrimental to the health and safety of the student or other students. Students are permitted to wear one set of earrings.

The dress, apparel, ornament, or grooming is not detrimental— to the educational process or the educational climate.

The dress, apparel, ornament, or grooming is consistent with conventional standards of modesty and decorum.

The dress, apparel, ornament, or grooming is free— from words, slogans, or pictures, which advertise drugs, alcohol, or sex or which contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems or which may infer membership in gangs.

All clothing is to be worn appropriately and in the manner for which it was designed. For example, a shirt designed to be tucked in the trousers or skirt should be worn with the shirttail tucked in. Belts should be buckled. The school reserves the right to establish rules during the school year regarding new fashions in dress.

The following rules for dress, apparel, ornament, and/or grooming apply:

- 1) Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.
- 2) See-through clothing is prohibited. (T-shirts must be worn under mesh see-through shirts.)
- 3) Proper underclothing which insures modesty is required.
- 4) Shoes/sandals with back straps must be worn at all times. Flip-flops and house/bedroom slippers are prohibited. Shoes with cleats are prohibited inside the building
- 5) Clothing that is too tight or too loose so as to be immodest is prohibited.
- 6) Clothing which has holes cut or torn that may expose any part of the body above the knee and/or unique to the male or female is prohibited.
- 7) Halter tops, backless blouses, strapless blouses and dresses, bike shorts and short-shorts are prohibited. Shorts appropriate for young children are permitted.
- 8) Fads and styles in dress that differ extremely from conventionally accepted standards are prohibited. No hats or the wearing of hood of hoodies.
- 9) Hair must be well groomed; extremes in style and color should be avoided.
- 10) Students may not wear combs, or picks, etc., inside the building.
- 11) Extremes in clothing style, color, pattern, and fabric should be avoided.
- 12) No Flip-Flops in 3 years old -4<sup>th</sup> grade because of playground and safety.

The school administrators of the school are charged with the enforcement of the student dress code. The school administrators are given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action. The building principal's actions may include:

- 1) Counseling the student
- 2) Warning the student
- 3) Calling parents to bring a change of clothes
- 4) Placing the student in in-school suspension for the remainder of the day
- 5) Suspending the student short term Recommending long-term suspension (for flagrant or repeated violations)

**NOTE: Principal discretion applies to all of the above.**

### **DRESS CODE VIOLATIONS:**

The school administrators will make final determination if the students' attire meets the approved dress code policy. Students choosing not to wear the approved dress code attire will be disciplined per the District Discipline Policy. The building principal must approve any deviation from the dress code for specific, approved events.

### **SECONDARY PERSONAL APPEARANCE POLICY (GRADES 5 - 12) AND ALL STAFF**

Goal: Students of the Drummond School System are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming, which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented school-wide, thus providing equitable treatment for all students.

Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior is a part of the educational program. Wearing inappropriate dress to school can have a negative influence on the educational process and the educational climate of the school. All clothing is to be worn appropriately and in the manner for which it was designed. For example, a shirt designed to be tucked in the trousers or skirt should be worn with the shirttail tucked in. Belts should be buckled. The school reserves the right to establish rules during the school year regarding new fashions in dress.

### **GENERAL RULES**

Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.

- Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.
- Any clothing that is viewed as distracting because of extremes in style, fit, color, pattern, fabric, etc., shall not be permitted. Undergarments may not be exposed at any time.
- Tattoos will be allowed in accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: tattoos shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.

