



# **IDABEL HIGH SCHOOL**

**WARRIORS TODAY—LEADERS TOMORROW**

## **STUDENT/PARENT POLICY GUIDE/HANDBOOK**

The Idabel High School Student Handbook has been published to inform students and parents of policies and procedures of the school. The Student Handbook is revised and published each summer. It is distributed to each student at Idabel high School at the beginning of the school year and is available on the Idabel Public School website: [www.idabelps.org](http://www.idabelps.org)

All students are obligated to abide by all Idabel Public School policies and regulations. As state and federal statutes and regulations are changed, school policies will be changed to be in compliance. Therefore, there may be policies and procedures that are not addressed in this handbook. In addition, it is not possible for all policies and procedures to be included in this guide. All students are obliged to abide by all Idabel Public School policies and regulations.

*Approved by IPS Board of Education on July 11, 2019*

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# Idabel High School

901 Lincoln Rd., Idabel, OK 74745

(580)286-7693 ♦ (580)286-6755 fax

Chad Austin – Principal

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Dear Student,

The staff and I welcome you back to another year at Idabel High School. We have many exciting new changes this year; in addition, we have new administrators, new teachers, and new policy. We have also added ten new classes to this year's curriculum. Please read over the handbook so you are aware of any changes.

At Idabel High School, you will find a staff with a wealth of knowledge and valuable experience in the classroom. We have tried to tailor the master schedule in an effort to meet the needs of all students; however, we have given the greatest attention to meeting Oklahoma graduation requirements.

Even though the 2019-20 school year had an abrupt ending we had a wonderful year. I truly believe we will make the 2020-21 school year even better! We are going to strive to make the new school year the best one yet at Idabel High School. It is our job as educators to prepare you for the future. It is important that you get a well-rounded education, and it is also important you learn life lessons. We will make it a priority to teach you all accountability. Last year I promised you success through accountability, and we witnessed great results. Grades improved, attendance made a dramatic increase and we finished the year with a 97.7% attendance rate (which is unheard of). Discipline issues declined while pride and moral reached all-time highs.

This year will definitely have its challenges but I assure you the staff at Idabel High School is equipped and ready to give you the opportunity to receive a wonderful education. This year will challenge you academically as you acquire the necessary skills to move to the next grade or to enter post-secondary training, college, or the military. It is my goal, as well as the goal of the staff, to provide a quality educational experience in order to prepare you to meet your life's goals.

Our goal at Idabel High School is to foster an orderly, safe environment that promotes high standards. This handbook serves as a guide for academic standards and general behavioral expectations. Each student is expected to read and understand the expectations as well as to abide by the rules that govern our school. If any part of our handbook is unclear, you have the right and responsibility to ask me or any other staff member about its content.

Your years at Idabel High School can be some of the most rewarding years of your life. Be proud of who you are and that you are a student of a fantastic high school. Get involved in one of the extra-curricular programs that is provided and enjoy the 2020-21 school year.

Go Warriors!

Chad Austin, Principal

Idabel High School

Accredited since 1928



# WARRIOR PRIDE

## DISTRCT MISSION STATEMENT AND GOALS

The Idabel Public Schools will provide stimulating quality education in a safe environment empowering all students to succeed in a changing world.

### **GOALS:**

1. All students will read at grade level.
2. All students will learn in a safe and loving environment.

## HIGH SCHOOL MISSION STATEMENT

All graduates of Idabel High School will be effective communicators; cooperative, complex and creative thinkers; responsible citizens with respect for self and for others; and positive, self-directed, life-long learners.

## SCHOOL MOTTO

Warriors Today--Leaders Tomorrow

## SCHOOL CREED

I believe it is my duty to love my school, to obey its rules, to respect its faculty, and to do my utmost to live up to the high moral and scholastic ideals which the Idabel High School sets before me.

## SCHOOL EMBLEM

Warrior on a horse to "Appeal to the Great Spirit"

## SCHOOL COLORS

Red and Black

## SCHOOL SONG

### **(Allegiance)**

Allegiance to old Idabel High  
The grandest school in all the world  
We'll wear our colors wherever we may go  
We're the Warriors and we want the world to know  
Our happy days within your halls  
Will live with us our whole life through  
As we go upward, onward, and to victory  
For our dear old Idabel High.

## ALMA MATER

To Idabel High School  
We pledge our loyalty.  
Memories will live on  
And steadfast we will be.  
The ideals you have taught  
In our hearts will ever be,  
So may our lives  
Reflect and honor thee.

**CODE OF ETHICS**  
**of the**  
**IDABEL HIGH SCHOOL STUDENT BODY**

In order to uphold the name and reputation of my school and to improve its effectiveness, I willingly pledge myself

1. to show respect at all times for authority and for my fellow students
2. to conduct myself in the halls, classrooms, cafeteria, library, and auditorium in such a way that I, as well as my teachers, visitors, and administrators, can be proud of my self-control and good manners
3. to help my school maintain a good attendance record by being regular and prompt in attendance every day
4. to assist my teachers in their quest to help me by showing an interest in learning and by being well prepared for work at all times
5. to show respect for the scholastic achievements of others while striving to improve my own study habits and grades
6. to demonstrate good sportsmanship whether my team is a winner or a loser
7. to show a good school spirit by supporting the activities of the approved school organization
8. to demonstrate pride in myself by doing all I can to help fellow students less fortunate than I
9. to demonstrate pride in my school by doing my part to keep it clean and free of debris
10. to prove, by utilizing my time advantageously, that "today's teenager" is not synonymous with sloppy appearance, vulgar expressions, and the "beatnik" attitude toward life

As a good school citizen I willingly and determinedly pledge myself to be a credit to my home, my school, and my public environment.

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We, the members of the Idabel High School Student Council, hope this Code of Ethics will serve as a daily reminder to each student of all responsibilities to them, their school, and their teachers. No organized group can perform successfully unless each individual assumes full responsibility. No organized group can perform smoothly without the cooperation of its members. It is the hope of the Student Council that, in order to commence each new year properly and to terminate it successfully, the above resolutions shall be accepted and adopted by every student who is interested in upholding the name and reputation of Idabel High School.

**By Idabel High School Student Council**  
**July, 2006**

# DIRECTORY

## BOARD OF EDUCATION

Brent Bolen..... President  
Donnie Butler ..... Vice-President  
Clair Downing ..... Clerk  
Jerry Robinson..... Member  
Darrell Courtney ..... Member

## DISTRICT ADMINISTRATION

Doug Brown ..... Superintendent of Schools  
Alan Bryant ..... Asst. Superintendent  
Chad Austin ..... High School Principal  
Laura Bullock ..... Middle School Principal  
Nancy Copeland ..... Central Elementary Principal  
Terri Bastible ..... Primary South Principal  
Connie Lynch ..... Even Start/Adult Education Director  
David White/John Harjo ..... Technology Director  
Chris Gammon..... Teacher Trainer  
Scott Pratt ..... Athletic Director

## DISTRICT SUPPORT PERSONNEL

Debra McGee..... Superintendent's Office/Treasurer/Payroll Clerk  
Kristin Green ..... Superintendent's Office/Accounts Payable  
Dawn Bourne..... Superintendent's Office/Custodian of Activity Account/Board Minutes Clerk  
Cheryl Attaway..... Superintendent's Office/Secretary  
DeWayne Melton..... Maintenance Director  
Jean Warhop ..... Transportation Director

## HIGH SCHOOL ADMINISTRATION

AUSTIN, Chad	Principal	Office
MOSLEY, Katedria	Dean of Students	Office

## HIGH SCHOOL FACULTY

<b><u>Teacher</u></b>	<b><u>Subject</u></b>	<b><u>Room</u></b>
ALLEN, Brandon	Career Tech/FFA	Room 703/702
BEAN, Jeremy	History/Athletics	Room 207
BELL, Danny	Fine Arts (Band)	Room 611
BELL, Jeff	Intensive Learning Center (ILC)	Room 705
BELL, Teresa	Fine Arts (Band)	Room 611
BURNS, Mikyla	History/Athletics	Room 209
CHENEY, Bill	Science	Room 203
CLAY, Cade	Electives/Athletics	Room 205/704
CLEMENTS, Charla	Special Education	Room 204
DENTON, Kayla	Electives/Athletics	Room 205/704
DEVORE, Jan	English	Room 406
EDMONDSON, Cassie	Mathematics	Room 411
FARLEY, Bethany	English	Room 405
GAMBOL, Sanda	Athletics	Room 704
GRIFFEN, Burtchal	History, Athletics	Room 214/Gym
HAMILTON, Dianna	Academic Advisor	Office
HARJO, John	Warrior Academy Director	Room 707
HARVISON, Tyler	English	Room 403
JONES, Evorn	Counselor	Office
MARTIN, Mallarey	Mathematics	Room 415
MATLOCK, Trevor	Science/Athletics	Room 417

<u>Name</u>	<b>Faculty Continued</b> <u>Subject</u>	<u>Room</u>
MAYE, Greg	Athletics	Room 704
MCCARTER, Jeffrey	Career Tech/FFA	Room 701/702
REESING, Lori	Career Technology/FACS	Room 606
SAELIM, Leah	Choir	Room 609
SHAW, Becky	Spanish	Room 210
SMITH, Shuntez	Electives/Athletics	Room 408
SWAFFORD, Michael	Career Technology	Room 612
THORNTON, Robert	Electives	Room 401
WALL, Brian	Mathematics	Room 413
WHITE, Carolyn	Counselor	Office
WILLIAMS, Linda	Librarian	Library
WILLIAMSON, Glen	Science	Room 206
WOODALL, Kevin	Science	Room 417
WOOTEN, Sharon	English	Room 409
WYRICK, Lance	History	Room 212

#### **HIGH SCHOOL SUPPORT PERSONNEL**

BROWN, Tonya	Para-professional	Room 204
BYRD, Reggie	Custodian	Room 501
CLARK, Stacie	Secretary to the Principal	Office
HALL, Amber	Para-professional	Room 204
MANUEL, Kristi	Library Assistant	Library
PONDEXTER, Randy	Custodian	Room 501
THREADGILL, RJ	Para-professional	Room 204
YOUNG, Patricia	Finance Clerk	Office

#### **High School Food Service**

Keystone Food Service

# IDABEL PUBLIC SCHOOLS CALENDAR

## 2020-2021 SCHOOL YEAR

August 10-14 .....	Faculty In-Service/Professional Days
August 17-21 .....	Parent/Teacher Orientation
August 24.....	1 <sup>st</sup> day of Virtual Classes
August 31.....	First day of Face to Face Classes
September 7 .....	Labor Day/No School
September 12 .....	Progress Report 1
October 14 .....	Parent/Teacher Conference
October 15-16.....	Fall Break/No School
October 16 .....	End of 1 <sup>st</sup> Quarter
October 16 .....	1st Quarter Grade Report
November 14 .....	Progress Report 2
November 23-27 .....	Thanksgiving Holidays/No School
December 18.....	End of 1 <sup>st</sup> Semester
December 21-31 .....	Winter Break/No School
January 1.....	Winter Break/No School
January 4.....	Classes Resume
January 18.....	Martin Luther King Day/Virtual School Day
February 12.....	Parent Teacher Conferences
February 15.....	President’s Day/Virtual School Day
March 5.....	End of 3 <sup>rd</sup> Quarter
March 15-19 .....	Spring Break/No School
April 2.....	IEA Day – No School
May 12.....	Baccalaureate
May 14.....	Last day of school
May 14.....	Graduation

**IDABEL HIGH SCHOOL**  
**Class Schedule**

8:00 - 8:45	1 <sup>st</sup> Period	8:00 - 8:45	1 <sup>st</sup> Period
8:45 - 8:50	Break	8:45 - 8:50	Break
8:50 - 9:35	2 <sup>nd</sup> Period	8:50 - 9:35	2 <sup>nd</sup> Period
9:35 - 9:50	2 <sup>nd</sup> Breakfast	9:35 - 9:50	2 <sup>nd</sup> Breakfast
9:50 - 10:35	3 <sup>rd</sup> Period	9:50 - 10:35	3 <sup>rd</sup> Period
10:35 - 10:40	Break	10:35 - 10:40	Break
10:40 - 11:25	4 <sup>th</sup> Period	10:40 - 11:25	4 <sup>th</sup> Period
11:25 - 11:30	Break	11:25 - 11:30	Break
11:30 - 11:55	Advisement	11:30 - 11:55	Advisement
11:55 - 12:00	Break	11:55 - 12:00	Break
12:00 - 12:30	1 <sup>st</sup> Lunch	12:00 - 12:45	5 <sup>th</sup> Period (A)
12:30 - 12:35	Break	12:45 - 12:50	Break
12:35 - 1:20	5 <sup>th</sup> Period (B)	12:50 - 1:20	2 <sup>nd</sup> Lunch
1:20 - 1:25	Break	1:20 - 1:25	Break
1:25 - 2:10	6 <sup>th</sup> Period	1:25 - 2:10	6 <sup>th</sup> Period
2:10 - 2:15	Break	2:10 - 2:15	Break
2:15 - 3:00	7 <sup>th</sup> Period	2:15 - 3:00	7 <sup>th</sup> Period

**1<sup>st</sup> Lunch Schedule**

**2<sup>nd</sup> Lunch Schedule**

**Morning Technology School students will have the following schedule.**

Bus Departs High School	7:50
Classes Begin at Technology School	8:00
Classes End at Technology School	11:10
Bus Returns to High School	11:20

**Afternoon Technology School students will have the following schedule.**

Bus Departs High School	12:20
Classes Begin at Technology School	12:30
Classes End at Technology School	3:30

## IDABEL HIGH SCHOOL STRATEGIC RE-ENTRY

This is Idabel High School's "Return to Learn" plan. This plan is consistent with the District "Return to Learn" plan and is specific to Idabel High School. Please understand that this strategy could change in the event new recommendations become available. If you have any questions, please feel free to contact me. Go Warriors!

