

# **Mangum High School**



**Student Handbook  
2019-2020**

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**Barbara Gahagan .....Assistant Superintendent**

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**Kristie Clark ..... Treasurer**  
**Krista Reese ..... Lunch/Leave**

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**JoAnn Leamon ..... Head Cook**  
**Joelynn Augustine .....Assistant Cook**  
**Christy Ramirez..... Assistant Cook**

**MANGUM HIGH SCHOOL**

**301 N Oklahoma**

**Phone: 580/782-3343 Fax: 580/782-3265**

**Travis Reese .....Principal**  
**Olivia Cantu.....Secretary**  
**Marsha Alexander..... Math**  
**Jay Cross.....Science**  
**Chad Hussey ..... Girls Basketball/History**  
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**Heather Bonds ..... Vocational Agriculture**  
**Dillon Jung.....Band**  
**Marilyn Garton ..... Vocational Business/Computers**  
**Jane Travis..... English/Speech**  
**Terry Gilbert.....Social Studies**  
**Richard Carney ..... Girls Softball**  
**Sam Powers.....Football**  
**Nathan Pennypacker ..... Boys Basketball**  
**William Dickey..... Alternative Education/Track**  
**Cayden Crume ..... Asst Football/Science**  
**Barbie Stover ..... LMS/AP Art**  
**Casey Crume.....Construction/Asst Baseball**  
**Clifton Harper.....Art**  
**Heather Gilbert .....English**  
**Robin Zachary ..... Math**

GENERAL INFORMATION  
School Mascot - Tiger  
School Colors - Orange and Black

WEBSITE  
[www.mangum.k12.ok.us](http://www.mangum.k12.ok.us)

Download our App – Mangum Public Schools

Infinite Campus – Campus Parent and Campus Student

Like us on Facebook: Mangum High School

Subscribe to HS Texting– send the message: @mhstigers to the number 81010

BELL SCHEDULE

1 <sup>ST</sup> Bell.....	7:55
Period 1.....	8:00-8:50
Period 2.....	8:55 -9:50
Period 3.....	9:55-10:50
Period 4.....	10:55-11:45
PAWS (Preparation & Ambition Warrant Success)....	11:45-11:55
LUNCH.....	11:55-12:20
Period 5.....	12:25-1:20
Period 6.....	1:25-2:20
Period 7.....	2:25-3:15

## ACADEMIC REQUIREMENTS

All students must enroll in a full day schedule unless they enroll in Concurrent Enrollment; Vo-Tech or other arrangements are made with administrative approval. Mangum High School requires twenty-three (23) units or forty-six (46) credits for graduation.

Minimum required courses are: 4 English; 3 Math; 3 Social Studies; 3 Sciences (effective 2004); 1 unit Business Computer Tech; 1 Arts; 8 Electives to complete number of units required. College bound students are required to complete 4 English; 3 Math (Algebra I, Algebra II, Geometry); 3 Social Studies; 3 Science; Electives to complete number of units required.

NOTE: 1 credit equals 1 semester of satisfactory course work; 1 unit equals 2 semesters of satisfactory course work.

### PROFICIENCY PROMOTION POLICY STATEMENT

Pursuant to Section 6 of HB 1017, students will be provided the opportunity, upon request, to demonstrate proficiency in one or more of the core curriculum areas of social studies, language, language arts, mathematics and science. The student who can demonstrate proficiency in the absence of instruction may be able to advance a grade level in grade one through eight or earn high school credit for courses in grades nine through twelve.

A student will be given the opportunity to demonstrate proficiency in content by scoring 90% on the appropriate district examinations. The parent of any student enrolled in the Mangum School System may request proficiency-based promotion by completing the appropriate application and submitting the request to the Superintendent.

The opportunity for proficiency assessment will be provided twice each school year. The test weeks will be the first week in June and the first week in August. Application to take Proficiency Test shall be made on or before May 30<sup>th</sup> or July 31<sup>st</sup> dependent upon desired test date.

Application forms will be available at each school site within the Mangum School District. The forms are to be returned to the Superintendent of Schools, 400 N. Penn., Mangum, OK 73554, place and time will be mailed to the applicant. Test results will be mailed within two weeks of the test date. Any questions concerning Proficiency Based Promotion or Assessment or testing procedures may be directed to Mr. Shane Boothe, Superintendent, Mangum Public Schools, 782-3371.

### CLASSIFICATION OF STUDENTS

*\*1 Semester's = 1 Credit/2 Credits = 1 Unit\**

Seniors .....	32 or more Credits
Juniors .....	22-31 Credits
Sophomores .....	10-21 Credits
Freshmen .....	0-9 Credits

### GRADING SCALE:

A .....	90-100
B .....	80-89
C .....	70-79
D .....	60-69
F .....	0-59

### CONCURRENT ENROLLMENT

Mangum High School students in the 11<sup>th</sup> and 12<sup>th</sup> grades may concurrently enroll at Mangum and a college or university in the Oklahoma State system of Higher Education as a student if the student meets the required criteria. Information about concurrent enrollment may be received from the counselor. Concurrent enrollment information will be given to each student each year.

### HIGH SCHOOL GRADUATION PROCEDURES

A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. The Senior Class must provide graduation stage decorations and purchase the Senior Class Panel.