### **SPECIFIC RULES**

- 1) Outer clothing which resembles spandex material, loungewear, pajamas, or underwear is prohibited.
- 2) See-through clothing is prohibited. (T-shirts must be worn under mesh see-through shirts).
- 3) Proper underclothing which insures modesty is required.
- 4) Clothing that is too tight so as to be immodest is prohibited.
- 5) Clothing which is cut, slashed or has holes, is prohibited.
- 6) Blouses/shirts should be constructed so that the top of the shoulder is covered at least two and one half inches and is fitted under the arms (no halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed). Blouses/shirts which expose any portion of the waist, hips, or tops are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops.
- 7) In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- 8) No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- 9) Pants, skirts, and dresses must be worn securely at the waistline or top of the hipline, be no more than five inches above the knee and have a hem.
- 10) Shorts and skorts must be worn securely at the waistline or top of the hipline and be five inches above the knee.
- 11) Sagging shorts and pants that drag on the floor or prevent normal walking are a safety hazard and may not be worn. The pants must be worn at the normal waist line and not sagging.
- 12) Bib overalls straps must be buttoned at all times.
- 13) Shirts must be tucked in if they are designed to be tucked in or if they are three or more inches below the waistline.
- 14) Nylon wind suits that fit appropriately are permitted. Sweat pants may be worn in good taste.
- 15) Flowers, gifts ect. must be taken to office and student picked up after school.
- 16) Leggings maybe worn BUT students must have a skirt/dress that reaches no more than five inches above the knee and has a hem.
- 17) Students can wear jeans with holes but the holes must be no more than five inches above the knee and below. Hole size maybe determined at the discretion of administration.

## ACCESSORIES

- 1) Students may wear two sets of earrings. Students are not permitted to wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc.
- 2) Students may not wear bandanas, sunglasses, combs, picks, inside the building. This also includes all school functions.
- 3) Grades 7-12 may wear flip-flops. Not allowed in graduation and events that are discretion of sponsor,

## HAIR & GROOMING

**Hair must be well groomed. Only conventional (blonde, black, red, white, brown) hair coloring will be permitted. Extreme hairstyles and fads that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited. Well-groomed facial hair is permitted.**

## COATS

Due to variances in physical design of schools, principal's discretion will apply to wearing of outer garments, coats, and jackets. Students may wear coats/winter garments to school, but may be asked to store them in their lockers during the school day. Students are encouraged to bring lightweight jackets to wear in the building as changes in weather dictate.

The school administrators of the school are charged with the enforcement of the student dress code. The school administrators are given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action. The building principal's actions may include:

- 1) Counseling the student
- 2) Warning the student
- 3) Calling parents to bring a change of clothes
- 4) Placing the student in in-school suspension for the remainder of the day
- 5) Suspending the student short term
- 6) Recommending long-term suspension (for flagrant or repeated violations)

NOTE: Principal discretion applies to all of the above.

### DRESS CODE VIOLATIONS:

The building administrators will make final determination if the students' attire meets the approved dress code policy. Students choosing not to wear the approved dress code attire will be disciplined per the District Discipline Policy. The building principal must approve any deviation from the dress code for specific, approved events.

## STUDENT RESPONSIBILITIES

1. Students are expected to follow the rules for classroom conduct as required by the teacher and the administration.
2. Students are expected to hand in assignments on time. Chronic failure to do so will result in a failing grade.
3. Students and their parents are subject to liability for destruction of school property as provided by law.
4. At public programs, athletic events, assemblies, always remember that our school is on exhibition; and, everyone should help create a good impression.
5. Students should be as quiet as possible when going to and from classes. Students should refrain from running in the corridors and from congregating in doorways.
6. Students should not eat or chew candy, or food in the classroom building school, ONLY bottled water is allowed in the classroom.
7. There will be no use of tobacco/e-cigs of any kind on the school grounds or school functions. Tobacco/e-cigs carried by students will be confiscated and destroyed.
8. Students will be forbidden from making a public display of affection on school property.
9. Snowballing or the throwing of any objects is prohibited in, around, about, or near the school building.
10. Private party invitations can not be given out at school.