Chad Austin, Principal  
Idabel High School

### Option 1 - Traditional Students:

- Students will be required to wear masks in the hallways and in common areas, such as the restroom or lunch line. Students may take off their masks once they have seated themselves in their classroom or in the lunchroom.
- Implement a second lunch period
- Clean bathrooms and doors after class changes
- Clean desks in between classes
- Prop open bathroom doors
- Teachers will have lessons prepared (i.e. sub folder) in case they are diagnosed with Covid-19 and have to miss work two or more weeks.
- If students are diagnosed with Covid-19, documentation will be required and expected for the duration of the school absence
- Mental Well-Being (teachers and students)
  - Counseling available
  - Advisement Programs that specifically address these issues
  - Resources
- Signage – Concerning the washing of hands, maintaining appropriate distancing
- Method of communication with all students and parents - email addresses, phone numbers, physical addresses

### Option 2 - Blended Students

- This option allows students the opportunity to take some classes traditionally and online. This is done so that students can still participate in extracurricular activities and to help reduce the number of students in a particular setting.

- Students have to be on campus for either the first half or second half of the day. The other half will be virtual.
- Students cannot split between the blended model and the traditional model in the same half of the day. (examples: students can't take 1st and 4th period on campus and 2nd and 3rd periods virtually. They can take 1st-4th on campus and 5-7 virtually.)
- A student has to stick with their decision for a semester. Changes can only be made between semesters.
- IF A STUDENT IS SICK WITH COVID-19 AND CAN'T CHECK IN, THEY NEED TO CONTACT THE OFFICE AT IHS TO BE EXCUSED THAT DAY.
- The student must provide documentation from a licensed medical professional.

### Option 3 - Full-Time Virtual Students

- Students will still be enrolled in seven courses with seven different teachers just like traditional students.
- Student must check in with each teacher between the hours of 8:00 AM and 3:00 PM in order to be counted present for that day.
- Attendance will be kept, and virtual students must abide by the same attendance and grading rules as traditional students.
- All homework must be turned in during the same time frame traditional students follow.
- If a student needs help with a subject, that student has two options:
  1. Contact that teacher via email or google classroom during business hours
  2. Join the livestream during that class hour
- A student has to stick with their decision for a semester. Changes can only be made between semesters.
- IF A STUDENT IS SICK WITH COVID-19 AND CAN'T CHECK IN, THEY NEED TO CONTACT THE OFFICE AT IHS TO BE EXCUSED THAT DAY.
- The student must provide documentation from a licensed medical professional.

### If a student or staff member shows signs or tests positive for Covid-19:

- Student or staff member will be sent home
- Distance learning/teaching for 14 days
- Cleaning intensifies - deep cleaning
- Method of communication with all students and parents - email addresses, phone numbers, physical addresses.
- At 35% absentee rate, IHS will go to distance learning for two weeks.
- Anyone in a family with a positive COVID test needs to quarantine for 14 days.

### In the event of a school closure:

- 100 % distance learning
- Distance learning assignments and check in:

- Teachers post assignments at 8:00 AM
- Students check in by 3:00 PM
- Assignments are due by 11:59 PM
- Accountability - attendance and grades are impacted
- Zoom or Google Hangout meeting once a week
- Train students to use Google Classroom
- Teachers may make videos of themselves teaching, just as they would in the classroom and post to YouTube or Google.
- Monday or Friday used for review or remediation.
  - 4 days of 100% virtual learning
  - 1 day for department meetings, tutoring, reviews
  - Use a rotating tutoring schedule within departments
- People have 24-48 hours to retrieve items they need that were left in building

***Every student will need a Chromebook this year. If a student does not have access to the internet, they need to contact the office at IHS so that we can provide that for you.***

# **Idabel Public Schools**

## **“Return to Learn” Strategic Re-Entry Plan**

Idabel Public Schools “Return to Learn” Strategic Re-Entry Plan As we begin the new school year, we are working diligently to provide a safe learning environment for our students and staff. As always, safety is our top priority. We hope you have a wonderful summer break and we look forward to the upcoming school year. Special considerations and accommodations to account for the diversity of youth should be made, especially for our vulnerable populations, including those who are medically fragile, live in poverty, have developmental challenges, or have special health care needs or disabilities, with the goal of a safe return to school. This plan is a working document that serves as a framework for administrators and employees. This plan will be a living document that may be modified based on ongoing situational analysis and guidance from the local health authorities, the Centers for Disease Control, The American Academy of Pediatrics and the Oklahoma State Department of Education. There is nothing more important to Idabel Public Schools than the safety and health of our students, our staff and their families. If you have any questions or additional concerns about this matter, you are welcome to contact Superintendent Doug Brown at 580-286-7639. You are valued by the Warrior Nation and we are here to assist and reassure you. The Idabel Public Schools acknowledges and understands the importance of implementing these health and safety measures for our students and staff. We also understand these protocols in no way guarantees a student or staff member will NOT transmit or contract COVID-19. In an overabundance of caution the District will continue to follow recommendations provided by medical professionals and local health officials. Idabel Public School District will always emphasize the safety and health of students, staff and the community. We are Preparing Champions for Life! **GO WARRIORS!**

### **Transportation**

- ◆ The District will recommend alternate transportation if possible for all bus riders to minimize the number of students on the bus. This will help with “social distancing.” > (Parent drop off and pick up will be encouraged.)
  - ◆ We will maximize air flow by leaving windows down during transport.
  - ◆ The District will double the stops at the current stops to minimize the number of riders during each transport. > Elementary students will ride the first route. > Secondary students will ride the second route.
  - ◆ Parents will “self-evaluate” students each day with the self-screening checklist provided prior to leaving for the bus stop and school.
  - ◆ School staff (bus drivers & monitors) will “self-evaluate” themselves each day with the self-screening checklist provided prior to leaving for work.
  - ◆ Students and staff will have a temperature screening before they load the bus each morning. > (If they have a temperature over 100 they will not be allowed on the bus)
- ◆ Students who ride the bus must wear a face covering while on the bus. > (If a student has no face covering the district will provide a disposable mask for the first three weeks for bus riders.)
- ◆ Students and staff who ride a bus will use hand sanitizer when they load on the bus. > (Sanitizer will be provided by the district.) > Dispensers will be installed on each route bus
- ◆ The bus monitor will maintain a daily seating chart to aid in contact tracing in the case of a confirmed COVID19 case.
- ◆ Students who arrive at school by alternative method (car rider) will be screened (temperature with a no touch infrared thermometer) and verified with a temperature less than 100 before they are allowed to enter the building. Anyone with over a 100 temperature will be sent home immediately.

- ❖ Buses will be disinfected after completion of each route before they are allowed to pick up any more students or staff.
- ❖ Bus drivers and bus monitors will be screened before each route and wear a mask at all times during the route.
  - ❖ The district will install sneeze guards behind drivers.

#### Day to Day District Operations

- ❖ All staff will “self-screen” daily. If they come to work, then they are certifying they have screened themselves and are healthy, (screening checklist will be provided.)
- ❖ Staff and families with specific illnesses or health concerns should communicate with building principals to discuss possible accommodations.
  - ❖ Parents will be asked to “self-screen” students each day before sending them to school. > If students arrive at school - parents are “certifying” them healthy. > The screening checklist will be provided to parents.
- ❖ Students and Staff will be required to wear a face covering while in hallways and other common areas, and while standing in line for restrooms/cafeteria lines. > (Facial coverings may include but not limited to; disposable masks, cloth masks, gators/neck buffs, bandanas, scarves, clear plastic face shield.) > (Once students and staff are seated facial coverings may be removed.) > Students and staff with medical reasons that prevent the use of masks will be excused from wearing masks but may be asked to use a face shield
  - ❖ Facial coverings in the classroom will be at the teacher’s discretion.
- ❖ Students and staff will be strongly encouraged to wear facial coverings in all school settings where social distancing is not feasible.
  - ❖ Teachers are encouraged to maximize social distancing in their classrooms as much as possible. > AAP recommends a minimum of 3 feet
- ❖ Classes will be encouraged to meet outdoors whenever possible.
  - ❖ Classroom seating should face one direction wherever possible.
  - ❖ All teachers will maintain a seating chart in each classroom to assist in contact tracing in the case of a confirmed case.
    - ❖ Any staff or student who exhibits a fever of over 100 degrees will be immediately isolated in a predetermined isolation room and immediately sent home. The building principal will follow the protocols in the “Response Guide.”
    - ❖ Hand sanitizer stations will be installed in each classroom and the entrances to each campus.
    - ❖ Teachers will be encouraged to leave classroom doors open to encourage ventilation and minimize touching by multiple people.
      - ❖ When feasible teachers should open windows to increase ventilation of outside air.
    - ❖ Teachers and administrators will stress the importance of following the CDC guidelines of social distancing, face coverings, hand washing, hand sanitizer use, if you’re sick stay home, etc.
    - ❖ Teachers, administrators and the district will follow the pre-released “Response Guidelines” for responding to exposure or confirmation of a positive COVID19 case
      - ❖ The identity of the exposed or positive case will be protected as much as possible.
- ❖ On campus visitors will be limited. Parents should schedule an appointment with the building office prior to visiting the campus.
- ❖ Communication with staff and families is paramount and we will continue to be as transparent and timely with all communications as possible. > Text (Text messaging will be encouraged as an immediate communication to parents/guardians) > Email > Social Media > Website
- ❖ Cafeteria times will be staggered to minimize the number of students in the cafeteria as possible. (added lunch run at high school and middle school)
  - ❖ Cafeteria lines will be monitored to maintain social distancing and/or facial coverings compliance.
- ❖ Middle school and high school students will be allowed to spread out and eat in the respective courtyards as long as trash is managed appropriately.
  - ❖ Students will be required to alternate seating at cafeteria tables leaving an empty seat between diners during meal times.
    - ❖ Grab and Go meals will be provided for students unable to attend school.

- ❖ Daily on-campus learning will be available to all parents who would like their students to learn in school each day. ➤ In addition, all parents will have the option to choose remote learning for their children, initially, or at any point as the year progresses. Parents who choose remote instruction for their students will be asked to commit to remote instruction for a full grading period within a two week window prior to the upcoming grading period.
- ❖ The District will use Google Classroom, Edmentum and Exact Path virtual tools along with currently used digital media for instructional purposes during face to face, blended and 100% virtual learning.

#### Cleaning and Disinfecting CDC Guidelines

- ❖ We will continue routine cleaning and disinfecting. ➤ Cleaning visibly dirty surfaces with soap and water prior to disinfection.
  - ❖ We will continue to use the appropriate EPA recommended cleaning and disinfectant products.
    - ❖ Custodians will be required to wear masks and gloves when disinfecting facilities.
  - ❖ If an area has been unoccupied for 7 days or more, it will only require normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. (Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes, CDC Guidance)
    - ❖ Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
    - ❖ Disinfection using the EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important. ➤ Includes: tables, keyboard, doorknobs, toilets, lightswitches, faucets and sinks, countertops, handles, touch screens, desks and phones.
    - ❖ Coronavirus on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
  - ❖ Consider what items can be removed from campuses, classrooms and common areas to reduce frequent handling or contact from multiple people.
  - ❖ Outdoor surfaces will be cleaned with targeted use of disinfectants. Outdoor hard surfaces and objects frequently touched by multiple people.
  - ❖ Custodians will “fog” or “spray” empty classrooms thru-out the day with EPA approved disinfectant.
  - ❖ Teachers will be encouraged to use disinfectant wipes and disinfectant spray in their classrooms hourly. (Please donate wipes and spray often to help lower the costs to the district.)

# PARENT INVOLVEMENT

## PARENTAL INVOLVEMENT POLICY

IT IS THE PARENTAL INVOLVEMENT POLICY FOR ALL IDABEL PUBLIC SCHOOLS TO:

- Any visitation to the Idabel High School Campus requires an appointment
- Involve parents in the planning and review process for all educational programs
- Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children in a format and language that is understandable
- Provide information concerning adult literacy and parental training
- Educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners
- Coordinate and integrate parental involvement programs with other programs when appropriate
- Work with community-based organizations and businesses in parental involvement activities
- Ensure that information concerning school programs is available in the language used in the home
- Arrange meetings at a variety of times to maximize opportunities for parents
- Conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

THE PARENTAL INVOLVEMENT POLICY shall be made a policy of the Idabel Board of Education and be included in Student Handbooks.

## STUDENT DIRECTORY INFORMATION

A student directory of graduates and students in grades 9-12 will be kept for public inspection and copying. The information contained in the directory will be the student's name, address, date of birth, attendance dates, and home telephone number. The directory may contain some or all of the information listed above.

When developing the student directory, the provisions established by the *Federal Family Education Rights and Privacy Act, 20. U.S.C. 1232 (g)* will be used.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days after the day the Idabel Public School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in

the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## **GRADE REPORTS**

Grade reports will be available on the parent portal of [www.wengage.com/idabel](http://www.wengage.com/idabel). Paper reports will be made available by request only. If you need log-in information, please email Sally Knight at [sallyknight@idabelps.org](mailto:sallyknight@idabelps.org).

# ATTENDANCE

## ATTENDANCE POLICY

Students attending secondary schools shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for each course taken in order to receive credit for the course. All students are expected to attend school regularly and to be on time for classes. In order to benefit from the instructional program, students should develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and are much more employable after leaving high school.

If a student is absent, he/she should present, on the first day the student returns to school, a written excuse from parent/guardian or doctor stating the reason and the dates of absence(s). All documentation for absences must be submitted to the administrative office on the day the student returns from being absent.

Students are responsible for all class work or assignments missed due to an absence. A student will be allowed one (1) day for each day missed to make up work. **However, work or assignments made before an absence that are due on the day of the absence will be due the first day the student returns to school after the absence. It is the responsibility of the student, not the teacher, to make arrangements for make-up work.**

A student is allowed eight (8) days of absence each semester for the following reasons.

- Personal illness
- Professional appointments that could not be scheduled outside of the regular school day
- Other serious, personal, or family problems

Students exceeding the eight (8) **absences** in one or more classes during a semester will receive a grade(s) of “F” for the semester.

Automated calls are made daily to parents or guardians of students who miss one or more class periods.

Attendance is noted on each progress report or report card.

When a student has accumulated three (3) absences for any class during the semester, a letter will be mailed to the parent/guardian as shown on the student’s enrollment card explaining the attendance policy.

The Idabel Public Schools Truancy policy will be followed for students who have more than three absences during any semester,

When a student has accumulated six (6) absences from any class period during each semester, a letter will be mailed to the parent/guardian, as shown on the student’s enrollment card, requesting a meeting with the Principal or Designee. Any student violating the attendance policy may have his/her parent/guardian contact the school administration for possible extension of days. School sponsored or sanctioned activities do not count toward the total days allowed.