Graduation ceremonies are under the direction of the Senior Class sponsors subject to the administration and board approval.

### CLASS RANKINGS-High School

Two averages will be figured for each Senior.

1. Class Ranking: Only the CORE curriculum will be considered in figuring the numerical grade average on a 100 point scale. The core curriculum shall consist of the following courses: Language Arts classes, Science classes, Math classes, Social Studies classes, (2) Business and Computer classes. Highest ACT composite score X2 will be added to the numerical average X30. **WEIGHTED CLASSES** include: Chemistry, Chemistry II, AP courses, and Trigonometry. The weighted average will be calculated by adding 10 points per semester to the final semester grade in each class. The weighted grade point average will not be reflected on the student's transcript. (board approved 7/17)
2. Over-All GPA: The over-all grade point average that will be used for scholarship applications.  
The final grade point average of seniors will be re-figured at the end of the school year so this final average can be placed on the transcript. Averaged grades will include all courses completed which includes courses repeated.

### HS HONOR STUDENTS

Senior students in the top 10% and/or any senior student that maintains a 4.00 GPA of each graduating class will be recognized as Honor Students of the Senior Class.

### VALEDICTORIAN AND SALUTATORIAN OF HIGH SCHOOL

To be eligible for Valedictorian and Salutatorian of the senior graduating class the student must have attended Mangum High School for three (3) of the last four semesters. (Approved by Mangum Board of Ed 7/14/2005)

### NATIONAL HONOR SOCIETY

Students must apply each year to be a member of the National Honor Society. The minimum cumulative GPA allowed is 3.5 (on a 4.0 scale); the applicant must show leadership, community involvement, and be of good moral character.

### HONOR ROLL

Students having all "A's" for a Semester will be on the "Superintendent's Honor Roll"; students having all "B's" and above will be on the "Principal's Honor Roll".

## ENTRY OR WITHDRAWAL

Mangum Schools will enroll any student whose parents and or legal guardian are legal residents of the district.

Students will be enrolled if they meet the qualification of The McKinney- Vento Act 42 U.S.C. § 11434A(2)(A) Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act As Amended by the No Child Left Behind Act of 2001 (NCLB) [Title X, Part C] McKinney-Vento Homeless Education Assistance Improvements Act of 2001 Education for Homeless Children and Youths Program. Students transferring from another school must be approved by the superintendent. Once approved the student may be admitted by transcript and shot record. Transcripts must be mailed directly from the student's previous school for Mangum Schools to grant credit. When a student enters or withdraws from Mangum Schools for any reason during the school term, he/she should notify the principal's office. All records must be cleared and indebtedness paid.

Mangum Schools may honor other school's suspensions. In compliance with State Law, students suspended from school in another district will not be admitted to Mangum Schools without establishing legal residence in the district.

Late enrollees for Mangum Schools that have not been enrolled in another school during the current semester must have an 80% attendance record to be eligible for semester grades.

## TESTING

Teachers will administer tests to students at their discretion as appropriate for the course of study. When a student has been absent from school, that student must take a pre-announced test on the first day he or she returns to class or at the discretion of the teacher per circumstances.

Otherwise, the student will receive a grade of zero on that test.

Semester tests are calculated at 15% of the Semester average.

## ELIGIBILITY

A student must maintain academic eligibility to participate in school activities. For academic eligibility purposes, authorized school activities include, but are not limited to competitive events against other schools and field trips, student activities outside the normal school day; and, non-classroom activities. A student who is not eligible for competitive events will not suit up, travel with the team, sit on the bench, stand on the sidelines or represent the school in any manner.

### *Academic Eligibility*

The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the MONDAY following the week in which the student receives a passing grade in all courses.

Teachers will have all grades posted in Infinite Campus by 8:00 a.m. on each Friday beginning the fourth week of each semester. Any work to be included in the computation of a student's grade must be turned into the teacher no later than 3:00 p.m. on Thursday of each week. Any work turned in after that time will not be counted for eligibility for the following week. NO EXCEPTIONS WILL BE ALLOWED REGARDING THIS POLICY.

### *Probation*

A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

### Academic Probation & Ineligibility Outline

1. Failing any course(s) after 4th week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible
3. Student remains ineligible until the student is passing all subjects for 1 week.
4. (When the student is again eligible, steps 1 & 2 are repeated if necessary.)

### *Attendance Eligibility*

A student must be present in 4 class periods in a school day to be eligible to participate in a school-sponsored activity that same day or night. (The 4 class periods do not have to be consecutive.)

OSSAA Rule 2: A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible.

Exception may be made by the principal due to illness, injury, death in the immediate family, or valid reasons for late enrollment.

## MEDICINE DISPENSE POLICY

Medication (Including over-the-counter pain reliever and herbs) for students should be checked in at the designated office for the building. Medicine will be dispensed only with written instructions from the parent/guardian or doctor's prescription.

Asthma medication will be dispensed per school policy and state law.

## LUNCH BILLS

Students are allowed to eat free – Breakfast and lunch will be available at no charge to students.

## STUDENT INSURANCE

School Insurance is available to students as a special service. Athletic insurance is available to those participating in major sports.