11. As provided by Oklahoma law, lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search. Students shall have no reasonable expectation of privacy towards school officials in school lockers, desks, or other school property.
12. Under provisions of Oklahoma Law, students shall be prohibited from possessing an electronic paging device while on school premises. While in transit under the authority of the school, or while attending any function sponsored or authorized by the school unless approved by both parent or guardian and school principal or superintendent upon showing of medical necessity or other appropriate reasons.
13. In accordance with accepted rules of etiquette, no student shall wear any form of head covering, including hats and hoodies, while indoors or at school from 8:15 to 3:00.
14. NO SCHOOL ORGANIZATION, TEAM, OR GROUP SHALL PRACTICE ANY FORM OF PHYSICAL OR EMOTIONAL ABUSE, COMMONLY REFERRED TO AS "HAZING", IN CONNECTION WITH INITIATIONS OR ANY OTHER ACTIVITY.
15. To better provide for the safety and well being of students glass containers shall not be allowed in the school building.
16. Once the student leaves a basketball game he or she may not return without repaying.
17. **No candy, sunflower seeds or pop is allowed in the school or lunchroom.** Exceptions must be approved by administration.

**NOTE: Principal discretion applies to all of the above.**

**Board of education of the Drummond Public School system**

The board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. The intent of this policy is not to impinge on student rights, but to help protect all students from the increasingly dangerous and destructive gang activities. It is therefore the policy of the board of education that gangs and gang activities are prohibited in the Drummond public school system, according to the following:

**A. Definition for purposes of this policy a "gang" is any group of three or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Drummond public school system.**

**B. Prohibitions: no student on or about school property or at any school activity shall:**

1. Wear, possess, use, distribute, display, or sell any clothing, [i.e. sagging pants, colors, do-rags, hair nets, improperly worn clothing (closed top-open bottom,) hats or any apparel that denotes gang membership or identity.] Jewelry, emblem, badge, symbol, sign, or other items that reflect membership in or affiliation with any gang;
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang;
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. Soliciting membership in or affiliation with, any gang;
  - b. Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property, or the use of hand signs or gang language; (cont.)
  - d. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - e. Soliciting any person to engage in physical violence against any other person.
  - f. Drugs and/or drug paraphernalia.
  - g. Weapons of any kind.

**C. Application and enforcement**

1. The superintendent, in consultation with the building principal, will report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.
2. Violations of policy: students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

**D. Procedures for violation of this policy**

- a. Students will be sent to the principal and/or designee when a staff member has reasonable, individualized suspicion that a student is in violation of this policy.

b. Upon determined policy violation, the principal will make a reasonable effort to notify the student's parent/guardian as soon thereafter as possible.

First offence: the student will be sent to the principal's office. Parents will be called and a meeting arranged.

Second offence: the student will be suspended for a minimum period of 3 days.

Third offence: the student will face long term suspension/expulsion

In the case of a violent act, or if the student presents a danger to others, the student will be expelled from the school system, no matter what disciplinary step they may be on.

**E. WEAPONS-FREE SCHOOLS:** it is the policy of Drummond public schools, 1085, to comply fully with the gun-free schools act.

1. Any student in this school who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in title 18 of the United States code, section 921, as: (a) any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. (b) The frame or receiver of any such weapon. (c) Any firearm muffler or firearm silencer. (d) Any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or nay device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma statutes, title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the school district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee of Drummond public schools.

Students of Drummond public schools in violation of this policy shall be reported immediately to the administration for disciplinary action.

Students with disabilities are subject to this policy and will be disciplined in accordance with the individuals with disabilities act and section 504 of the rehabilitation act.

Reference: 18 u.s.c. & 921 21 o.s. & 1280.

**IMPORTANT!**  
**PARENTS PLEASE CALL SCHOOL IF CHILD IS ABSENT. THIS LETS US KNOW IF THE  
ABSENCE IS EXCUSED AND HELPS KEEP BETTER TRACK OF YOUR CHILD.**

**SECTION VI ATTENDANCE POLICY**

1. A student who has not attended class 90% of the time for the semester will not receive credit for the class that semester. The student will have to accept an "F" in that course and it will be recorded on their permanent record as such. Extenuating circumstances must be those that are beyond the student's control such as medical, bereavement or other hardships. The attendance committee shall rule on extenuating circumstances.