Students having an extreme illness, causing them to be absent in excess of the total number of days allowed each semester, should make the cause and the length known to the school.

Extension of days **may be** granted for the following reasons.

- Medically documented prolonged illness or injury
- Death in the immediate family
- Documented court appearance

Parents or guardians may request the Attendance Review Committee to review documents, circumstances and reasons which may cause absences to exceed what is permitted by the attendance policy. The Committee will make a recommendation to the principal regarding the extension of days.

### **TRUANCY POLICY**

Idabel Public Schools has updated its policy on truancy and all parents and students need to read and be aware of these changes.

The District Truancy Officer is Richard Logan, he can be contacted at Idabel Middle School.

To Idabel Public School children and their parents, guardians or custodians:

With the arrival of a new school year it is a good time to remind parents that Oklahoma has a compulsory school attendance law. It is a crime for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel the child to attend school and comply with the rules of a public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is otherwise excused under the law. McCurtain County has established a Truancy Court to expedite the cases of those prosecuted for violating Oklahoma's compulsory attendance laws.

The punishment range for a violation of the compulsory school attendance laws increase with each violation and include the possibility of both fines and imprisonment. Each day the child remains out of school may constitute a separate offense after a documented oral or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court. In addition to a possible fine and imprisonment, a parent found guilty of violating the law can also be placed on probation and, as a condition of that probation, be required to attend parenting classes, anger management classes or counseling; perform community service; submit to random drug tests; and/or any other type of services of the Court deems appropriate.

It is not the intention of anyone associated with the Truancy Court system or Idabel Public Schools to add to your problems or otherwise harass you. Truancy costs children more than their education, it costs them their future. Studies have shown that children who attend school regularly: a) make better grades, b) develop and maintain friendships, c) are more likely to make good choices, and most importantly, d) children are more likely to become responsible citizens by being in school. We want all students to excel and be successful with their education. Being in school helps make that happen!

### **Oklahoma statutes annotated**

70 Section 10-105. Neglect or refusal to compel child to attend school – Exceptions

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided by this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

- B. It shall be unlawful for any child who is over the age of twelve (12) 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 attend and comply with the rules of some public, private or other school, or receive and education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
  2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
  3. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
    - a) the school administrator of the school district where the child attends school, and
    - b) the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or
  4. If any such child is excused pursuant to subsection C of this section.
- C. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
- It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

### **ATTENDANCE AT THE KIAMICHI TECHNOLOGY CENTER**

Idabel High School students who attend the Kiamichi Technology Center are subject to all the rules and regulations for attendance in effect at Idabel High School. If an Idabel High School student is dropped from the Kiamichi Technology Center due to excessive absenteeism or non-attendance, or for disciplinary reasons, the student shall be dropped from the Idabel High School with NO CREDIT being given in all subjects taken for that semester at the Kiamichi Technology Center. A bus will be provided for students needing transportation to and from the technology center.

### **ACTIVITY ABSENCE POLICY**

The Idabel Board of Education recognizes the importance of activities in the educational program. The Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.

Students may not miss a class more than ten (10) times in a school year for excused school sponsored activities unless approved by the Internal Activities Review Committee. After the tenth excused school-sponsored activity, sponsors will submit in writing to the IARC the reason why they feel that a student has earned the right to attend the activity. By evaluating the student's attendance record and the student's grade in each class, the IARC will determine if the student should be allowed to participate in the activity.

State and national sponsored activities are exempt from the above regulations. The guidelines of the Oklahoma Secondary Activities Association and the State Department of Vocational Education will determine what constitutes a State and/or National activity.

In the event of an extended illness or injury (one which will keep the student out of school for 10 days or more) a student may qualify for a homebound program. Information regarding the homebound program can be obtained from the high school counselors.

#### Blended Students

This option allows students the opportunity to take some classes traditionally and online. This is done so that students can still participate in extracurricular activities and to help reduce the number of students in a particular setting.

Students have to be on campus for either the first half or second half of the day. The other half will be virtual. Students cannot split between the blended model and the traditional model in the same half of the day. (examples: students can't take 1st and 4th period on campus and 2nd and 3rd periods virtually. They can take 1st-4th on campus and 5-7 virtually.)

#### Virtual Students

Students will still be enrolled in seven courses with seven different teachers just like traditional students.

Student must be in logged in to class at class time to be present.

Attendance will be kept, and virtual students must abide by the same attendance and grading rules as traditional students.

All homework must be turned in during the same time frame traditional students follow.

If a student needs help with a subject, that student has two options:

1. Contact that teacher via email or google classroom during business hours
2. Join the livestream during that class hour

A student has to stick with their decision for a semester. Changes can only be made between semesters.

**IF A STUDENT IS SICK WITH COVID-19 AND CAN'T CHECK IN, THEY NEED TO CONTACT THE OFFICE AT IHS TO BE EXCUSED THAT DAY.**

The student must provide documentation from a licensed medical professional.

A student has to stick with their decision for a semester. Changes can only be made between semesters.

**IF A STUDENT IS SICK WITH COVID-19 AND CAN'T CHECK IN, THEY NEED TO CONTACT THE OFFICE AT IHS TO BE EXCUSED THAT DAY.**

The student must provide documentation from a licensed medical professional.

# EDUCATIONAL PROGRAM

## CURRICULUM

The following courses will be offered to Idabel high school students.

### LANGUAGE ARTS

Pre-AP English I & II  
AP English Lit & Comp  
English I, II, III & IV  
English I, II, III, IV – Essential  
AP English Lang & Comp  
Critical Reading/ACT Prep  
Yearbook  
Academic Success

### MATH

Intermediate Algebra  
Algebra I Essentials  
Algebra I & II  
Geometry Essentials  
Plane Geometry  
Pre-Calculus  
AP Calculus

### SCIENCE

Biology I & II  
Physics  
Chemistry I & II  
Physical Science

### SOCIAL STUDIES

US History  
Government  
OK History  
World History  
Honors Civics  
Economics  
AP US History

### BUSINESS & INFO TECH

Fundamentals of Technology  
Internship  
Fundamentals of Web Design  
Video Production  
Marketing

### ATHLETICS

Health, Football, Basketball  
Track, Baseball, Golf, Softball,  
Cross Country

### AGRICULTURE

Ag Science/Ag Mechanics  
Agri-Business Emp.  
Ag Communications  
Horticulture/Plant & Soil Science  
Wildlife

### FACS

FACS  
Interpersonal Relationships  
Nutrition

### FINE ARTS

Band, Jazz Band, Music Appreciation  
Applied Piano  
Pop Time  
9<sup>th</sup> Grade Girls' Honor Choir

### SERVICE LEARNING

Library  
Office  
Teacher Assistant

**FOREIGN LANGUAGE**

Spanish I, II & III  
Choctaw I & II

**KIAMICHI TECHNOLOGY CENTER**

Pre-Engineering  
Health Careers  
Business Technology  
Cosmetology

**RELEASE TIME**

College Concurrent, Work Release

Auto Mechanics I & II  
Culinary Arts I & II  
Industrial Tech I & II

**REGISTRATION AND COURSE CHANGES**

Tentative registration is made during the spring semester. Students should have something definite in mind regarding courses they intend to follow throughout their high school careers. Changes of courses of study are not forbidden but definitely discouraged in order that there may be a minimum of class changes. All students should discuss their courses with parents and school counselors before registering. Schedule changes for students must be confirmed by a parent/guardian. Students, upon entering Idabel High School, are required to meet with the guidance counselor in order to determine their course of study.

Students who have previously enrolled and passed a higher-level course of rigor difficulty may not enroll in a lower level course that is less rigorous without the approval of the administration.

**No schedule changes will be made after the first two (2) weeks of the semester.**

**ENROLLMENT TO IPSD**

Students entering Idabel Public Schools for the first time must bring with them. These records must be reviewed before a decision regarding enrollment will be made.

1. A copy of their current transcript.
2. A copy of withdrawal grades from the preceding school.
3. A copy of the attendance record from the preceding school.
4. A copy of the discipline records from the preceding school.
5. Immunization records.
6. Proof of guardianship (if applicable).
7. Students placed through OK Dept. of Human Services need a copy of the DCSF 19 Placement form.
8. A copy of their State Certified (not hospital) birth certificate.
9. Proof of residence.

**PROFICIENCY BASED PROMOTION**

**Oklahoma state department of education (approved by state board on June 24, 1993)**

I. Proficiency Based Promotion

- A. Upon the request of a student, parent/guardian, or educator, a student with a 3.5 or higher GPA in the core subjects will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
  1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
  2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. & 11-103.6

- a) Social Studies
  - b) Language Arts
  - c) The Arts
  - d) Language
  - e) Mathematics
  - f) Science
3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  4. The opportunity for proficiency assessment will be provided twice each school year.
  5. Qualifying students are those who are legally enrolled in the local school district.
  6. The district may not require registration of the proficiency assessment more than one month in advance.
  7. Students will be allowed to take proficiency assessments in multiple subject areas.
  8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B. 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.
1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
  2. If the parent/guardian requests promotion/ acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
  3. Failure to demonstrate proficiency will not be noted on the transcript.
  4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
  5. If proficiency is demonstrated in a 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.
  6. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
- C. Proficiency assessments will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized instruction
  2. Correspondence courses
  3. Independent study
  4. Concurrent enrollment
  5. Cross-grade grouping
  6. Cluster grouping
  7. Grade/course advancement
- E. Each school district will disseminate materials explaining the opportunities of Proficiency Bases Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.
- II. Appropriate notation for core curriculum area completed.

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

## **RECLASSIFICATION/RETENTION POLICY**

Each summer the administration will review transcripts to determine if each student has enough credits to be promoted to the next grade level. If a student does not meet the minimum required credits, the student will be reclassified. A letter will be sent home to the parents/legal guardians of the student which notifies them of their student's reclassification. The minimum required credits are as follows:

- To promote to a sophomore, one must have 4 credits completed.
- To promote to a junior, one must have 10 credits completed.
- To promote to a senior, one must have 16 credits completed.

## **ACCELERATION POLICY**

A student and his/her parent or guardian may request a meeting with IHS administration to discuss acceleration. The following student criteria must apply in order for a meeting to occur:

- Must have a minimum GPA of 2.8.
- Must have 10 credits completed.
- Must be classified as a junior.
- Must be at least 16 years old.
- Parents/Guardians must be present at acceleration meeting and approve the idea of acceleration.
- Student must be willing to participate in internet-based instruction.
- Student must be willing to attend summer school.

IHS administration will make the final decision on a student's acceleration.

## **GRADING SYSTEM**

### A. Academic Enrichment Program/5A

1. The basic purpose of the 5A program is to provide a challenging, enriching course of study.
2. The following courses will be designated as honor courses with a grading system that will enable students a 5-point A.

AP English III - Language  
AP English IV – Literature  
AP Physics  
AP US History  
AP Calculus  
AP Biology

Honors Pre-Calculus  
Honors Chemistry II  
Honors Spanish III  
Honors Human Anatomy and Physiology  
Honors Computer Repair

Pre-Calculus – taught in pre-engineering program at Kiamichi Technology Center  
AP Calculus – taught in pre-engineering program at Kiamichi Technology Center  
AP Physics – taught in pre-engineering program at Kiamichi Technology Center  
AP Chemistry – taught in pre-engineering program at Kiamichi Technology Center

College concurrent enrollment courses except Physical Education and Military Science.

- The grading system for the Academic Enrichment Program, except college concurrent enrollment courses is as follows.

<u>Grade</u>		<u>Point Value</u>	
A+	(90-100)	5	outstanding achievement
A	(80-89)	4	excellent achievement
B	(70-79)	3	good achievement
C	(60-69)	2	fair achievement
D	(50-59)	1	poor achievement, passing
F	(0-49)	0	failing, no credit

- All grades for 3-5 hour college classes, except those for Physical Education and Military science courses, will be used in calculating high school cumulative grade point averages. The rating for each college grade will be as follows.

A = 5 points	C = 3 points	F = 0 points
B = 4 points	D = 2 points	

**B. Regular Program/4A**

- The basic purpose of the 4A program is to meet the needs of students in regular classes.
- The grading system for regular courses is as follows.

<u>Grade</u>		<u>Point Value</u>	
A	(90-100)	4	excellent achievement
B	(80-89)	3	good achievement
C	(70-79)	2	average achievement
D	(60-69)	1	below avg. achievement, passing
F	(0-59)	0	failing, no credit

Grade point average will be calculated on ALL credit courses taken by students in grades 9 through 12 and Algebra I for high school credit taken in 8<sup>th</sup> grade.

**COLLEGE CREDITS**

Idabel High School will permit seniors, and under certain circumstances juniors, to take college courses each semester if they are potentially eligible to graduate in May with their class; have taken the ACT college admission test; and meet certain other requirements. Those guidelines are listed below.

- Seniors must be concurrently enrolled in enough high school and college courses to equal a 7-period school day. (Seniors who are not taking any college courses must be enrolled in seven periods at the high school.) For purposes of calculating the school day, a college course worth 3 credits is equivalent to attending one period at the high school. If seniors drop any college courses, they should immediately check with the high school counselor to find out if more high school courses need to be added to their schedule.

- B. Concurrent high school and college normal course loads.
  - 1. Students who have approval to take 3-5 college hours at the SOSU-McCurtain County Campus can usually take no more than 5 credit courses at the high school.
  - 2. Students who have approval to take 6-7 college hours at the SOSU-McCurtain County Campus can usually take no more than 4 credit courses at the high school.
  - 3. Juniors can usually enroll in a maximum of nine college hours during the summer following the sophomore year.
- C. Student has met or exceeded the following minimum GPA or ACT score for classes:
  - 1. Eastern Oklahoma State College:
    - a) SENIORS must achieve either a minimum score of 19 ACT composite **OR** a 3.0 GPA.
    - b) JUNIORS must achieve either a minimum score of 21 ACT composite **OR** a 3.5 GPA
  - 2. Southeastern Oklahoma State University:
    - a) SENIORS must achieve either a minimum score of 20 ACT or 940 SAT **OR** a 3.0 GPA AND rank in the top 50 percent of the class.
    - b) JUNIORS must achieve either a minimum score of 23 ACT or 1060 SAT **OR** have a 3.5 GPA.
- D. Student may enroll in college-level subjects in which a 19 was scored on the ACT SUBTEST.
- E. Student may not enroll in zero-level courses or deficiency courses.
- F. Students must take a consent form and their high school transcript with them to the SOSU-McCurtain County Campus before they will be permitted to enroll in college classes.