The school does not sell this insurance but makes it available through an agent only as a convenience to the students. The only activity for which insurance is compulsory is school-sponsored athletics and hazardous classes. To meet this requirement, students insurance may be purchased or an affidavit indicating that the student is insured with his family's insurance company. The school is not responsible for injury or accidents.

## VISITORS

Visitors are required to report to the office when arriving at school.

The parents of Mangum Junior High and High School students are welcome to visit the school at any time.

Students from other schools are welcome when they are visiting as a representative of their school. In this case, the principal of the visiting student should contact us in advance.

Students or other persons will not be allowed to visit just to be with friends or relatives.

## ASSEMBLIES

Assembly programs are held regularly throughout the school year. Programs include visiting college organizations, technical and service programs, and programs presented by the various classes or organizations within our school. All students should be courteous towards speakers. Applause is the correct and courteous way of showing your approval of a program or speaker; stomping, yelling and whistling are not in good taste. Students should remember that any public demonstration such as clapping is not appropriate during a religious program. The impression of a school, which a speaker takes away with him, is the importance of good assembly etiquette.

## GRADE REPORTS

Grade reports are issued each Semester. Students will receive reports on designated days following the end of the Semester.

## OFFICE AIDES

The principal selects office aides. The selections are made on the basis of grades, citizenship, personality, and other desirable qualifications important to the job to be performed. All office aides shall maintain a "C" average, follow all office procedures, and have a good discipline record from the preceding year. Office aides may be dismissed at any time and enrolled in a regular class.

## AUTOS AND MOTORCYCLE

A student must present a valid Oklahoma drivers license and insurance verification to the principal upon request. A student will not be allowed to drive to school if he/she does not hold a VALID license.

## 15 mph SPEED LIMIT in Mangum's school zones

High school students may drive

1. to school
2. off campus during the lunch period
3. on campus with the principal's permission

Students may not

1. **Remain in vehicles on campus**
2. Ride on the outside of a vehicle or in the bed of a truck
3. Drive through school parking areas
4. Drive vehicles during passing time between classes

Parking:

1. Students must park in assigned student parking areas.
2. Students **MAY NOT PARK**: North of the sidewalk in front of the school building, north along the west side of Oklahoma Street or on the east side of Oklahoma Street in front of the Tiger Den, in handicap parking spaces, or on the east or west side of the Ag building.

Students operating vehicles in violation of school policy or the law will be reported to the police and may be subject to discipline by the school. Discipline can include lost driving privileges.

**STUDENTS WITH WORK PERMITS:** These students leaving or arriving on Work Permits may not allow other students to ride in their vehicle for any reason.

## SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Mangum Public Schools has a comprehensive child identification district plan to identify, locate, and evaluate these children with disabilities, birth through 21 years of age, who are in need of special education and related services.

### *Discipline of students with disabilities*

The Mangum Schools discipline policy applies to students with disabilities. If the behavior in question is part of the handicapping condition of the student, the behavior will be addressed pursuant to the student's Individualized Education Program (IEP).

### *Parent's rights in Special Education*

As the parent, guardian, or surrogate parent of a student who is receiving a formal evaluation and/or special education services, you have certain rights according to state and federal regulations. Students with Individualized Education Plans must be given curriculum modifications.

If you have questions about special education services for your student or about these rights or would like a copy of these rights in abbreviated form, please contact the State Department of Education, Special Education Section, 405/521-3351 or your local school at 580/782-3371.

## ATTENDANCE LAWS AND REGULATIONS

Oklahoma School Code, Article 10, Sec. 10, "It shall be unlawful for a parent, guardian, custodian, or other persons having control of a student who is over the age of seven (7) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work to neglect or refuse to cause or compel such child to attend and comply with rules of some public, private or other schools unless other means of education are provided for the schools of the district are in session. Any parent, guardian, custodian, child or other persons violation any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not more than Fifty Dollars (\$50.00) or by imprisonment in the county jail for not more than ten (10) days or by both such fine and imprisonment."

(OK 70-10-106) If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the administration shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

## MAKEUP WORK

- The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after the final school day for each Semester grading period unless approval and prior arrangements are made through the principal's office. Students with excused absences have one day for each excused day missed for makeup work or as determined by the principal.

## HOMEWORK

- Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a day-for-a day to turn in homework when the student has been absent from school with permission **or as determined by the principal**.
- Students absent without permission or approved documentation will receive a grade of zero for missed class assignments, including homework.

## ABSENCES

A student who has been absent more than **8** times may receive a grade reduction for the Semester. (excused, explained, or unexcused) – 9 with unexcused may reduce 10 points, 10 absences may reduce 10 points, 11 absences – 20 points, 12 absences – 30 points, 13 or more – failing grade. Exceptions will be made for long term sickness or extenuating circumstances

A student who misses **20 or more minutes** of class is counted absent for the class.

**Excused Absence-** Excused absences count towards the 8 days allowable per Semester.

Assignments missed may be made up. One day per excused absence will be allowed for makeup work or a reasonable time will be determined by the teacher or principal. Excused absences will be granted for the following reason:

1. Personal illness or injury
2. Death or serious illness in the family
3. Doctor appointments
4. Observance of holidays required by student's religious affiliation.
5. Driver's permit or license is allowed two (2) excused absences.