Ninety per cent attendance ***allows nine absences per semester in each class for high school and seventeen and one half days absence per year in each class for elementary students.*** Both excused and unexcused absences shall count toward a student's attendance.

2. Students are expected to be regular and punctual in their school attendance.

3. The school principal has full authority to discipline students for being absent or tardy without a valid reason. Penalties for unexcused absences or tardies will be made known to students before admit slips are issued

4. Three unexcused tardies equals one unexcused absence.

**THERE ARE THREE KINDS OF ABSENCES:**

Unexcused absence -- conditions under which the student or his parents were, in the opinion of the administration, negligent in observing state attendance laws. Students who are marked unexcused absence will not be allowed to make up work missed and will receive a zero for that day regardless whether they had any work to turn in or not.

Excused absence -- death in the immediate family (grandparents, mother, father, sister or brother), illness of the student, or when a family is leaving town and desires to take the student with them provided that

**1. The school is notified one day in advance of the absence.**

**2. A student procures assignments in advance of the absence.**

**3. Parent calls school or send note for reason absent.**

**4. Absences for all other reasons may be excused by the principal or may be treated as a degree of truancy.**

**DO NOT RECORD ABSENCE** -- when a student is on a school sponsored activity with a teacher sponsor. Arrangements for makeup work must be made in advance. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. Such right to compete shall be approved by the local board of education annually.

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

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

**DO NOT RECORD ABSENCE** -- when a student is on a school sponsored activity with a teacher sponsor. The student is to make arrangements with the teachers for any work missed. Students may miss one day for college or armed forces. (These two are considered college days.)

The District's attendance officer is the Superintendent, and the Superintendent is responsible for enforcing the attendance requirements. The Superintendent shall maintain a record of student attendance and shall notify a student's parent or guardian of the student's unexcused absence. If a student has six (6) or more unexcused absences within a six-week period or is absent without excuse for ten (10) or more days per semester, the Superintendent shall advise the student's parents or guardian and report the absence to the country's district attorney.

## **BOARD POLICY SECTION 500**

### Discipline and control of students

The schools primary goal is to educate not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies. During the time the child is in attendance or in transit to or from the school district or classroom presided over by the teacher.

The goal of our disciplinary policy shall be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

Any student that is found to be disobeying the rules or showing disrespect for any teacher an/or school property will be subject to disciplinary action. Disciplinary action shall be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students) and number of times the student has broken regulations.

The student may accept the punishment, as designated by the administration and/or teacher, or he/she may have the option of being suspended from school until he/she returns with their parent/guardian, for a conference with the administrator.

If at this conference, the parent/guardian and administrator cannot arrive at a mutual agreement as to the punishment, the student is to receive for this offense, the student will be suspended from school for a time designed to fit the offense which will not be less than three days. The parent/guardian may appeal, in writing, to the board of education and a hearing will be held before said board, in accordance with the laws of the state of Oklahoma.

### **OFFENSES FOR WHICH PUNISHMENT MAY BE SUSPENSION**

The administration shall have authority to suspend any pupil who is guilty of the following acts while in attendance at school or in transit by school transportation on or under school supervision to or from school or any school function authorized by the school district or when present at any facility under the control of the school district.

1. Immorality or profanity or obscenity.
2. Violation of written school rules, regulations, or policies.
3. Possession, threat, or use of dangerous weapons defined by the State statute.
4. Assault and battery.
5. Possession or use of any narcotic drug, stimulant, barbiturates or alcohol.
6. Conduct which jeopardizes the safety of others.
7. Conduct calculated to disrupt the operation of the school.
8. Truancy and not attending their regularly scheduled class (Playing hooky) including excessive tardiness.
9. Excessive disciplinary action.

When the principal has determined that a pupil is guilty, he may suspend the said pupil from school for a period not to exceed one to ten days if the violation constitutes the pupil's first violation thereof, (this may be an in-school detention). When any pupil is determined to be guilty of reasons #3 or #5, the administration may, for the tranquility of the school and the safety of others suspend the pupil to the extent of the law provided in the drug-free, weapons-free policies.