In accordance with concurrent guidelines, students will receive ½ (0.5) high school elective credit for each 3-5 hour college class passed. A maximum of one credit (six hours of college coursework) will be recorded per semester (including summer) on the high school transcript. Students must provide the counselor with grades upon completion of the class.

## **GRADUATION REQUIREMENTS**

### **College Prep Graduation Plan**

Students entering Idabel High School must fulfill, at minimum, the following requirements for graduation.

- A. At least twenty-three (23) units of high school work must be earned by all students.
- B. Of the twenty-three (23) units at least 13 of those must be earned in academic or core classes (English, math, history, and science).
- C. Students must successfully complete and transcript 14 areas of instruction of Personal Financial Literacy.
- D. Students must successfully complete CPR Requirements

A standard diploma must contain the following credits.

- A. 4 Language Arts: 1 Grammar and Composition **and** 3 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.
- B. 3 Mathematics: 1 Algebra I or Algebra I taught in a contextual methodology and 2 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, or other mathematics courses with content and/or rigor equal to or above Algebra I.

- C. 3 Science: 1 Biology I or Biology I taught in a contextual methodology, and 2 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 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) or other science courses with content and/or rigor equal to or above Biology I .
- D. 3 Social Studies: 1 United States History, ½ to 1 United States Government, ½ Oklahoma History, **and** ½ to 1 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.
- E. 2 Computer Science or 2 Foreign Language (Same Language)
- F. 1 additional unit from any core class, computer science, or foreign language.
- G. 6 electives
- H. Total of 23 Credits

**Core Graduation Plan**

- A. At least twenty-three (23) units of high school work must be earned by all students
- B. Of the twenty-three (23) units at least 13 of those must be earned in academic or core classes (English, math, history, and science).
- C. Students must successfully complete and transcript 14 areas of instruction of Personal Financial Literacy.
- D. Students must successfully complete CPR Requirements

A standard diploma must contain the following credits.

- A. 4 Language Arts: 1 Grammar and Composition and 2 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.
- B. 3 Mathematics: 1 Algebra I or Algebra I taught in a contextual methodology and 2 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, or other mathematics courses with content and/or rigor equal to or above Algebra I.
- C. 3 Science: 1 Biology I or Biology I taught in a contextual methodology, and 2 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 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) or other science courses with content and/or rigor equal to or above Biology I .
- D. 3 Social Studies: 1 United States History, ½ to 1 United States Government, ½ Oklahoma History, **and** ½ to 1 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.

E. 2 Fine Arts

F. 8 Electives

To meet graduation requirements, local options may include comparable courses taken by advanced placement, comparable courses bearing different titles. (A Carnegie Unit of credit is given for the successful completion of a course that meets 40 minutes a day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year. Sets of competencies are the skills established in Oklahoma's core curriculum, the **Oklahoma Academic Skills**. Local school district requirements may exceed state graduation requirements.

All students will be enrolled in, and attend, 7 classes each day except for the following reasons.

- Seniors & Juniors attending the SOSU-McCurtain County Campus
- Seniors & Juniors enrolled in an approved work-study program.

One-half (1/2) credit will be given for each class passed.

Students who need more than 1.0 unit toward graduation requirements **are not** allowed to participate in commencement activities.

Students who need more than 1.0 core curriculum unit toward graduation requirements are not allowed to participate in commencement activities regardless of the total credits earned.

Seniors must purchase caps and gowns in order to participate in the graduation ceremony. The school will coordinate the purchase of caps and gowns. Items such as announcements and/or senior rings may be purchased if a student desires. Representatives for these items will be awarded contracts based on cost, quality, and service.

### **VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES**

All students with a grade point average of 4.0 or above will be designated as valedictorians. The student with the next highest grade point average less than a 4.0 will be designated as salutatorian. Honor graduates are students who graduate in the top 10% of the class.

### **SEMESTER TESTS**

All students are required to take semester tests at the end of each semester. Semester tests will count no more than 1/7<sup>th</sup> of the semester grade. A senior may be exempt from taking second semester tests in one or all classes providing he/she meets the following criteria in that class:

1. Academic – Students must have a **cumulative** grade, for the 3<sup>rd</sup> and 4<sup>th</sup> quarters, of 70 percent (C) or above for a particular class. However, any student desiring to take a semester test in an attempt to improve his or her grade may do so.
2. Attendance – Students must not have more than 4 unexcused absences in a particular class for the second semester. (Does not include school activities and excused absences documented by doctor's notes, court orders, or for a death in the immediate family – siblings, parents, or grandparents). These documents will be reviewed by the high school administration to determine exemption status.
3. Discipline – Students must not have had any discipline problem resulting in assignment to ILC or suspension from school.
4. A student who is not exempt in a particular class and fails to take that semester test, will be awarded a zero on the test.

## **LIBRARY MEDIA CENTER**

### **Library Media Center**

Hours: Monday-Friday 7:30-3:30 Open during lunch

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The Idabel High School Media Center is a 21st century library with over 8,000 books/ebooks available to students. The library has group, lounge and booth seating for students to study or work in groups. The Media center issues textbooks and chromebooks and handles repairs and replacements of both.

The library is staffed with a librarian, assistant and student assistants. Students are welcome to use our virtual reality lab, Nintendo Switch and many of the interactive makerspace items available all during the school year in the media center. These items may not be checked out to students and must be used in the Library unless supervised by a faculty member.

The media center is used for a variety of activities throughout the year such as club meetings, faculty meetings and training, advisement activities and community and board meetings.

The following rules shall be observed when visiting the media center:

- No student has the right to interfere with the learning of another student or the purpose of an activity.
- A student may have up to three (3) books checked out at a time for two weeks. They may be renewed twice. eBooks do not count in this total.
- The loss of any material will be paid or replaced for by the person having it checked out.
- Students entering the media center must have a pass designating his/her purpose, signed and dated by his/her teacher.
- Students may be asked to return to class if:
  - Library is too full
  - Students become disruptive
  - Students are not constructively engaged
- Books or fines must be returned or paid before a student leaves the school either by withdrawing or graduating.

### **Fines**

According to State Law it is a misdemeanor to steal or deface a library book or other material belonging to the library. Minimum penalty is \$1,000 and the maximum is \$10,000. **(2016 Oklahoma Statutes Title 21. Crimes and Punishments §21-1739. Library theft)**

### **Scheduling**

- Teachers may arrange in advance with the librarian or assistant for class visits to the Media Center or Warrior Meeting Room. Teachers should accompany their students.
- Club sponsors may schedule meetings in advance with the librarian or assistant to use the Media Center or the Warrior Meeting Room.

### **Textbooks**

Textbooks are provided to each student at no cost, however the student is responsible for proper care of and return of the book in as good of condition as it was issued. Each textbook has a barcode inside the front cover and students will be expected to keep up with their specific barcoded book. If textbooks are damaged beyond repair as a result of student negligence, the student is responsible for the replacement cost.

Care of your textbook:

- Put your name and school year inside the front cover of each textbook.
- Do not loan your book to anyone. You are responsible for the book checked out to you.
- Store books in your locker, not another student's locker. Either lay the book flat or stand it up.
- Please do not put papers or pencils inside the book.
- Do not write in your books.

### **SPECIAL EDUCATION INCLUSION PROGRAM**

Students who have an IEP will complete a course of study that will follow a modified curriculum of the core classes in English, math, history and science. All requirements for graduation are the same as regular education unless determined differently by the IEP Committee.

### **ALTERNATIVE EDUCATION (THE WARRIOR ACADEMY)**

The Idabel High School offers an alternative placement for students who have need for placement in a setting other than the regular classroom. State approved curriculum will be used for instruction and graduation requirements are the same as state requirements.

### **VIRTUAL EDUCATION**

Idabel High School offers some classes through virtual education. The course curriculum is provided through the state approved vendor Edmentum (Plato Learning). Virtual Education requires a great deal of discipline from the student in order to complete the coursework since it is not accomplished in a traditional classroom setting. Students must have computer and internet access outside of school in order to enroll in these courses. Additionally, students must attend at least two courses on the high school campus in order to participate in the virtual education program. Approval for enrollment in any on-line course must be granted by a school counselor or administrator. See the school counselor for more information.

### **TITLE VI, IX, AND SECTION 504**

It is the policy of the IDABEL HIGH SCHOOL to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning applications of this policy may be referred to **Katedria Mosley, Dean of Students, Coordinator of Title VI, Title IX and Section 504 responsibilities, Idabel High School Office, 901 Lincoln Road, Idabel, Oklahoma, 747475, Telephone: 580-286-7693.**

# STUDENT ACTIVITIES AND ORGANIZATIONS

## EQUAL ACCESS FOR STUDENT ORGANIZATIONS

The Board of Education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum related student groups to meet. The Superintendent will establish whatever procedures are necessary to ensure equal access to student groups in this district and will approve student groups' use of facilities to conduct meetings provided that the following guidelines are met.

- The meeting will take place during open forum. Open forum is defined as non-instructional time during lunch hour, after school, or as determined by the building Principal.
- The meeting is voluntary and student initiated. The Superintendent and appropriate Principal will be assured that only students are promoting such activities and that the students are participating of their own volition. Only students enrolled in the particular school may request meetings at the school.
- School authorities or district employees do not promote, lead or participate in such meetings. The Superintendent or appropriate Principal may assign personnel to supervise the meetings. Such supervision will not constitute sponsorship by the district of such meetings.
- The presence of school authorities or district employees or district personnel at a student religious meeting is non-participatory in nature. Any presence of school authorities will be for the purpose of observation only.
- The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The school may deny facilities to students if such activities or meetings interfere, or are likely to interfere, with the instructional program.

## CLUBS AND ORGANIZATIONS

In order to meet the needs of the students of Idabel High School, our school offers many clubs and organizations covering a variety of interests.

BPA .....	Michael Swafford
FFA.....	Jeff McCarter
Junior Chamber .....	Linda Williams
Key Club.....	Stacie Clark
National Honor Society .....	Sharon Wooten
Native American Club .....	Beverly Stewart
Spanish Club.....	Becky Shaw
Student Council .....	Bethany Farley
Leo Club .....	Evorn Jones

All active clubs and organizations that function at Idabel High School must have on file in the office a copy of their current constitution and by-laws. These must have been established through the efforts of a club or organization committee and its sponsor. Constitutions and by-laws will need to be revised and updated periodically.

## STUDENT COUNCIL OFFICERS (2020-2021)

President .....	Laurel Reesing
Vice-President .....	Lauren Coursey
Secretary .....	Leandra LeForce

Treasurer.....	Emmaleigh Kendrick
Parliamentarian.....	Blake Dial
Social Media Chair .....	Kailey Castillo
Assembly President .....	Kaelin Clay
Assembly Vice President.....	Lauren Courtney

**NATIONAL HONOR SOCIETY**

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. To be eligible for membership in the National Honor Society, students must have a cumulative grade point average of 3.2. A five-member faculty council screens eligible members of the sophomore, junior and senior classes. Selection is then based upon Leadership, Character, and Service. Leadership is based on the student’s participation in community or school activities, or election to an office. To meet the service requirement participation of the student in service projects of the school and community is considered. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

The National Honor Society members serve one another and the community with behavior that is honorable, responsible, and generous to others. The NHS chapter provides individual members the opportunity to share their talents with other students, their school, and their community.

**Method of selecting national honor society members**

**I. Scholarship consideration**

All recorded semester grades are considered for each prospective member.

- A. Sophomore consideration is based on cumulative GPA from freshman year (two semesters).
- B. Junior consideration is based on cumulative GPA from freshman and sophomore years (four semesters).
- C. Senior consideration is based on cumulative GPA from freshman, sophomore, and junior years (six semesters).

**NOTE:** All classes that receive a grade are considered toward the cumulative 3.2 GPA. Students who are eligible scholastically will be notified and **must complete and return by the deadline**, the Student Activity Information form.

**II. Faculty council**

The faculty council is limited to five (5) members and will be appointed by the Principal. They will select students for NHS membership based upon the criteria of scholarship, leadership, character, and service. The faculty council will use the Student Activity Information form in making its decision. Each student will be rated and the scores will be totaled. A council member will not vote on students with whom he/she is not familiar. A student must be ranked by at least two (2) council members to be selected.

**III. Induction ceremony**

A formal induction ceremony is held in the fall each year. New members are inducted during this ceremony. All members participate in this ceremony.

## **STATE HONOR SOCIETY**

The Oklahoma High School Honor Society promotes high standards of scholarship among the students in the high schools of Oklahoma. Ten percent of the student body with the highest grades in the high schools may be nominated. Membership is based upon the courses completed during the first semester of the current year and the second semester of the preceding year. Nomination of students enrolled in the first year of high school will be based on the courses completed during the first semester of the current year.

## **ATHLETIC CODE OF CONDUCT**

Hello and welcome to Warrior Athletics. You have made the decision to participate in competitive athletics. At Idabel Public Schools we encourage everyone to participate in extra-curricular sports. Sports give students an outlet to belong, and being a part of a team is special. The coaches and staff at Idabel expect all student athletes to conduct themselves in a manner that reflects how they want their school to be perceived. The student athlete is an extension of their school and should conduct his/her behavior as such. These are the expectations that your school, your coaches, and you, as the student, should have for your athletic program.

The Oklahoma Secondary Schools Athletic Association (OSSAA) sets guidelines by which each sport must abide. These guidelines are in place for the protection of the student athlete. All sports in Oklahoma must adhere to the standards as set forth by the OSSAA. The OSSAA also sets certain rules for each sport. When the rules change, it is the responsibility of the coach to inform his/her athletes prior to the first competitive event.

Eligibility to compete in any school sponsored sport is also set by the OSSAA. No student can be failing any class and still participate in an extra-curricular sport. Education is the key to success. Idabel Public Schools is first and foremost concerned with all students doing their best in academics to ensure success in adulthood. When a student fails in or out of the classroom, the entire team suffers.