**Explained Absence-** This absence counts towards the 8 days allowable per Semester. This absence does not fall under the categories of "Excused Absence". The parent has EXPLAINED this absence IN ADVANCE. All assignments, work, test, etc. are due when the student returns to the class after the explained absence. There is absolutely no time allowed for makeup work. A zero "O" may be given for all work not turned in the day the student returns to class. Students must make, in advance, arrangements before or after school with teachers for assignments or at the teacher's convenience. Students ARE NOT allowed to interrupt class to get assignments.

**Unexcused Absence-** This absence counts towards the 8 days allowable per Semester. Any absence that is not excused, explained, or a school activity will be unexcused. This student WILL NOT receive credit or a grade for assignments missed and the student will not receive credit for assignments made up. The student will be subject to disciplinary action by the building principal.

**Skipping Class/Skipping School-** This absence counts towards the 8 days allowable. Students will not receive credit for assignments missed, and will not make up work for credit. The student will be subject to disciplinary action by the building principal.

**Activity Absence-** Students are not considered absent when on a school activity absence. Students are allowed to be absent from the classroom for a maximum of ten (10 days per YEAR to participate in school sponsored activities. The following activities are exempt from this rule: *State & National level of school-sponsored competitions which have the approval of the Board; field trips; interscholastic meet; serving as a page in the State Legislature; and school assemblies.* Students must get their assignments before the absence and have the work completed when they return to class.

No student may take an activity absence beyond 10 days unless the absence has been pre-approved by ARC (Activities Review Board). Absences taken beyond the 10 days without Board approval will be unexcused.

## TARDIES

- A student is tardy if the student is not in the assigned classroom or place when the tardy bell rings. Students that miss less than 20 minutes of class will be Tardy. 20 or more minutes is considered an absence. Tardies will accumulate per Semester.
- Criteria for tardies are below..
  - On the 3<sup>rd</sup> tardy per class = 1 lunch detention & removal from PAWS list for 1 week
  - On the 4<sup>th</sup> tardy per class = 2 lunch detentions & removal from PAWS list for 2 weeks
  - On the 5<sup>th</sup> tardy per class = 3 lunch detentions & removal from PAWS list for 3 weeks
  - On the 6<sup>th</sup> tardy per class = 4 lunch detentions & removal from PAWS list for 4 weeks

The discipline will be reviewed and administered from the principal for students with over 6 tardies.

## ATTENDANCE RULE EXEMPTION

An Attendance Committee appointed by the Board of Education must approve any exception to the attendance policy. The student and/or parent must request exemptions in writing to the building principal. This request must have an explanation and supporting documentation for the reasons the student was absent. Exemptions will be considered only once per year. Students may appeal any decision of the Committee to the Board of Education within 30 days of notification.



## **NON-DISCRIMINATION POLICY**

**Non-discrimination on Basis of Sex** – The Mangum School District does not discriminate on the basis of sex in the educational programs or activities, which it operates. It is required by Title IX of the Educational Amendment of 1972, as amended, and Part 86 of Title 45, Subtitle A, Rules and Regulations of the U.S. Department of Health, Education and Welfare, not to discriminate in such a manner. The requirement not to discriminate in educational programs and activities extends to employment in the school district.

## **RECORDS**

An Oklahoma Statue and a Federal Law mandate that any information or record relating to a minor child which is available to a custodial parent, upon request, be provided to the non-custodial parent unless this right is restricted by a court. The terms “records” and “information” are defined to include information and records maintained by the child’s school.

## **DIRECTORY INFORMATION**

Directory information for Mangum Public Schools includes the following: Name, participation in activities and sports, awards (etc.). If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal’s office by month/day/year by the parent/legal guardian or student making the request. (51 O.S. § 24A.16; S.L.O. § 553)

## **Family Education Rights and Privacy Act (FERPA)**

- This policy affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:
- The right to review the student’s education record within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605
- Student’s parents or eligible students have the right to seek to correct parts of the students education records believed to be inaccurate, misleading, or in violation of student’s rights. This right includes the right to a hearing to present evidence that a record should be changed if the district does not alter it according to a parent or eligible student’s request.
- Any question in regard to this notice may be directed to the Superintendent, or the Director of Federal Programs at the Mangum Board of Education Office, 782-3371.

## **EQUAL OPPORTUNITY REGULATIONS**

Mangum Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries regarding the non-discrimination policies contact: Ty Harman, Superintendent, 400 North Pennsylvania, Mangum, OK 73554, (580)782-3371.

## **LOCKERS & SCHOOL PROPERTY**

- Student lockers are the property of the school and area assigned to the student for the storage of school supplies and personal property necessary for school attendance (e.g., books and coats).
- Students hold no expectation of privacy in the school lockers or any other school property.
- Students that leave articles of value in school lockers do so at their own risk.
- School officials have the authority to search school lockers at any time without notice, and to seize any property prohibited by law or school policy.

## **CLASS PARTIES**

There will be no school sponsored class parties; organizations may have parties that are approved by the administration and the sponsor will assume the responsibility.