The administration shall conduct a full investigation. Hear all persons involved and determine the guilt or innocence of the pupil by studying the facts. Telephone or other expedient means of communication will notify one of the student's parents or guardian. The parent will be given an explanation of the acts leading to suspension or detention, the length of suspension or detention, the date and time for a conference. Such pupil suspended or put in detention shall have the right to appeal from the decision of such administration to the board of education. Such pupil shall give notice in writing to the superintendent, within ten (10) days of his appeal to the board of education. The superintendent shall notify the board of education immediately, which shall, as soon as possible, conduct a full investigation of the matter and determine the guilt or innocence of the pupil. The decision of the board of education shall be final.

The board of education shall publish the heretofore, and set forth offenses for which punishment is out of school suspension or detention. A copy of such offenses and regulations shall be furnished to each pupil and shall be posted on a bulletin board in each school.

**Students under in school detention or suspension shall not be on school premises for any reason between 3:15 p.m. and 8:00 a.m. while under detention or suspension.**

Students under in-school detention will report to the principal's office immediately upon arrival at school in the morning, no later than **8:00** and will be released at **3:00** in the afternoon.

**After school and before school detention can be given by any teacher. If a student fails to show up, it will result in 1 day ISD.**

### **ISD RULES-**

There will be no talking or communicating during the hours of detention.

There will be no electronic devices allowed.

ISD room will be monitored by video equipment.

**ISD will take place in the ISD room.** The student will be given an assigned seat for the day.

All schoolwork is due at the end of the day and is to be turned in to the office at 3:00. Work not completed will be graded accordingly. It is the responsibility of the student to complete assignments on a day to day basis, and will pick up the daily work from the office at 3:00. Students who violate the ISD rules will be subject to out of school suspension and in severe or persistent cases of defiance of rules-alternative placement will be considered.

### **CORPORAL PUNISHMENT**

Corporal punishment may be used in disciplining school children. It will be used only when there is reason to believe it will be helpful in maintaining discipline or in the development of strong character and powers of self-control.

Corporal punishment must be administered by a teacher or principal in the presence of another teacher or official, who must be told in the student's presence the reason for the punishment before the punishment is administered.

Corporal punishment may never be administered in any degree that will result in serious injury  
Corporal punishment is defined as paddling with a paddle.

The maximum paddling is three strokes on the buttocks for any one offense.

An official who has administered corporal punishment must provide the child's parents upon request a written explanation of the reasons and the name of the second official who was present.

Corporal punishment will be administered in private.

### **TRANSPORTATION**

Following are the bus safety rules:

1. Students will be picked up at designated stops only. Please be there on time-don't keep the bus waiting. As the bus approaches, students will stand well back and remain until the bus has completely stopped.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Riding a school bus is a privilege not a requirement.
7. No food or drink on buses (only water will be allowed on bus).
8. Students must be in Pre-K to ride the bus.

### **WHILE ON THE BUS:**

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Refrain from the use of any form of tobacco.
3. Assist in keeping the bus safe and sanitary at all times.
4. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats and all other objects out of the aisle.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. Horseplay is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or drivers assistants.
14. Keep absolute quiet when approaching a railroad-crossing stop.

### **AFTER LEAVING THE BUS:**

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for driver's signal, then cross road.

## BUS DISCIPLINE

The bus driver shall be given full responsibility for the care and discipline of the pupils on the bus. Every effort shall be made to enforce the state and local rules concerning bus behavior.

Bus drivers are authorized to verbally discipline a child, to assign seats, to visit with the parents, and shall at all times report disruptive students to the superintendent immediately. If a busload is too disruptive the driver may return the busload to the school and call the principal or superintendent for assistance.

The principal or superintendent may remove riding privileges from any student who has been warned, and continues to be a problem. The warning must be in writing to the parent and a copy sent to the superintendent.