Student athletes are well known in the community and with other students; therefore, expectations for student behavior are set high. Student athletes' behavior is a reflection of their school and their community. No coach/sponsor will tolerate misbehavior or defiance (whether verbal or physical) toward an official, player, teammate, coach, or spectator. The coach of that sport, Principal, or Superintendent will address any type of misbehavior. Student athletes should have pride in themselves in order to represent their team, their school, and their community.

For every action there is a consequence. Each coach at Idabel Public School will give to all students a syllabus which will include an athletic code, tentative practice times, expectations of athletes, consequences for missed practices or games, and consequences for any misbehavior during school or at an athletic event. Rules are designed in order that our athletes can compete in a safe environment, and all coaches will enforce such rules.

Idabel Public Schools strives to produce educated young adults who will go out and improve their lives and their community. We believe this process begins with knowing how to respect others and ourselves. Any time a student athlete compromises his/her school's rules, regulations, or expectations, it is the responsibility of the coach, Principal, or Superintendent to remove that athlete from a particular sport or activity.

Teams consist of individuals who become a part of a unified team with the same goals and expectations. When one member of the team fails in some way, the entire team suffers. Teams need all players at all times.

## **ACTIVITY ELIGIBILITY**

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs, including but not limited to the following: athletics, band, vocal music, speech, FFA, VICA, DECA, PBA, FCCLA, cheerleading. Scholastic eligibility for students enrolled at Idabel Schools will be based on the OSSAA Handbook Rule 3 Sections 1, 2, 3, and 4 of the current year's OSSAA Handbook.

A student must have received a passing grade in any five subjects to be counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen or more days. However, a senior student maintains eligibility by passing the classes required for graduation. A student can be enrolled in no less than four classes. One summer school credit may be used to meet fall semester requirements. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six-week period. "Passing Grade" means work of such character that credit would be entered on the records were the semester to close at that time (cumulative grade).

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. **Idabel High School and Idabel Middle School will run eligibility checks on the second day of the week.** The period of probation and ineligibility will always begin the Monday **following** the day eligibility is checked. A student must be passing in all subjects for which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. A student regains eligibility with the first class of the new one-week period. Students who are enrolled in special education classes, who have an Individual Educational Plan, and who have been certified by the Principal as doing an acceptable quality of work may be accepted as eligible under OSSAA Section 4.

## **CO-CURRICULAR AND SCHOLASTIC ELIGIBILITY POLICY ACADEMIC IMPROVEMENT PLAN**

### **Philosophy**

The faculty, administration, students and community of the Idabel Public School District are committed to providing every one of our students with the finest academic opportunities possible. Academic achievement is our primary goal as an institution and should be the primary goal of all students. It cannot be forgotten, however, that participation in interscholastic and co-curricular activities is also an integral part of becoming a well-rounded young adult. To that end, academics and activities work hand-in-hand as each of our students strives for excellence in his/her own personal way. Students who choose to be involved in school-sponsored co-curricular activities undertake a responsibility to the school, to themselves, and to the other members of the team or club. Those who do not accept this challenge will not be faced with this responsibility and extra load. Each student is provided with the opportunity to participate in extracurricular activities with the understanding that this opportunity can be denied. As members of a team or club, students represent themselves, their families, their club or team, and the school as a whole. Therefore, it is in the best interest of the student and of the school to hold such students to a set of standards that best represents our school district and community.

### **Attendance**

Consequences for attendance and tardiness issues shall be enforced according to the current Idabel Public Board of Education attendance policy.

### **Academic**

Refer to "Activity Eligibility."

### **Discipline**

All discipline issues are covered in the Idabel Public School District Board of Education Handbook.

### **Procedure**

1. Based on fourth week eligibility check (and subsequent weekly eligibility checks), a list of students failing one or more classes will be distributed to coaches, advisors, counselors and instructional staff.

2. Parents of students who are failing one or more courses will receive a letter from the school informing them that a warning (probation) period is in effect and of the eligibility policy.
3. At the end of the warning (probation) period, if performance has not improved, the student will be required to attend tutoring sessions related to each subject failed for a minimum of two times per week until passing grades are attained. Parents or guardians will be notified of the tutoring requirements. Parental input, involvement, and support will be requested. Communication between advisors, coaches, and teachers will be required.
4. The student's progress will be monitored through the use of weekly progress reports. These reports will be available to parents, advisors, and coaches.
5. Warning (Probation) Periods shall be one week and will begin the Monday following the date eligibility checks are distributed.

### **Ineligibility**

If at the end of a probation period a student is still failing one or more courses, the student will be ineligible until performance improves to meet minimum criteria. Ineligible students may practice but may not participate in competitive events or wear a uniform; however, they should report to rehearsals or practices once they have fulfilled any academic intervention activities.

It is required that the student on probation attend academic intervention with the teacher of the class he/she is failing, when available, and make a concerted effort to pass the subject(s). The student may be removed from the eligibility check list if the student has attended all necessary interventions and shows adequate progress towards academic requirements. Academic interventions, including but not limited to "Zeros Aren't Permitted." AM/PM tutoring, lunch/homeroom tutoring, and tutoring during the activity period, will be available.

### **Due Process**

Appeals and procedures concerning all decisions shall be made to the building level Principal and the student's guidance counselor. The decision will be final.

### **Roles and responsibilities**

1. **Students**
  - a. Strive to achieve academically
  - b. Abide by the School District Code of Conduct
  - c. Complete Academic Improvement Plan
  - d. Fulfill any other probation requirements
  - e. Communicate as needed with all involved parties
2. **Club Advisors/Coaches**
  - a. Monitor list of students with academic or character difficulties
  - b. Respond to and report Code of Conduct, Attendance, or other infractions
  - c. Monitor students on Academic Improvement Plan
  - d. Apply consequences
  - e. Give list of student participants to administrators and guidance counselors
  - f. Maintain communication with students, teachers, counselors, administrators, and parents
3. **Teachers**
  - a. Determine Academic Improvement Plan outcomes related to their students
  - b. Report student progress in a timely fashion
  - c. Communicate with students, parents, administrators, teachers, and club advisors/coaches regarding student progress

**4. Counselors**

- a. Counsel students with academic difficulties
- b. Assist in the monitoring and adjustment of students with an Academic Improvement Plan
- c. Ensure successful communication of parental notification
- d. Communicate with all interested parties

**5. Administrators**

- a. Ensure the implementation and response to the eligibility policy
- b. Maintain master list of all clubs and sports
- c. Communicate with all interested parties
- d. Determine Due Process appeals

**6. Parents**

- a. Monitor student's academics, attendance, and behavior
- b. Participate in the development and encourage the student regarding the completion of the Academic Improvement Plan
- c. Monitor a student who has been warned about academic achievement
- d. Communicate with all parties

**PROM, SCHOOL DANCES, AND PARTIES**

The Administration, Prom Coordinator, Junior Class sponsors, and a Junior Class committee will establish guidelines and regulations concerning the Prom. Other school dances or parties sponsored by high school organizations must be approved by the administration and placed on the Idabel High School activity calendar. The student group requesting such an event must submit the name of the faculty sponsor. The sponsoring organization is responsible for securing appropriate adult chaperones.

The selection of a band will be made jointly by the sponsor and a student committee. The administration will notify the band of its selection and sign the contract.

**Regulations for dances are as follows.**

- 1. No one will be allowed to attend except students from Idabel High School and their approved dates. Students must register their dates with the office by securing a date form from the sponsor and returning it to the sponsor prior to 2:30 p.m. two (2) days before the dance.
- 2. Dances will be held in the high school cafeteria. Time frames for dances will be announced prior to the dance.
- 3. Dates who do not attend Idabel High School must be approved.
- 4. All tickets for the prom must be bought one week in advance. A list of all people attending must be presented to the Principal's office two (2) days prior to the dance.
- 5. Chaperones for the Junior-Senior Prom will consist of six high school faculty members. Three members will be coordinated by the junior class and three by the senior class.
- 6. No one may leave the dance and return.
- 7. There will be no drinking or indication of being under the influence of any kind of alcoholic beverage or use of drug. Students under the influence of drugs or alcohol will be suspended from school for the semester and reported to the police. Any student who brings a guest will be responsible for the guest's behavior. If the guest is in violation of any of the rules, the student will suffer the consequences.

**SCHEDULING EXTRA-CURRICULAR ACTIVITIES**

Dates for programs, and other extra-curricular functions will be distributed as equitably as possible. No school activities will be scheduled on Wednesday or Sunday nights.

**STUDENT BEHAVIOR AT SCHOOL FUNCTIONS**

Students are subject to school authority at all school functions both on and off the Idabel High School campus.

**EXAMPLE: Out of town athletic events**

# HEALTH AND SAFETY

## EMERGENCY PROCEDURES

### Severe Weather Procedure

1. Students may be allowed to go home **ONLY** if accompanied by a parent/guardian or close relative.
2. No one will be allowed to leave the building during an alert.
3. All breakable objects should be placed on the floor as near the wall as possible.
4. All small objects (pens, pencils, paper weights, audio-visual equipment, etc.) and all books and loose paper should be placed in cabinets.
5. Be prepared for signal as outlined for tornado drill.

### Tornado Drill Procedure

1. The alarm signal will be **AN INTERMITTENT SOUND OF THE BELL, REPEATED 3 TIMES**
2. Teachers should direct students quietly into designated portions of interior hallways.
3. Students must sit on the floor with head on knees and hands on back of neck facing the interior wall.
4. Teachers will check student rolls.
5. All persons are to remain in this position until the all-clear signal is sounded.
6. The all clear signal will be **THREE (3) SHORT BLASTS OF THE BELL.**

### Fire Drill Procedure

1. The fire signal will be a **CONTINUOUS RINGING OF THE BELL.**
2. Under the direction of the teachers, the students will leave the building in single file. Do not stop to get books, coats, or other belongings. Leave quietly and in an orderly manner.
3. All windows and doors must be closed. The first student reaching the outside door will hold the door open until the last person is out. The teacher will be the last to leave the room and will close the doors.
4. Teachers will check student rolls.
5. **A CONTINUOUS RINGING OF THE BELL** will be the signal to re-enter the building.

### Security Drill (Soft Lockdown) Procedure

1. The alarm signal will be an announcement by an administrator (or another person designated by the administrator) that **THE CAMPUS IS ON SOFT LOCKDOWN.**
2. All classroom doors, exterior exits, and gates will be locked.
3. Students will not be permitted to leave the classrooms unless it is an emergency situation.
4. Instruction will continue as planned.
5. A return to normal activity will be an announcement by an administrator (or another person designated by the administrator) that **THE SOFT LOCKDOWN IS LIFTED.**

### Security Drill (Intruder Alert) Procedure

1. The alarm signal will be an announcement by an administrator (or another person designated by the administrator) stating **INTRUDER ALERT LOCKDOWN.**
2. All classroom doors and exterior exits will be locked.
3. All classroom lights will be turned off.
4. All window blinds will be closed.
5. All students and staff will move to a portion of the room that cannot be seen from the hallway.
6. Return to normal activity is accomplished by an administrator (or authorized person) unlocking each room.

Each teacher will explain emergency drills and evacuation plans to students during the first day of school.

## **HAZARDOUS MATERIALS**

Asbestos checks are made periodically at Idabel High School. Results are on file in the Superintendent's office. The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules inspection of all asbestos present in the school.

The management plan may be reviewed at your child's school during normal working hours.

## **HEAD LICE TREATMENT PROCEDURE**

Routine lice checks in the elementary schools will be 3 times a year: beginning of school, after Christmas break, and after spring break.

Head checks at all schools will be performed at the request of staff throughout the year for signs of head lice. Signs of head lice may include excessive scratching of the head and seeing live lice or nits in hair.

If live lice are found, the child is to remain in school the remainder of the day. Attempts will be made to contact parent by phone. If contact is not made, a letter will be sent home, along with educational material for treatment. The child is to return to school the next morning with parents. Head check will be performed by trained personnel. If improvement is noted, child may remain in school. If no evidence of treatment is seen, parent will be asked to take child home for treatment. Parent will be asked to come to school the next morning with child to check for signs of improvement. Child will be sent home each morning until signs of treatment are seen.

On the 3<sup>rd</sup> consecutive day that the child is identified with lice and no treatment or improper treatment for head lice is noted, the school based social worker will be contacted for a home visit.

After 3 documented reports of head lice in a semester, the school-based social worker will be contacted.

If child returns to school with improvement noted to hair, a follow up head check will be done in 10 days. If lice are found, the process will begin again.

**Head lice treatment is the responsibility of the parent or guardian.** Every effort will be made for parents to get proper education for treatment at home.

A child should not be absent from school for head lice. Excessive absences may result in notification of truancy officer. Please see policy on excessive absences in the hand book.

**It is the responsibility of the parent/guardian to make sure child is lice free.**

## **MEDICATION – ADMINISTERING TO STUDENTS**

It is the policy of the Idabel Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, or if circumstances exist that indicates 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 as follows.

1. 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 administering
  - D. Name of physician or dentist
  - E. Date and name of pharmacy
  - F. Whether the child has asthma or other disability which may require immediate dispensation of medicine

2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
  - A. Purpose of medication
  - B. Time to be administered
  - C. Whether the medication must be retained by student for self-administration
  - D. Termination date for administering medication
  - E. Other appropriate information requested by the principal or the principal's designee
  
3. Self-administering of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use the prescribed inhaler at all times.

### **MENINGOCOCCAL MENINGITIS**

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment. Meningitis caused by bacteria can be severe, and may result in brain damage, hearing loss, limb amputation, learning disabilities, or death.

There are several types of bacteria that may cause meningitis. The State of Oklahoma Department of Education requires that each school district provide information to parents and guardians of students in grades six through twelve regarding the bacteria *Neisseria meningitidis*. This type of meningitis is sometimes referred to as Meningococcal meningitis. Many people can be exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks to months spreading bacteria to others, but not becoming ill.

Meningococcal meningitis is spread by respiratory droplets and can be spread short distances by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact including kissing, sharing food items, lipstick or anything an infected person touches with his or her nose or mouth.

Signs and symptoms of meningitis include:

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Confusion
- Seizures

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. The vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, although it is recommended for all adolescents 11 years and older.