## **PROM/BANQUET (RULES/GUIDELINES)**

1. Students must sign-in when they arrive at the Banquet/Prom.
2. Upon arriving students must hand-in their vehicle keys to the supervising sponsor.
3. Students will not be allowed to go to their vehicles without a sponsor present.
4. Students will not be allowed to leave until the prom is over. The time will be set by the Junior Class.  
Exception: Students in attendance may leave with a parent or legal guardian.
5. When other activities are scheduled for the evening, students who attend must ride in the transportation provided.
6. Alcohol confiscated will be disposed of in an appropriate manner.
7. Students that are suspected of consuming alcohol will be required to leave with a parent or legal guardian.  
Keys will not be returned to anyone that has been suspected of consuming alcohol.

## **QUEENS, KING, & ESCORTS**

The following are the guidelines for the selection of the Homecoming Queen and escort for Football and Basketball Queen and King. The Queen and King will be selected by popular vote of the student body. Students may be selected for only one sport or organization during a school year. Students may not serve more than one time for the same sport or organization at any time during the student's high school career.

### **Qualifications for Candidates and Escorts**

- Member of the Senior Class
- Must be a member of at least one school organization.
- Have a GPA of 2.5 or higher
- Must be academically eligible
- Basketball Queen Candidates & Escorts - Must be playing HS basketball in grade 12, and either grade 10 or 11
- Football Escorts- Must be playing HS football in grade 12, and played in either grade 10 or 11.

### **Candidate Selection Process**

- The building principal will give the coaches a list of eligible candidates.
- All nominations will be by secret ballot.

### **HS Football Queen-**

The football team will select three queen candidates and three escorts from the Senior Class.

### **HS Basketball Queen.**

- The boys and girls basketball teams will select three queen and king candidates from the senior class members of the basketball teams.
- In the event there are no senior players available to be candidates; the following may be used for candidate selections: (a) a senior team manager may be selected as a candidate or (b) a junior who meets the same criteria may be nominated. \*If the junior is selected queen she may not serve as a candidate or queen her senior year.

## **CHEERLEADERS**

1. Cheerleaders will be elected in the spring by impartial judges from a college team of cheerleaders.
2. Applicants and elected cheerleaders must meet all requirements set forth in the Cheerleading Constitution.

## **SCHEDULE CHANGES**

Schedule changes are subject to the approval of the principal and will be made only during the first week of each semester.

## **CLASS MEETINGS**

All class meetings must have the approval of the principal as to purpose, time, and place of the meeting. The sponsor will arrange for the meeting.

## **SCHOOL SPONSORED ACTIVITIES**

All school rules apply to all school sponsored activities.

## **FUND RAISERS/SELLING AT SCHOOL SPONSORED ACTIVITIES**

The principal's office must approve any class or organization selling items at school sponsored activities. All fund raising projects must be approved by the Mangum Board of Education and submitted on the proper form available from the principal. Any funds received from the fund raiser must be deposited into the school activity fund. The activity fund custodian will disburse funds for all approved bills.

## **POSTERS**

Posters, flyers, and other advertisements will only be displayed on designated bulletin board after office approval.

## **PHYSICALS**

All athletes are required by the OSSAA and SDE to have a physical before the first day of practice.

## **SCHOOL INSURANCE**

A student participating in athletics must have his or her own insurance. The school holds no responsibility for injury or accidents.

## **GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS**

- (a) If the issue involves a teacher or coach, the student or parent should address the issue with the teacher or coach. If the issue is not resolved, the issue should be brought before the principal and /or athletic director.
- (b) If the issue involved another student or other school personnel, the parties should address the issue with the principal.
- (c) If the issue is not resolved, the parties should bring the issue before the superintendent.
- (d) If the issue is not resolved the parties may file for a hearing with the Board of Education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

## **AHERA (Asbestos Hazard Emergency Response Act)-**

This is notification that Mangum Schools is in compliance with regulations established by AHERA. Tests conducted in 1988 by a licensed laboratory revealed asbestos material in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility. If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

## PARENTS RIGHT-TO-KNOW POLICY

At the beginning of each school year, any district that received funds under Title I 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:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived,
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

- information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
- 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 in a language that the parents can understand.

## FORMS OF DISCIPLINE

### After school detention

High school and junior high school detention may be used as punishment at the teacher's discretion and will be served from 3:15 to 4:00 p.m. or a stated time given by the teacher assigning and monitoring the detention. A student who is absent is subject to the policy for Failure/Refusal to Serve Assigned Discipline.

**Noon or Lunch Detention is served from 11:55-12:20 p.m.** Students **MUST** remain in the cafeteria during the entire lunch detention. Students must remain quiet and face the North wall during detention. No headphones, cell phones, talking. Students can do homework or read a book. A student who is absent is subject to the policy for Failure/Refusal to Serve Assigned Discipline.

**In School Detention (ISD)** is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction.

ISD is held during the regular school day in a designated room. A student must serve the ISD on consecutive school days. Students in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor. ISD Rules are posted and must be strictly followed.

**Corporal Punishment-** may be administered to students who have a signed "Parental Consent to Administer Corporal Punishment" form on file in the principal's office. Swats will be administered and witnessed in a room, or other place out of the presence of other students. No more than 3 swats will be given in a school day. The swats will be given with a wooden paddle on the buttocks of the student.