Proper discipline should be maintained at all times on every school vehicle. The safety of each occupant is paramount. Seats should be assigned to each rider. Loud and boisterous behavior will not be permitted or tolerated by the bus driver. The following steps are to be used in solving bus discipline problems:

1. Bus driver will try to correct any wrong behavior.
2. Next incident (by the same student) will be reported to the Principal or Superintendent.
  - a. Principal or superintendents will conference with the student.
  - b. Parents will be informed (by letter or call).
  - c. Warnings given in regard to step #3.
3. Next incident (by the same student) will cause student to be suspended from riding the bus for a period up to five (5) days, depending on the seriousness of the incident.
  - a. Principal will notify parent.
  - b. Principal will notify student.
  - c. Principal will notify superintendent.
4. Next incident (by the same student) will cause student to be removed from riding the bus. Parents must conference with superintendent prior to any future rides on school bus.

### EXTRACURRICULAR ACTIVITIES

#### Extracurricular participation

Participation in extracurricular activities, such as athletics, music, speech, and pep club, presents our student to the community in a much more open manner than the classroom. For this reason, each participant is expected to meet high performance levels. Extracurricular activities play an important role at Drummond high school so it is imperative to keep a close touch on the academic preparation of the participants. The eligibility rules of the Oklahoma State School Activities Association will be strictly complied with, and will apply to students participating in all inter-scholastic activities.

### SCHOLASTIC ELIGIBILITY: SECTION I SEMESTER GRADES

- a. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be five school credits for the 7th and 8th grade students.
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

### STUDENT ELIGIBILITY DURING A SEMESTER

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible to participate during the next one week period. The ineligibility periods will begin on Sunday and end on Sunday.
- c. A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility. A student regains eligibility under rule #3 with the first class of the new one-week period (Sunday through Sunday).

### SPECIAL PROVISIONS

- a. A twelfth grade student who is concurrently enrolled in high school and college must pass four subjects to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
- b. Students enrolling in a school for the first time must meet the OSSAAS scholastic requirements in rule #3, section i-a. a student who is not eligible in one Oklahoma school will not be eligible at another Oklahoma school for a minimum period of three weeks (fifteen school days) he/she attends if he/she moves or transfers. A student may regain his/her eligibility by achieving the scholastic standard in rule #3, section i-a at the end of a three week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (rule #3, section 3-c) grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, and death in family and natural disaster).
- d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of rule #3, section 1-a for the end of spring semester. Accredited earned in summer school under this provision must be for the subject failed during the spring semester.
- e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin on Monday following the eligibility is checked.

### NO BULLYING POLICY

Drummond Public School believes that all students have a right to a safe and healthy school environment. To that end, the school district and community have an obligation to promote mutual respect, tolerance and acceptance. The school district will not tolerate behavior that infringes on the safety of any student. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to a gesture or written, verbal, or physical act; and "at school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events. A report will be filed on the incident and kept in Principals office. There can be a request of records for students who commit these acts as well as mental health treatment by our counselor.

**(Bullying is in the eye of the one being bullied, not the bully.)**

Students who act in violation of this policy may be subject to school district disciplinary procedures up to and including expulsion.

If bullying behavior persists, consequences will become increasingly severe. Possible consequences include but are not limited to: restriction of privileges, recess, sports, co-curricular activities, free time, computer use, clubs, travel, etc. Students may be required to complete a behavior contract, attend a special class, read special assignments, serve detention, serve in-school detention, or out of school suspension, and if necessary expulsion.

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION (STUDENT SEXUAL HARASSMENT)

Students in this district shall be free from sexual harassment and a hostile sexual environment.

According to DOE guidelines, sexual harassment is unwanted sexual conduct that "must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education, or creates a hostile or abusive educational environment." Some examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, or sexual assault.

Sexual harassment is illegal and will not be tolerated at Drummond School. Violation of this policy will result in disciplinary action.