The meningococcal vaccine is safe; however, there are small risks associated with any vaccine. A single dose of the meningococcal vaccine protects about 90 percent of the people who are immunized against the most common types of meningococcal disease.

Additional information about meningococcal disease and vaccine are available at the McCurtain County Health Department or from your local healthcare provider. You may also visit the following websites for additional information.

- National Meningitis Association: [www.nmaus.org](http://www.nmaus.org)
- Centers for Disease Control and Prevention: <http://www.cdc.gov/meningitis/indet.htm>
- Oklahoma State Department of Health: <http://www.ok.gov/health>

## **VISION AND HEARING SCREENINGS**

### **Vision Screening**

Vision Screening will be conducted at Idabel High School by request of the teacher or any staff member who suspects there may be a vision problem with a student. Vision screenings will be performed by the school nurse. Vision screenings may be performed anytime during the school year if concern is expressed regarding the vision or your child.

### **Hearing Screening**

Hearing Screenings will be conducted throughout the 2015-2016 school year by the school nurse. The recommendations for hearing screenings are as follows:

- Children ages three to grade three should be screened annually
- Children in grade four and above should be screened minimally at three year intervals (grade six, nine, and twelve)
- Children may be screened at any time a concern is expressed regarding ability to hear
- Students with previously documented hearing loss are not screened since they cannot pass a hearing screening. These individuals should be referred to an audiologist for assessment.

If you **do not** want your child to receive the screenings, please notify the school.

## **OKLAHOMA CHILD ABUSE REPORTING LAW, cite as 10 O.S. 7103**

Should a staff member have reason to believe or suspect a child is the victim of abuse or neglect, he or she must report it. Abuse must be reported immediately to Child Protective Services or police. Any person knowingly and willfully failing to report any incident may be guilty of a misdemeanor.

- **Child abuse hot line – 1-800-522-3511**
- **McCurtain county child protective services: 580-208-3400**
- **Police 911 (imminent danger)**

## **WEATHER DISMISSAL**

Decisions regarding school closures due to weather will be made available to the radio stations KBEL and KKBI. School closure will be posted on the school's website and Facebook pages. Weather conditions will also determine virtual days.

# COMMUNICATION AND ASSEMBLIES

## ANNOUNCEMENTS

Announcements for the Daily Bulletin should be submitted to the office by 3:00 pm on the day prior to publication. Announcements will be read during advisement class. Students arriving at school after advisement are responsible for reading the announcements posted on one of the bulletin boards.

## BULLETIN BOARDS

The bulletin boards are reserved for school use. Commercial advertising is not permitted, nor are announcements from churches, social groups, or other organizations unless such announcements pertain to the whole school. Administrative approval must be secured before posting announcement on bulletin boards.

## POSTERS AND SIGNS

All posters or signs must be approved by the administration office before being placed in the building. Removal of the posters will be the responsibility of the organization that put them up. Commercial advertisements are not permitted.

## ASSEMBLIES

Formal assembly programs are presented in the auditorium with students seated in designated areas. Students will stand for the opening of the assembly program regardless of their choice salute the flag. Pep Assemblies are usually held in the gym.

Assemblies have a three-fold purpose: to instruct, to inspire, and to entertain. Some assemblies may stress all three objectives, while others have a single purpose. Suggestions from the faculty and student body are always welcome.

Students will sit in the following designated areas for assemblies in the auditorium.

- Seniors – Center Section – Row A-H
- Juniors – West Section – Row A-J
- Sophomores – East Section – Row A-J
- Freshmen – Center Section – Row L-U

Students will sit in the following designated areas for assemblies in the gym.

- Freshmen – First section on west side of gym.
- Sophomores – Second section on west side of gym.
- Juniors – Fourth section on west side of gym.
- Seniors – Third section on west side of gym.

Students will not be allowed to leave the assemblies without the permission of the teacher or the administration. Misconduct in assemblies **will not** be tolerated.

## AWARDS ASSEMBLY

An Awards Assembly will be held to honor Superintendent's Honor Roll and Principal's Honor Roll recipients, and other awards and honors that may arise during the course of the year. At the end of each quarter and semester students with all As will be recognized on the Superintendent's Honor Roll. The Principal's Honor Roll will consist of students with no grade lower than a B.

## **PEP RALLIES**

Pep rallies are held in the gym unless otherwise noted. Rallies are under the direction of the cheerleaders and cheerleader sponsor. The purpose of the assembly is to show support for our student body and the respective sport or activity.

## **PUBLICITY**

### **Student publications**

Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be done with the prior consent of the Principal and may not interfere with or disrupt the educational process. Written expressions must be signed by the authors. Students who edit, publish, or distribute hand written, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

Libelous and obscene material and personal attacks are prohibited in all publications. Unauthorized commercial solicitations will not be allowed on school property at any time.

### **City paper**

Any student or club reporter who has news or publicity concerning activities at Idabel High School which should be placed in the local paper must submit the information to his/her sponsor.

### **Yearbook**

The TUSHKA is the official yearbook of the school. It is published by the Yearbook Staff. The TUSHKA staff attempts to ensure that the yearbook is a complete record of academic, administrative, organizational, and school life events for the current school year.

# TECHNOLOGY USE

## CHILDREN'S INTERNET PROTECTION ACT (CIPA) IDABEL PUBLIC SCHOOLS

Below is the Acceptable Use and Internet Safety Policy ("policy") that provides internet access to the school district students and staff. 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 network access to any user 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. Adherence to the following policy is necessary for continued access to the school's technology resources.

Idabel Public School's information technology resources, including email and internet access, are provided for educational purposes only. This is a privilege and should be treated as such. If the user has any doubt about whether a contemplated activity is educational, the user shall consult with a teacher, principal or network administrator to help decide if a use is appropriate. Teachers will NOT allow students to play non educational games during the regular school hours, unless their is a valid educational purpose and is related to current adopted curriculum for the State of Oklahoma.

### **Students and Staff Shall**

1. Respect and protect the integrity, availability and security of all electronic resources
  - Observe all network security practices.
  - Report security risks or violations to a teacher or network administrator.
  - Do not destroy or damage data, networks, computers or other resources that do not belong to you
2. Respect and protect the intellectual property of others
  - Do not infringe copyrights (no making of illegal copies of music, games or movies).
  - Do not plagiarize.
3. Respect and practice the principles of community
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials or messages to a teacher or administrator.
  - Do not intentionally access, transmit, copy or create materials that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
  - Do not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
  - Do not use resources to further other acts that are criminal or violate the school's code of conduct.
  - Do not send spam, chain letters or other mass mailings.
  - Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
  - Do not violate any local, state or federal statute.
4. Respect and protect the privacy of others
  - Use only assigned accounts
  - Do not view, use, or copy passwords, data or networks to which you are not authorized.
  - Do not distribute private information about others or yourself.
5. Internet Safety of minor students
  - **Personal online safety:** in using the computer network and internet, the user should not reveal personal information such as home address or telephone number. A student should not use his/her real last name or any other information which might allow a person to locate the student 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. Regardless of the user's age, the user should never agree to meet in a secluded place or in a private setting a person the user has only communicated with on the internet.
  - The user should also recognize electronic threatening behavior as cyberbullying. The user should not become a victim or a perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately.

- Idabel Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and about cyberbullying awareness and response.
- To ascertain that each student understands proper online and electronic behavior, every teacher assisting students in network activities will implement lessons and/or dialogue which will demonstrate correct and safe online behavior and should be age appropriate.
- **CIPA COMPLIANCE:** IPS District monitors network and provides a current subscription to the Next Generation Palo Alto firewall to enforce Internet safety for minors. It also protects users from Spyware, Malware, Vulnerabilities, Viruses, and other Internet borne attacks that can compromise users email and workstations.
- The elementary library media specialists and or computer class will address this topic during library orientation or classroom visits. Secondary library media specialists will address this topic as new classes change throughout the year. Principals, or their designee, will address this topic in an open group assembly. New students arriving during the year will be given a copy of this agreement in their enrollment packet. Staff members will receive instruction during professional development sessions required at the beginning of each year.

6. Consequences for violation

- Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a user's privileges to use the school's information technology resources and/or suspension, with the exceptions of End Of Instruction testing and required classroom technology courses and activities.

7. Supervision and monitoring

- School administrators and their authorized employees shall monitor the use of the information technology resources to ensure that their use is secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any user, or to protect the school district's property. They may also use this information in disciplinary actions and will furnish evidence of a possible crime to law enforcement.

8. Personal Equipment (BYOD) used on School Internet (Domains)

- Use of personal property, such as computers, burned CDs, or flash drives is prohibited unless inspected and permitted by authorized school personnel.
- Any device being used on IPS School Network service must be registered with the domain and conform to appropriate domain guidelines.
- A User of the Idabel Public Schools Network and/or equipment is prohibited from making any alterations to hardware and/or software that is owned or licensed by IPS, that is unauthorized and/or results in damages. The user accepts both punitive and legal consequences.
- Any individual using the school domain, internet or equipment and services for illegal actions, shall not hold the Idabel Public School System accountable.

**Parents, teachers and administrators will discuss these rules with all users to ensure he or she fully understands them. These rules also provide a good framework for a user's use of computers at home, at libraries, or anywhere.**

For additional information see: [www.cybercrime.gov](http://www.cybercrime.gov)

Revised and approved by Idabel Board of Education in public meeting June 8, 2015



## **“BRING YOUR OWN TECHNOLOGY” (B.Y.O.T.) RESPONSIBLE USE GUIDELINES**

### **Purpose**

Idabel Public School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> Century skills, Idabel Public School will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.T.

Idabel Public School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional. Students who do not participate in B.Y.O.T. will not be penalized; alternate modes of participation will be available.

An important component of B.Y.O.T will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

### **Device Types**

For the purpose of this program, the word “devices” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible at this time.

### **Guidelines**

- Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

### **Students and Parents/Guardians acknowledge**

- The school’s network filters could be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from:
  - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.

- Processing or accessing information on school property related to “hacking.”
- Altering or bypassing network security policies.
- Downloading music while using school network.
- Idabel Public School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at Idabel Public School.

**Lost, Stolen, or Damaged Devices**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Idabel Public School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Usage Charges**

Idabel Public School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

**Network Considerations**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “Idabel Public School Guest” wireless network to access the internet. IPS does not guarantee connectivity or the quality of the connection with personal devices. Idabel Public School Technology department is not responsible for maintaining or troubleshooting student tech devices.

**DETACH AND SIGN BELOW. RETURN TO YOUR SCHOOL LIBRARY.**

I understand and will abide by the above technology policy and guidelines as set out in the IHS handbook. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added. I understand there is no legitimate expectation of privacy in use of school’s connection to Internet. Users may be monitored even if using personal devices.

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

\_\_\_\_\_  
Printed name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed name of Parent

\_\_\_\_\_  
Date

## **CELL PHONE/ELECTRONIC DEVICES POLICY**

Students may use cell phones and electronic devices on campus before school begins, after school ends, during lunch, and at the discretion of each classroom teacher. These devices may only be used in the courtyard or the cafeteria. They must be kept out of sight and turned off in the hallways, auditorium, gym, and classrooms. Placing a cell phone on vibrate or texting is not considered off and is prohibited.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices will lead to disciplinary action.

If a student is found in violation of this policy, discipline will be a 2<sup>nd</sup> level offense.

Using a cell phone to record or video tape is prohibited. Any recording of negative comments, pictures, or video regarding students or staff during school hours or activities which is posted to any social media site will result in the following disciplinary action.

- **FIRST OFFENSE:** 10 days ILC.
- **SECOND OFFENSE:** 25 days ILC.
- **THIRD AND SUBSEQUENT OFFENSES:** Student is sent home until returns with parent. Assignment to ILC the remainder of the semester.

Any recording or posting of fights which occur during the school day or at school events will result in the following disciplinary action.

- **FIRST OFFENSE:** 5 days suspension. 10 days of ILC upon return to school.
- **SECOND AND SUBSEQUENT OFFENSES:** 10 days suspension. 10 days of ILC upon return to school.

Failure to comply with staff directive to surrender a cell phone or electronic device will be considered defiance of authority and will be subject the student to other disciplinary action according to the student handbook.

Parents needing to contact their student(s) are requested to contact the school office for assistance. Students who need to use a phone during the school day must use a school phone. School phones will be available for students who have appropriate permission to use them.

**Note:** Cell phones will be allowed for after school activities to reach parents/guardians for pick-up times after practices or trips, and can be used before school, after school, and at lunch while in the courtyard or cafeteria only.  
Cell phones and other electronic devices should be turned off and kept out of site during all class time unless directed otherwise by the teacher.

**Idabel Public Schools personnel are not responsible for any lost, stolen or damaged cell phones or electronic devices.**

# TRANSPORTATION

## BUS TRANSPORTATION

The school district provides a fleet of buses for the transportation of students. Bus stops and time schedules are established each year to fit the needs of the students as much as possible. Very little change will be possible in the routes and schedules. State transportation regulations must be observed at all times.

1. Students are required to be at the bus stop at the scheduled time.
2. When loading or unloading the bus, students should enter or leave in an orderly and quick manner.
3. The bus driver is charged with the responsibility of maintaining order on the bus at all times. The bus driver may recommend the suspension of a student's privilege to ride the bus. Any student's misconduct will be immediately reported to the student's principal.
4. Students are expected to conduct themselves in a manner that does not distract the driver or disturb other riders. Students must keep their hands to themselves, leave others alone, and stay reasonably quiet.
5. Pupils must stay seated while the bus is in motion and must never move while it is stopped except as the driver directs. Pupils may not put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.
6. Students may not use any electronic devices or cell phones unless the bus driver has given them permission.
7. Knives, sharp objects, firearms, pets, or other animals are not allowed on the bus.
8. Tobacco products are not allowed on school buses.
9. Students are not permitted to tamper with the safety devices such as door latches or fire extinguishers.
10. Students are not to deface the bus or any school property. Do not write on the bus, damage seats, or windows.
11. Do not throw paper, food, or other objects on the floor or out the window of the bus. Do not eat on the bus. Keep the aisle of the bus clear from books, lunches, coats, etc. A student's feet should be under the seat in front of them not in the aisle.
12. Do not ask the driver to let you off the bus anywhere other than your regular bus stop.
13. If a student must cross the road or highway to enter the bus, they should always be waiting for the bus on the right side of the road. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver directs you to cross the road.
14. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road at least ten feet in front of the bus. The driver will give a signal when it is safe for the student to cross the road. Students should always be aware of both the bus and any traffic when crossing the road.
15. This is not intended to cover all of the rules, but is a specific guide. The driver may find it necessary to interpret these policies in view of his/her own bus needs.