**Out-of-School Suspension-** the principal has authority to suspend a student for a period of up to, and including, 10 days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the Mangum board of Education. The decision of the suspension committee is final and cannot be appealed to the board of education or any other school official. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses.

No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension.

A student shall serve the assigned suspension period on consecutive school days.

Upon the out-of-school suspension, the parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school. A student shall receive an educational plan of the core curriculum for day(s) suspended beyond 5 days

\*Suspensions may also require the student to perform community service hours at the school, outside of school time.

Any Out of School Suspension during the semester removes the possibility of semester test exemption

A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

*Grading Policy for Out-of-School Suspension:* During out of school suspension, a student's parent or guardian shall be responsible for picking up daily work assignments from the principal's office. Students will receive credit for work assignments completed during out-of-school suspension only if turned in on or before the day the student returns to regular class.

**Loss of Privileges/Suspension from School Activities-**Students may be banned from being on any school premise or attending any or all school activities for a designated period of time.

# DISCIPLINE POLICY

**The Building Principal has the authority to reduce, extend, change or add to any consequences/punishment based upon the severity of an infraction of the discipline policy.**

## **Alcohol/Chemical Abuse**

Attending classes alert and ready to learn is a prime responsibility of students at Mangum Public Schools. The inability to function in class may occur because of illness, injury, or drug use prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listlessness, slurred speech, poor general health (red eyes, flushed skin, etc.) having an odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco.

A student found possessing, distributing or using alcohol or drugs, drug paraphernalia or other contraband at school or on a school-sponsored activity will receive the following discipline:

1<sup>st</sup> Offense: Out-of-school suspension up to ten days or Out-of-school suspension for the remainder of the semester and the following semester. The incident may be reported to local authorities.

Reentry to Mangum Schools may be contingent on appropriate counseling and/or parental intervention.

**Arson-1<sup>st</sup> Offense:** The deliberate/intentional starting of a fire on school property with the intent to do damage or harm may result in out-of-school suspension for the remainder of the semester and the following semester.

## **Assault**

Assault is described as the intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm.

Includes verbal threats:

1<sup>st</sup> Offense: ISD, swats, detention or out-of-school suspension up to ten days per circumstances.

Subsequent offenses: Out-of-school suspension for a period of time commensurate with the offense.

Report to authorities on first or subsequent offenses where appropriate

## **Battery - FIGHTING**

### **Offensive, un-consented touching of another person that may include fighting and throwing of objects**

First and subsequent offenses: 3 days OSS, or out-of-school suspension commensurate with the offense including the current and subsequent semester. Report to local authorities when appropriate, may result in student being subject to fines imposed by the City of Mangum.

**Assault or Battery on a School Employee-** School employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Mangum School System for any purpose, including such personnel not directly related to the teaching process and board member during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to OK (70-9-113).

1<sup>st</sup> and subsequent offenses: Out-of-School suspension commensurate with the offense including the current and subsequent semester. Report the incident to the local authorities.

## **Bus Rules**

Students must ride the bus on all school activities unless permission has been granted by the administration.

RULES:

1. Be on time
2. Observe safety practices (check traffic both ways before boarding or departing the bus)
3. Keep hands and all body parts inside the bus
4. Stay seated
5. Place trash in the proper place
6. NO loud, disruptive behavior
7. Do no throw objects inside or out of the bus
8. Do no leave items on the bus at the end of trips.
9. In case of an emergency, remain on the bus unless the driver instructs otherwise
10. Be courteous

1<sup>st</sup> Offense: Detention, swats, or ISD

2<sup>nd</sup> offense: Five day suspension from riding the bus to school or on any activity trip. Subsequent Offenses: Suspension from riding the bus to school or any school activity up to the remainder of the semester and the following semester.

**Cell Phones-** The use of cell phones during instructional time is prohibited. Devices are to be turned off and out of sight during instructional time. A student may use a phone for instructional purposes only with the prior consent of the school principal, sponsor, or teacher. Students may NOT post, reply, or comment on ANY SOCIAL MEDIA at anytime during the instructional day.

1<sup>st</sup> Offense: Detention, swats, or ISD per the circumstances and the student must place the device in the principal's office. The student may pick the device up at the end of the school day.

2<sup>nd</sup> Offense: Detention, swats, or ISD and the student must turn the device in to the principal's office. A parent or guardian may be required to pick up the device from the principal's office at the end of the school day.

### **Cheating/Plagiarism**

Any student caught cheating or plagiarizing school work or any student who knowingly assisted the student to cheat, will receive a grade of Zero "0" for all work resulting from the cheating/plagiarism.

1<sup>st</sup> Offense-Detention, swats, or ISD and required to take Semester Test

2<sup>nd</sup> Offense ISD or Out-of-School suspension

### **Disruptive Behavior**

Failing to follow classroom rules and/or disrupting the educational environment.

1<sup>st</sup> Offense: Loss of Privileges, Detention, swats, or ISD

Subsequent Offenses: Loss of Privileges, swats, ISD, or Out-Of-School suspension.

### **Canine Detection Services**

Canine Detection Services may be conducted periodically of the Mangum Public School's property and vehicles on school premises. The searches will be conducted by trained, certified dogs with a trained extra-biosensor (EBS) handler.