Victims of alleged sexual harassment are encouraged to report the incident to a teacher, or Counselor. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

**DRUMMOND SCHOOLS DRUG-FREE PREVENTION PROGRAM**

The Drummond Public Schools has adopted and implemented the following drug prevention program for students and employees with the intention to maintain a drug-free environment.

- a. Drummond Schools has implemented drug, alcohol and illegal substance education and prevention programs for students in k-12 grades. It is the intent of the school district to address the legal, social and health problems caused by the involvement of drugs, alcohol and illegal substances use with emphasis on effective measures and resisting peer pressure use of illegal drugs, alcohol and substances.
- b. Students are to be made aware of state and federal laws that impose severe penalties for the use, possession, or sale of illicit drugs, alcohol and substances and their harmful affects.
- c. There will be no possession use or distribution of illicit drugs, alcohol, and substances by students on school grounds or any school sponsored activities.
- d. Students who possess, use, or distribute illicit drugs including anabolic steroids; alcohol and substances shall be subject to disciplinary action. Such action may include long term suspension. In addition to suspension, students are subject to referral for prosecution under applicable laws.
- e. Students may receive information concerning drug, alcohol and substance counseling, rehabilitation, and re-entry programs from the principal's office.
- f. Copies of this policy concerning the standards of conduct and disciplinary sanctions will be made available to students and parents.

**NONDISCRIMINATION STATEMENT**

The Drummond Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

**CHILDFIND**

The Drummond Public School asks for help in locating children within the Drummond district ages birth to 21 years of age who are handicapped in one of the following ways and are not currently receiving education instruction because of their handicap. These services are provided in accordance with the individuals with disabilities act (idea) which requires an approved appropriate Education for handicapped children 0 to 21. Autism deaf-blindness, deafness or hearing impairment, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, serious emotional disturbance, specific learning disability, speech or language impair-ment, traumatic brain injury, visual impairment, and developmental delays. Contact Drummond public school for information regarding services available: Brent Rousey, Supt. of schools.

**FERPA RIGHTS**

The board of education adopts this policy statement in regard to directory information.

Parents or eligible students have the right to:

1. Inspect and review the student's educational records
2. Request the amendment of the student's education record to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that Ferpa and the regulations authorize disclosure without consent.
4. File a complaint with the U.S. department of education, concerning the Drummond school district to comply with the requirement of Ferpa.
5. Obtain a copy of the districts Ferpa policy; the notice must indicate places where copies of the policy are located; this notice may be provided by any means that are reasonably likely to inform the parents of eligible students of their rights.

**NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements. Drummond school district are hereby notified that this district does not discriminate on the basis of race, color, national origin, age gender, or disability in admission or access to, or treatment or employment in, it's programs, activities or benefits. Any person(s) having inquiries concerning the district's compliance with the regulations implementing title vi, ix. The Americans with disabilities act, the age discrimination act, or section 504 may contact: Amy Yelle at Drummond School, or phone (580) 493-2271. This person has been designated by the school district to coordinate efforts to comply with these federal statutes and regulations.

**ASBESTOS INSPECTION**

Notice: This serves notice that Drummond Public Schools has asbestos on the campus grounds. In compliance with a.h.e.r.a. on the third week of January and the third week of July of each fiscal year, an inspection of the facility is done by a licensed a.h.e.r.a. Inspector to insure safety of all occupants. Notification of any emergency response actions to inform students, parents, and employees shall be done immediately upon such action. For further information you may contact the superintendent of Drummond schools.



At the beginning of each school year, any district that receives funds under NCLB Title 1 shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or the provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, is so their qualifications and certifications.

In addition parents may request and a school shall provide to each parent the following:

1. Information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided or explained in a language that the parents can understand.

## **INTERNET AND OTHER COMPUTER NETWORKS** **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Drummond Public School district is pleased to make available to students and staff access to interconnected computer system within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

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

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

Listed below are the provisions of the agreement regarding computer network and internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his/her property.