## BUS RIDER DISCIPLINE POLICY

The provision of school bus transportation is not a right of students but is a privilege extended by the Board of Education. The student behavior code approved by the Transportation Director is as follows:

- **1<sup>st</sup> Bus Incident Report** -5 day suspension of bus riding privileges. A copy of the report and a copy of the bus rider policy will be sent to the parent.
- **2<sup>nd</sup> Bus Incident Report** - 10 day suspension of bus riding privileges.
- **3<sup>rd</sup> Bus Incident Report** -Suspension of bus riding privilege for the semester.

**Reports are continuous August through May.**

A required conference with a parent within the suspension time will be necessary before the student may resume the bus riding privilege. Any further incident reports will result in loss of bus privileges for the remainder of the year.

Bus incident violations will be imposed in addition to consequences stated in the regular school discipline policy.

Any of the following will result in **automatic loss** of bus riding privileges for the semester or the entire year, at the discretion of the transportation director:

- Bringing weapons of any kind on the bus
- Bringing drugs of any kind on the bus
- Fighting on the bus
- Verbal or physical abuse of the bus driver

**Riding a school bus is a privilege—please treat it that way. If you have any questions, please feel free to contact the transportation director at 580-286-7248.**

### **PARKING GUIDELINES**

Any student who wishes to operate a motorized vehicle on campus must be willing to abide by the rules established by the high school administration for operation of such vehicles. The following rules and regulations will be in effect and will be strictly enforced. Violators will be subject to loss of the privilege to operate a vehicle on campus and will be subject to disciplinary action.

1. The student parking permit form must be completed with parent and student signature, and valid driver's license and insurance in hand. In addition, all license plate numbers are required to obtain a parking permit. The fee for a student parking permit is \$5.00
2. All students who park a motor vehicle on the school campus must display the current hanging-tag permit. The tag must be hung from the inside rear view mirror, facing the front of the vehicle. Students who fail to display the tag will receive a referral (Written Warning). After the second warning, parking on school campus will be revoked for 2 weeks.
3. Lost parking tags will be replaced for a \$5.00 fee. Report losses to the high school office.
4. The safe operation of vehicles is required. Vehicles must not travel in excess of 10 miles per hour. Seat belts are required for driver and all passengers.
5. Supervision is provided for parking lots; however, the school system is not responsible for damages to or theft from vehicles. Students are cautioned to not leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
6. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband is present in the vehicle.
7. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
8. Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered vehicle to another, but may NOT be sold or loaned to another student for his or her use. The penalty for so doing is revocation of parking privileges.
9. Inform the high school office immediately of any changes in vehicle or license plate.
10. Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students need written permission from an administrator to be in the student parking lot during school hours.
11. Handicapped parking for students is available.
12. Students will not be issued a parking permit if they have unmet obligations.
13. Student parking is limited to the student parking lot.
14. Students are expected to park their cars according to the regulations outlined and in their assigned space. State and City citations take precedence over IHS consequences. Examples of IHS consequences may include:
  - revocation of parking permit
  - Towing at owner's expense if an unauthorized car is in a prohibited parking area
  - Towing at owner's expense if the parked vehicle obstructs traffic or endangers property

- Use of stolen, forged, or altered parking passes will result in disciplinary action.
15. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and contact the school if you have further questions.
16. Reckless driving consequences are:
- 1<sup>st</sup> offense – Revocation of current parking pass and \$5.00 must be paid to obtain a new pass
  - 2<sup>nd</sup> offense – Revocation of current parking pass and \$10.00 must be paid in order to obtain a new pass.
  - 3<sup>rd</sup> offense – Revocation of current parking pass and \$15.00 must be paid in order to obtain a new pass.
  - 4<sup>th</sup> offense – Revocation of current parking pass and \$20.00 must be paid in order to obtain a new pass.
  - 5<sup>th</sup> offense – Revocation of current parking pass and \$25.00 must be paid in order to obtain a new pass.
  - 6<sup>th</sup> offense will result in a complete revocation of driving privileges for the remainder of the year.

# FOOD SERVICE

## CAFETERIA

The cafeteria serves well-balanced meals each day, prepared and served under highly sanitary conditions. There will be no charge for students who eat breakfast or lunch at school for the 2020-2021 school year.

Students who bring lunches from home may eat in the cafeteria or courtyard. However, students who eat in the courtyard area are reminded to place **all** trash in proper containers. Failure to do so may result in all students who bring lunches being required to eat in the cafeteria.

All students are expected to conduct themselves properly in the cafeteria. Below are some guidelines for cafeteria behavior.

1. There will be no running in the cafeteria or breaking in line once a student reaches the cafeteria.
2. Students will clean up the area where they eat. Place trays, utensils, and trash in designated areas.
3. Unaccepted behavior in the cafeteria will not be tolerated. Disciplinary action will be taken for such behavior.
4. It is not permitted for students to share their food trays. Every student eating is required to have his/her own food tray.

# STUDENT CONDUCT

## BEHAVIOR POLICY

### Student Behavior Code

All students are expected to conduct themselves, at all times, in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action including, but not limited to, In School Detention, Intensive Learning Center (ILC), corporal punishment, before school/after school detention, or suspension from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or enroute to and from school.

Suspended students or students assigned to ILC are not allowed on school property or allowed to attend any school sponsored activity during the duration of the suspension or assignment to ILC. Also, absences due to suspension are treated as an absence and they are counted against the student's attendance.

When a student is suspended from school for five (5) or more days, a parent (or parent's designee) may pick up the student's assignments the following day by 3:00 pm. The suspended student will not be allowed to come on campus and pick up work or turn in work during the suspension.

#### **Rule 1: Disruption and interference with school. No pupil shall:**

- A. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- B. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- D. Prevent students from attending classes or school activities.
- E. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
- A. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct the class or any other school activity.
- B. Annoy, aggravate, intimidate or act in any manner either physical or verbal toward a fellow student that would disrupt his/her normal school day.
- C. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school.

#### **Rule 2: Damage or destruction of school property:**

A student shall not cause, or attempt to cause, damage to school property or steal, or attempt to steal, school property. The school district will attempt to recover damages from the student for destroying school property. Parents of any minor under the age of 18 living with the parents may be liable for damages caused by said minor.

#### **Rule 3: Damage or destruction of private or public property:**

A student shall not cause, or attempt to cause, damage or steal, or attempt to steal, private or public property.

#### **Rule 4: Physical abuse or assault by a student on a school employee or a person not employed by the school:**

A student shall not cause, or attempt to cause, physical injury or behave in such a way as could reasonably cause physical injury to a school employee, fellow student, or any other individual.

**Rule 5: Disregard of directions or instructions:**

A student shall not fail to comply with reasonable directions or instructions of teacher, student teachers, substitute teachers, teachers' aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized school personnel. Also, students who do not make an effort to complete classroom assignments or bring needed materials (pen, pencil, paper, book, etc.) to class will be subject to dismissal from school.

**Rule 6: Extortion:**

Any student obtaining money or property by violence, or threat of violence, or forcing someone to do something against his/her will, shall be suspended for the remainder of the semester.

**Rule 7: Fireworks:**

Fireworks are not to be brought to school or school functions.

**Rule 8: Weapons, dangerous instruments and contraband:**

A student shall not possess, handle, or transmit a razor, ice pick, explosive, pistol, rifle, pellet gun, or any other object that reasonably can be considered a weapon, or any contraband materials.

**Rule 9: Narcotics, alcoholic beverages, and stimulant drugs**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance/prescription drugs or beverage containing alcohol or intoxicant of any kind.

**Possession of Dangerous Weapons or Controlled Dangerous Substances:**

The Idabel Board of Education has adopted the policy which states the following:

Any pupil found to be in possession of dangerous weapons or controlled dangerous substance **WILL** be suspended by the Principal for a period not to exceed the current school semester (and the succeeding semester). Any such suspension may be appealed to the Board of Education of the school district by a pupil suspended under this section. If the School Board finds this suspension to be in correct order, it may consider the pupil being allowed to continue his/her education on a state approved home-based program. The student on the home-based program will be on school probation during this time with school activity restrictions placed upon him/her.

**BULLYING POLICY**

Idabel High School prohibits acts of harassment or bullying and believes a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment" or "bullying" is any gesture or any act (written, verbal, graphic, or physical) (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Idabel High School has a zero tolerance for bullying; this includes all cyber and virtual bullying. All complaints of bullying will be turned over to the District Attorney’s office.

### **GANG BEHAVIOR POLICY**

It is the policy of this school district that membership in secret fraternities, sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden.

Incidents involving initiation, hazing, intimidation, and/or related activities which may cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

### **DRESS CODE POLICY**

All students are expected to dress and groom themselves neatly in clothing and personal appearance that is proper for school. Any manner of dress or grooming which is offensive or disrupts the educational setting will be corrected.

**Appearance and clothing not approved at Idabel High School during school hours and while representing the school at a school sponsored activity are listed below:**

#### **A. Shirts/tops**

1. No low cut tops
2. No see through tops
3. No muscle tops
4. No tank tops
5. No halter tops
6. No bare midriffs
7. No tops with less than 3” of material from neck to shoulder
8. Tops must cover the top of the pants, shorts or skirt by at least 2 inches

9. T-shirt must be worn under tank tops, athletics jerseys or other tops of similar make
10. No tops in which undergarments are visible
11. It is suggested to tuck in shirts

**B. Shorts/pants, skirts, dresses**

1. Tights, leotards, or leggings cannot be worn as pants. They must be worn under shorts, pants, skirts or dresses.
2. Must be modest in appearance, style, and fit.
3. No shorter than the fingertip even if wearing with tights, leotard or leggings.
4. No pajama pants.
5. No sagging pants/shorts. If undergarment(s) show, back belt loops will be tied.
6. No bare skin above fingertips.

**C. Headgear**

1. Bandanas are not to be worn unless it's for personal protection
2. No sunglasses in the building unless they are prescription

**D. Shoes**

1. Must be worn at all times
2. Shoes which are disruptive or attract undue attention are not allowed
3. No house shoes

**E. Insignias, Monograms, Patches, Pictures**

Any clothing that is disruptive to the educational process and has any connotation of immorality including clothing advertising or displaying alcohol, tobacco, drugs, vulgar or inappropriate language, obscene pictures, nudity or gang activity is not allowed.

**F. Tattoos and Piercings**

1. No facial piercings permitted with the exception of one stud that can be no larger than 1.5-2.0 mm. No hoops, or any other type of piercing in the nose is allowed.
2. All other piercings are limited to the ear.
3. No other visible piercing, including the tongue is allowed.

**G. Miscellaneous and Accessories**

1. No unbuckled belts
2. No clothing, jewelry or shoes that are disruptive to the educational process
3. No bandanas
4. No pacifiers
5. Suggestive language, obscene pictures or any disruptive qualities are not allowed (see insignias, monograms, patches and pictures)

**H. COVID Violation**

Failure to wear PPE in the appropriate areas of campus.

**Students who violate the above dress code will be subject to disciplinary action.**

**1<sup>st</sup> offense ..... correct and warning**

**2<sup>nd</sup> offense .....Parent contacted to bring clothing to correct violation.  
Student placed in ILC until the dress code violation is corrected or for the remainder of the day.**

**3<sup>rd</sup> offense ..... 3 days ILC**

**4<sup>th</sup> offense ..... 5 days ILC**

**Any subsequent offense: Principal's discretion**

## **HALL PASS POLICY**

Students are not permitted in the halls during any class period without a hall pass from an authorized staff member unless they are accompanied by a teacher.

## **PROPERTY MAINTENANCE POLICY**

State law mandates that any school property which is injured or destroyed must be paid for by the person committing the injury or destruction. Please report anything of this nature to the Principal's office as soon as it has been observed.

## **SEARCH AND SEIZURE POLICY**

The Superintendent, Principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, for intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school activities.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers for contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School 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 search.

Metal detectors will be used to make random searches of students during the school year.

## **TARDY POLICY**

Students are expected to be on time to all classes. **Students who are not in the classroom before the tardy bell rings will be considered tardy and should be reported to the office.** When a student enters class late it causes disruption of the class, both for the teacher and the students, and interferes with the on-going educational process.

Students who are tardy **15 minutes** or more for any one period will be considered absent the entire period.

Students who check out of school **15 minutes** or more before any one period ends will be considered absent the entire period.

If a student arrives on campus after 8:00 a.m., he/she must report to the front office.

**Tardy occurrences are cumulative in each class in which a student is enrolled with each office referral counting as an offense.**

**Tardy occurrences will be categorized according to the following classifications.**

1<sup>st</sup> offense of semester—no disciplinary action (teacher responsibility)

2<sup>nd</sup> offense of semester—no disciplinary action (teacher responsibility)

**Disciplinary referral to Principal's office after 2<sup>nd</sup> Offense**

3<sup>rd</sup> offense of semester—3 days detention

4<sup>th</sup> offense of semester—5 days detention

5<sup>th</sup> offense of semester—10 days detention

6<sup>th</sup> offense of semester – 20 days detention

### **TOBACCO AND E-CIGARETTE POLICY**

The Board of Education understands the concern expressed by parents, educators, students and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma Law, House Bill No. 1103, which prohibits the possession of tobacco by minors. Also, it prohibits the furnishing of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco products to a minor by any means. Therefore, the Idabel Board of Education has adopted the following policy:

**A student shall not possess, use, sell, or transmit tobacco or tobacco products of any form while on the Idabel High School campus. This also applies to students representing the high school in any school-sponsored activity.**

Furthermore, use or possession of e-cigarettes by any student on any school campus or property or at any school sponsored event is prohibited.

Violation of the stated policy will subject the pupil to disciplinary action under Level 3 offenses of the Disciplinary Actions or Consequences.