**Gambling:** As it pertains to the laws of the State of Oklahoma is prohibited on school property.

1<sup>st</sup> Offense: Loss of Privileges, Detention, or ISD

Subsequent Offenses: Loss of Privileges, ISD, or Out-Of-School suspension.

## **Dress Code**

All persons at Mangum Public Schools are expected to dress **appropriately for the school setting**. Any clothing, accessories, or hair style that is disruptive to the educational environment or creates a risk of health or safety to any person is not permitted at school or any school sponsored activity. The principal on a case-by-case basis may make exceptions to the policy for special activities. Disruption to the educational environment and risk of health and safety issues are discretionary decisions to be made by the administration.

Dress rules and examples of dress that are **NOT** appropriate in the school setting include, but are not limited to the following:

1. Clothing that inappropriately exposes areas of the body, undergarments, and/or reveals the midriff, e.g., (a) Low riding pants or skirts that expose the midriff (b) cropped tops that expose abdominal skin (c) low cut shirts, blouses, or tops that exposes cleavage (d) shirt/t-shirts with cut out arms holes or arms holes that excessively expose the sides of the body. Tops and pants should overlap at the waist during normal walking, bending or sitting or an undershirt should be worn to cover the midriff. Jeans with holes above the knee are inappropriate unless they are worn with some form of covering which will prevent bare skin from being exposed
2. Shorts, skirts, or other such clothing must be a length that reaches at or below the knee.
3. Exposed pierced body parts other than traditional pierced ear rings that distract from the educational environment (subject to the discretion of the principal) including but not limited to excessive piercing all around the ear, lip, eyebrow, and nose piercing, also exposing tongue studs. Principal's decision is final.
4. Caps or any type of head covering worn indoors (without medical or religious documented reasoning.)
5. Clothing or accessories that espouse (implies directly or indirectly) alcohol, chemical abuse, criminal behavior, immoral conduct, nudity (partial or whole), obscenity, or rude inappropriate insinuations.
6. Gang related clothing, accessories, and hair styles include but are not limited to sagging or baggy pants and "gang colors" by hair and clothing types, styles, or brands.
7. Cut-offs: of any kind or length are not permitted.
8. Tank-tops of any kind (manufactured sleeveless shirts with small arm holes are permitted.)
9. House Shoes, pajama pants, or yoga pants
10. Un-natural hair colors: students will not be allowed to attend class with excessive coloring seen as a disruption to the educational process. Acceptable, natural hair colors, are defined as brown, black, blonde, and red as well as shades of those colors (e.g. auburn, dark blonde, light blonde etc.)
11. Sagging Pants: pants that are worn so that they are hanging below the hips; at or below the buttocks.
12. Leggings: leggings are not acceptable dress unless worn with a top or shorts that cover to mid-thigh.

## **THE PRINCIPAL'S DECISION IS FINAL REGARDING CLOTHING DEEMED NOT ACCEPTABLE!**

1<sup>st</sup> Offense: The student may be required to change into appropriate clothing and detention may be given by the teacher/administrator per the circumstance.

Subsequent Offenses: The student may be required to change into appropriate clothing and detention, swats, ISD or out-of-school suspension per the circumstance. **The student may lose the privilege of wearing that type of clothing. Example: Restricted from wearing shorts and must wear pants or jeans for the remainder of the year.**

### **Electronic Devices**

Electronic devices brought to school include but are not limited to listening devices of any kind, CD players, radios, headphones, **cell phones** etc. are prohibited during instructional time at school without prior approval by the principal or sponsor/teacher.

1<sup>st</sup> Offense: Detention, swats, or ISD per the circumstances and the student must place the device in the principal's office. The student may pick the device up at the end of the school day.

2<sup>nd</sup> Offense: Detention, swats, or ISD and the student must turn the device in to the principal's office. A parent or guardian may be required to pick up the device from the principal's office at the end of the school day.

### **Extortion**

The taking of money/property by anyone who employs threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery. 1<sup>st</sup> Offense: Loss of Privileges, Detention, swats, ISD or Out-of-school suspension per the circumstances.

### **Failure or Refusal to Serve Assigned Discipline-**

If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student "refuses" to serve the discipline, the student will receive ISD or out-of-school suspension. Upon returning from the suspension, the student must serve the original discipline.

### **Bullying/Harassment**

Harassment/Bullying is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting an individual. Harassment/Bullying includes, but is not limited to: offensive teasing, un-consented communications with another student, taunting, and slanderous remarks regarding another student verbal, physical, or written harassment or abuse, repeated remarks of a demeaning nature; demeaning joke, stories, or activities directed at the student, unwelcome physical contact.

Harassment includes, but is not limited on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

1<sup>st</sup> Offense: Loss of Privileges, Detention, swats, or ISD per the circumstances.

Subsequent Offenses: ISD, swats, or out-of-school suspension per the circumstances. (21 I/s, §850.0)

### **Insubordination**

A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel and/or the school handbook without just cause as determined by the principal, is considered insubordinate and is subject to the following discipline:

1<sup>st</sup> Offense: Loss of Privileges, Detention, swats, or ISD as per the circumstances.

Subsequent Offenses: ISD or Out-of-school suspension.