### Term of the Permitted Use

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

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Use of Network.** Among the users that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which I prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even is materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan Horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

- D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- C. Do not assume that a sender of e-mail is giving his/her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. **Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- ✓ Sending mean or threatening messages via e-mail, IM (instant messaging) text messages or any electronic transmission.
  - ✓ Spreading rumors about others through e-mail, IM, text messaging, or any electronic transmission.
  - ✓ Creating a web site or social-networking accounts that targets other students or person(s).
  - ✓ Sharing fake or embarrassing still or moving images via electronic transmission.
  - ✓ Stealing another person's login and password to send mean or embarrassing messages from his/her account.

It shall be the policy of Drummond Public School that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

#### Internet Safety

- 1) **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from inappropriate sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, s/he should report such use to the appropriate school designee.
- 2) **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
- 3) **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- 4) **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
- 5) **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Sonicwall for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.
  - a) Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
  - b) The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that
  - c) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, excretion;
  - d) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals;
  - e) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- 6) All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### **Privacy**

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

### **Failure to Follow Policy**

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

### **Warranties/Indemnification**

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

### **Updates**

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

REFERENCES: 21 O.S. §1040.75, §1040.76

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

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT"**

Federal law requires that schools be inspected for asbestos and asbestos-containing materials, and that a management plan be written which tells the results of the inspection and what actions will be taken. The A.H.E.R.A. Asbestos Management Plan is available during working hours for viewing and is located in the Superintendent's office.

Please sign below, **(Students under the age of 18 have parent/guardian sign)**, to verify that you have read and understand the statement above.

\_\_\_\_\_  
Signature of Student or Parent/Guardian

\_\_\_\_\_  
Date

**STATEMENT OF UNDERSTANDING THE HANDBOOK**

**I have read and understand the policies, procedures, and statements present in the Student Information Booklet 2016-2017, including the policy on giving medications.** *(Student and Parent/Guardian signatures required for students under the age of 18.)*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (When applicable)

\_\_\_\_\_  
Student's age on Last Birthday

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize officials of Drummond Public School to release information in the record and files of \_\_\_\_\_ *(Student's name)*, upon request by prospective employers and/or other educational institutions. **(Students under the age of 18 have parent/guardian sign.)**

\_\_\_\_\_  
Signature of Student or Parent/Guardian

\_\_\_\_\_  
Date

**AUTHORIZATION TO RELEASE PHOTO**

I grant Drummond Public Schools permission to use any photographic, video or audio image of myself in efforts by the school district to announce accomplishments of the students, to educate the public, to promote services, or in other ways deemed necessary. **(Students under the age of 18 have parent/guardian sign.)**

\_\_\_\_\_  
Signature of Student or Parent/Guardian

\_\_\_\_\_  
Date

**STATEMENT OF UNDERSTANDING FOR PERSONAL SEARCH**

All school property is subject to search and no one should assume a right to privacy when involving any school property.

**Please sign below, that you have read and understand the above statement.** *(Student and Parent/Guardian signatures required for students under the age of 18.)*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (When applicable)

\_\_\_\_\_  
Student's Age on Last Birthday

**STATEMENT OF UNDERSTANDING FOR STUDENT CATALOG INFORMATION**

Guardians must notify the school in writing if they choose to withhold any directory information. Forms are available in the school office. **(Parent/Guardian signatures required)**

\_\_\_\_\_  
Signature of Student or Parent/Guardian

\_\_\_\_\_  
Date

**STATEMENT OF UNDERSTANDING FOR INTERNET PERMISSION**

I have read and understand the code of conduct for the use of internet or any computer access. **(Student and Parent/Guardian signatures required for students under the age of 18.)**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (When applicable)

\_\_\_\_\_  
Student's age on Last Birthday

**ATTENDANCE POLICY**

I have read and understand the district attendance policy and the consequences of not attending.

\_\_\_\_\_  
Signature of Student or Parent/Guardian

\_\_\_\_\_  
Date