### **Misinformation**

The willful giving of misinformation by commission (lying), or omission (misinforming by remaining silent)

1<sup>st</sup> Offense: Detention, swats, or ISD per the circumstances

Subsequent Offences: ISD, or out-of-school suspension per the circumstances.

### **Obscenity/Profanity**

Obscene materials including, but not limited to: illustrations (drawing, paints, photographs, etc.) and oral or written materials (books, letters, poems, tapes, cd's videos, etc.) which are commercially or student-produced are prohibited. Profanity including but not limited to gestures, symbols, verbal, written, etc, is prohibited at school and all school sponsored activities.

1<sup>st</sup> Offense: Loss of Privileges, Detention, swats, or ISD per circumstances.

Subsequent Offenses: ISD, swats, or out-of-school suspension per the circumstances.

### **Obscenity/Profanity**

**WHEN DIRECTED AT A FACULTY MEMBER OR STAFF MEMBER:** Swats, ISD or out-of-school suspension per circumstance. When directed at another student: 1<sup>st</sup> Offense: Detention, swats, or ISD per the circumstance; 2<sup>nd</sup> Offense: ISD or out-of-school suspension per the circumstances

### **Public Display of Affection (PDA)**

Inappropriate physical contact including, but not limited to, intimate touching of body parts at school or at school sponsored activities is prohibited. Side hugs and holding hands are acceptable.

1<sup>st</sup> Offense: Detention, swats, or ISD per the circumstance

2<sup>nd</sup> Offense: ISD or out-of-school suspension per the circumstances.

### **Search & Seizure**

Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by the student. The search shall be made pursuant to reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and gender of the student and the nature of the infraction. Contraband and other property unauthorized to be on school **property or school sponsored activities** will be seized for evidentiary purposes in a school hearing and/or legal hearing. Illegal contraband or other property will be turned over to the law enforcement.

### **Sexual Harassment**

Sexual harassment is defined as behavior shown toward another person without uncoerced consent, that is personally offensive to that person, it debilitates morale and therefore interferes with the working or learning effectiveness of its victims and their peers, includes but is not limited to: gestures, jokes, touching in a sexual way (grabbing, pinching, “brushing up against” another person, etc.) symbolic, verbal and written communications with sexual innuendoes, and the dissemination of information (gossip), true or false

1<sup>st</sup> Offense: Detention, swats, ISD, or out-of-school suspension per the circumstances.

Subsequent Offenses: ISD or out-of-school suspension per the circumstances.

### **Skiping Class/Skiping School**

Absence from class or failing to attend school without a valid reason or permission from the parent/guardian or school; or leaving school without authorization (Students MUST check out through the office during the school day.)

1<sup>st</sup> Offense: ISD, swats, or up to 5 Days Detention

Subsequent Offenses: ISD, swats, or Out-of-school suspension.

### **Theft**

1st Offense: Return of the property, restitution for the property and Detention, swats, ISD or suspension per the circumstances.

Subsequent Offenses: Return of the property, restitution for the property and Out-of-school suspension per the circumstances.

### **Tobacco & Tobacco Products (including E-cigarettes and Vapes)**

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities.(or otherwise provided by law) Prohibited tobacco products and paraphernalia include, but are not limited to cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, E-cigarettes, Vapes, tobacco, tobacco related containers and packages, etc. Oklahoma Law Section 939 pg. 559 Title 63 os1-1521

Any minor in possession of the above material and being asked by a police officer or teacher where and from whom such materials were obtained and who shall refuse to furnish such information shall be guilty of a misdemeanor.

1st offense: Confiscation of tobacco products and ISD or Out of school suspension per the circumstances.

Subsequent Offenses: Confiscation of tobacco products and Out-of-school suspension per the circumstances.

### **Vandalism/Destruction of School Property or the Property of others on School Grounds**

1st Offense: Restitution, detention, swats, ISD, or out-of-school suspension per the circumstances.

2nd Offense: Restitution or Out-of-school suspension per the circumstances.

### **Vehicles on School Property:**

All vehicles on school grounds are subject to search by school officials or law enforcement personnel. A principal has supervisory or administrative authority over any school or school building. (70 O.S. § 1-116. S.L.O. § 18). Since canine detection services have not been held to be searches within the meaning of the Fourth Amendment, a school district may use trained dogs to sniff student vehicles parked on school property. A “hit” by a trained dog on a vehicle gives rise to reasonable suspicion or probable cause, thus warranting a follow-up search. Objects may also be in “plain view” in a student’s vehicle thus warranting the initiation of a search.

### **Weapons**

The possession or use of any weapon during the time a student is in attendance in Mangum Public Schools, or is in transit to or from school or any school sponsored activities by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to guns, rifles, pistols, shotguns, Daggers, knives (including normal folding pocket knives of any kind), razors, clubs slapjack, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other objects that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy may be reported to appropriate authorities and subject to any of the forms of discipline including out-of-school suspension for the remainder of the semester in which the violations occurred and the succeeding semester per the circumstances.

### **Identification of Homeless Students**

All Students in Mangum, OK and Mangum Public Schools Receive Equal Educational Opportunity and Support

For information or notification of homeless students please contact

The Homeless Liaison. Barbara Gahagan, Assistant Superintendent at

400 N. Pennsylvania, Mangum, OK 73554 or call 580-782-3371