### **CORPORAL PUNISHMENT POLICY**

The Idabel School Board recognizes the need for firmness in disciplinary action to deal with problems which occur at school and during school activities whether on or off the school premises. Accordingly, the Board authorizes the use of corporal punishment on a moderate and limited basis as an alternative disciplinary tool. Corporal punishment may be administered by an administrator, or his or her designee, to any student, male or female.

### **INTENSIVE LEARNING CENTER POLICY**

Students “pulled out” of the regular high school setting as discipline problems are the targeted students for the setting of the Intensive Learning Center (ILC). Students in grades 9 through 12 who are repeated discipline offenders and who may be one step away from out-of-school suspension are the students targeted for assistance at the Intensive Learning Center (ILC).

Students are referred to the Intensive Learning Center through a “discipline process”. They will be required to be on time, show respect for their fellow students and the teacher, and exhibit proper behavior.

Students assigned to the Intensive Learning Center (ILC) will provide their own transportation to and from the school or ride the designated ILC shuttle bus. Students will not walk off campus after ILC each day. They must arrange for a ride and if no ride is available, the student will ride the shuttle bus to the drop off point and walk home from there.

Students who are suspended from school or ILC when testing is being administered, whether it is EOI, quarter, or semester tests, should report to ILC to take the tests. After the testing is completed the students must arrange for a ride to pick them up at the east end of the school; not at the office.

The students in the Intensive Learning Center (ILC) will receive class work that is on their appropriate level or a modified assignment. Students will receive assistance and possible peer tutoring while at the Intensive Learning Center (ILC).

This is a “rehabilitative” process that will satisfy the following.

- Give the students a last opportunity to remain in school before being suspended.
- Allow for a safer and more orderly high school setting for those students who want to learn and abide by the rules and regulations established by the district.
- Provide a rehabilitative process instead of just a punishment process.

Meals will be supplied at the Intensive Learning Center (ILC).  
ILC students will be ineligible for activities.

### **SUSPENSION FROM SCHOOL POLICY**

Each principal is authorized to suspend students from school for disciplinary reasons. **Unless the official imposing the suspension has personally witnessed the infraction, he will conduct such investigation into the matter as he deems necessary, including an interview with the subject student, before imposing a suspension.** The custodial parent or guardian will be given written notice of each suspension, its duration, and the manner in which the student may be readmitted to school, and if review is provided, the manner in which the suspension can be reviewed. Such notice will be mailed to the parent or guardian at the address reflected on the records of the school district on the day the suspension is imposed.

#### **Suspension due process**

At the request of the parent, all suspensions will be reviewed by the Principal. At such review the student may make a statement in his own behalf and present any other available evidence in support of his position. The reviewing officer shall have authority to revoke, terminate, or otherwise modify the suspension and will notify the parents of his action in this regard on the day the review is completed.

A student may challenge any part of his disciplinary record maintained by the school district on grounds that it is an inaccurate record or that his conduct did not warrant the discipline assessed. The Principal will review any evidence rendered on behalf of the student on the issue and will make such other investigation as he deems necessary.

If the record is found to be inaccurate it will be corrected. If it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding. Disciplinary records shall be treated confidentially and disclosed only to public authorities requesting information in the course and scope of their legal duties.

The pupil suspended shall have the right to appeal the decision of such principal/teacher to the Board of Education of the district through the Superintendent which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil. The Board's decision shall be final. All students returning to school after expiration of a suspension must be accompanied by a parent or guardian.

The administrative staff is instructed to take immediate steps to prevent any person from coming on the campus of any school in the Idabel School District in possession of, or under the influence of, alcohol, marijuana, hallucinogenic drugs, or narcotics of any kind, or attempting to deliver or use said drugs of any kind on the campus of any school in the Idabel School District.

A faculty member observing a student displaying unusual behavior and possibly under the influence of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance shall take the student to the Principal's office. After observing and talking with the student, should the Principal or his designee suspects drug abuse, the Superintendent and parent/guardian shall be notified. \*

**\*House Bill 1283** - Non-intoxicating beverages means and includes beverages containing more than one-half of one percent (1/2 of 1%) alcohol by volume and not more than three and two-tenths percent (3.2%) alcohol by weight.

If the school is unable to reach the parent/guardian and the situation warrants, law enforcement or medical authorities may be notified. Disciplinary action may be taken following a complete investigation, if warranted.

If a faculty member sees what appears to be, or suspects that, drugs are being transferred from one student to another, the student shall be taken immediately to the Principal's office. \*\*

**\*\*House Bill 1284** provides immunity from civil liability for any teacher, counselor, or administrator who reports to the appropriate school official in accordance with the school's policy, a student who is under the influence of non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance, or a student who has such items in his or her possession.

The Principal, or his designee, shall secure the contraband from the student known, or suspected, to possess contraband while in the presence of the faculty member. The use of force in searching a student shall be used only in extreme circumstances. Evidence obtained shall be placed in an envelope, sealed, and initialed by both staff members.

The Principal, or his designee, shall call the Superintendent and parent/guardian if suspected illegal drugs are confiscated. Law enforcement officials will be called if deemed necessary.

### **Suspension assessment**

A student suspended for the remainder of a semester from an Idabel School will require, prior to re-enrollment, a problem assessment by an appropriate specialist (i.e. doctor, guidance counselor, mental health or chemical abuse counselor). Verification of problem assessment and/or appropriate program completion will be reviewed by the respective school administration.

### **DISCIPLINARY ACTIONS (CONSEQUENCES)**

#### **Level 1 offenses: general misbehavior in classroom or campus**

- A. Public display of affection
- B. Running/Horseplay in courtyard or hallway
- C. Classroom disruption
- D. Sleeping in class
- E. Writing inappropriate notes during class
- F. Invalid/No Hall pass
- G. Loud or boisterous conduct in hallway
- H. Annoy/Aggravate/Intimidate another student
- I. Profanity
- J. Excessive talking/not paying attention in class
- K. Littering campus

#### **Level 1 disciplinary action**

First Offense →	Conference/Corporal Punishment or two (2) days detention
Second Offense →	Parental Contact/Corporal Punishment or three (3) days detention
Third Offense →	Parental Contact/Corporal Punishment or five (5) days detention
Forth Offense →	Parental Contact/Corporal Punishment or ten (10) days detention
Fifth Offense →	Send home until parent returns with student and five (5) days minimum assignment to Intensive Learning Center (ILC)
Sixth Offense →	Sent home until parent returns with student and ten (10) days minimum assignment to Intensive Learning Center (ILC)

**Level 2 offenses**

- A. Rude, discourteous, disrespectful to teacher/substitute
- B. Inappropriate behavior during school sponsored activities
- C. Forgery
- D. Lying /intentionally giving information to misinform or mislead
- E. Excessive Profanity/Vulgarity
- F. Gang behavior
- G. Behavior that could result in a fight or bullying
- H. Failure to comply with a reasonable request from teacher/substitute
- I. Gambling
- J. Unauthorized use of computer/Internet/Electronic Devices/Cellphones
- K. Unauthorized roaming of halls/campus
- M. Not reporting to assigned class/Skipping School ON campus

**Level 2 disciplinary action**

First Offense →	Conference/Corporal Punishment or three (3) days detention
Second Offense →	Parent contact – 5 days detention.
Third Offense →	Parent conference –assigned to Intensive Learning Center (ILC) five (5) days minimum
Forth Offense →	Parent conference –assigned to Intensive Learning Center (ILC) ten (10) days minimum
Fifth Offense →	Send home until parent returns with student and five (5) weeks minimum assignment to Intensive Learning Center (ILC)
Sixth Offense →	Sent home until parent returns with student and indefinite assignment to Intensive Learning Center (ILC) not to exceed the current and succeeding semester. Student will be evaluated on a regular basis

**Level 3 offenses**

- A. Profanity directed toward a staff member.
- B. Refusing to follow the directive of an administrator/teacher
- C. Possession of Tobacco
- D. Use of Tobacco
- E. Sexual harassment/moral turpitude (See Note)
- F. Fireworks and contraband
- G. Theft/possession of stolen property
- H. Destruction of school property
- I. Threats or extortion
- J. Drug paraphernalia
- K. Throwing food for the purpose of engaging in a food fight
- L. Skipping school – OFF Campus
- M. Electronic Cigarettes (ecigs, vapes, juuls)

**Level 3 disciplinary action**

First Offense →	Parent conference and assigned to Intensive Learning Center (ILC) ten (10) days minimum
Second Offense →	Sent home until parent returns with student and assignment to Intensive Learning Center (ILC) five (5) weeks minimum
Third Offense →	Sent home until parent returns with student and indefinite assignment to Intensive Learning Center (ILC) not to exceed the current and succeeding semester. Student progress will be evaluated on a regular basis

**NOTE:** Any acts of sexual harassment or moral turpitude should be reported to the administration and/or counselor immediately. A written report will be made and kept on file.

**Level 4 offenses**

- A. Possession/sale of drugs/alcohol or any other controlled substance/prescription drug
- B. Use of drugs/alcohol or any other controlled substance/prescription drug
- C. Possession of dangerous weapons
- D. Indecent exposure or unacceptable sexual behavior
- E. Terroristic threats
- F. Under the influence of alcohol/drugs
- G. Verbal, written, or electronic threats to student, school employees, or school facilities

**Level 4 disciplinary action**

First Offense →	Parent contact and suspension from school for a minimum of 90 school days and assigned to the Intensive Learning Center (ILC) for the remainder of the succeeding semester. Level 4 violation will be reported to law enforcement.
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**Level 5 offenses**

- A. Possession of firearms
- B. Assault on a school employee or student
- C. Possession of terrorist paraphernalia/explosive items

**Level 5 disciplinary action**

First Offense →	Parent contact and suspension from school for a minimum of 180 school days. Depending on the severity and circumstances of an assault/suspension, a student may be assigned to the Intensive Learning Center (ILC) for the second 90 days of the suspension. The police will be called to arrest the student who commits a Level 5 violation. Charges will be filed and an attempt will be made to prosecute.
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**Fighting or physical abuse to another student**

First Offense →	Parent conference and five (5) day minimum suspension
Second Offense →	Parent conference and ten (10) day minimum suspension
Third Offense →	Parent contact and suspension from school for the remainder of the year

Note:

- Any student willfully assaulting another student engaged in a fight will receive double first offense consequences.
- Law enforcement WILL be called for students involved in a fight. Students will be processed through the legal system and parents will have to pick up the student from the police department. Processing through the legal system does not replace school disciplinary action. The student and parent will be required to have a meeting with the principal before returning to school.
- Any student involved in any fight or bullying offense will be required to participate in conflict resolution counseling with a school counselor.

### **Cell Phone/Electronic Devices**

Unauthorized use disciplinary action.

- **FIRST OFFENSE:** The cell phone or electronic device will be confiscated and returned to the student at the end of the school day.
- **SECOND AND SUBSEQUENT OFFENSES:** The cell phone or electronic device will be confiscated and returned to a parent or guardian at the end of the school day. Level II violation.

Using a cell phone to record or video tape is prohibited. Any recording of negative comments, pictures, or video regarding students or staff during school hours or activities which is posted to any social media site will result in the following disciplinary action.

- **FIRST OFFENSE:** 10 days ILC.
- **SECOND OFFENSE:** 25 days ILC.
- **THIRD AND SUBSEQUENT OFFENSES:** Student is sent home until returns with parent. Assignment to ILC the remainder of the semester.

Any recording or posting of fights which occur during the school day or at school events will result in the following disciplinary action.

- **FIRST OFFENSE:** 5 days suspension. 10 days of ILC upon return to school.
- **SECOND AND SUBSEQUENT OFFENSES:** 10 days suspension. 10 days of ILC upon return to school.

Failure to comply with staff directive to surrender a cell phone or electronic device will be considered defiance of authority and will be subject the student to other disciplinary action according to the student handbook.

**Note:** Cell phones will be allowed for after school activities to reach parents/guardians for pick-up times after practices or trips, and can be used before school, after school, and at lunch while in the courtyard or cafeteria only.  
Cell phones and other electronic devices should be turned off and kept out of site during all class time unless directed otherwise by the teacher.  
(See cell phone electronic device policy)

### **Tardy Violation**

1<sup>st</sup> offense of semester → No disciplinary action (teacher responsibility)

2<sup>nd</sup> offense of semester → No disciplinary action (teacher responsibility)

### **Disciplinary referral to Principal's office after 2<sup>nd</sup> Offense**

3<sup>rd</sup> offense of semester—3 days detention

4<sup>th</sup> offense of semester—5 days detention

5<sup>th</sup> offense of semester—10 days detention

6<sup>th</sup> offense of semester – 20 days detention

Note:

- Tardy occurrences are cumulative in each in which a student is enrolled with each office referral counting as an offense.

### **Bus rider violation**

1<sup>st</sup> Bus Incident Report → 5 day suspension of bus riding privileges. A copy of the report and a copy of the bus rider policy will be sent to the parent.

2<sup>nd</sup> Bus Incident Report → 10 day suspension of bus riding privileges.

3<sup>rd</sup> Bus Incident Report → Suspension of bus riding privilege for the semester.

- Reports are continuous August through May.
- A required conference with a parent within the suspension time will be necessary before the student may resume the bus riding privilege. Any further incident reports will result in loss of bus privileges for the remainder of the year.
- Bus incident violations will be imposed in addition to consequences stated in the regular school discipline policy.
- Any of the following will result in **automatic loss** of bus riding privileges for the semester or the entire year, at the discretion of the transportation director:
  - Bringing weapons of any kind on the bus
  - Bringing drugs of any kind on the bus
  - Fighting on the bus
  - Verbal or physical abuse of the bus driver

### **Dress Code Violation**

1<sup>st</sup> offense → correct and warning

2<sup>nd</sup> offense → Parent contacted to bring clothing to correct violation. Student placed in ILC until the dress code violation is corrected or for the remainder of the day.

3<sup>rd</sup> offense → 5 days ILC

4<sup>th</sup> offense → 10 days ILC

Any subsequent offense → Principal's discretion

If a student commits several lesser offenses (i.e. Level 1-2) and then commits an offense at a higher level (i.e. Level 3), the disciplinary action cannot be less than previously administered.

If a student commits an offense at a higher level (i.e. Level 3) and then commits an offense at a lower level (i.e. Level 1-2), the disciplinary action may be less than previously administered.

**IF A STUDENT DOES NOT REPORT FOR BEFORE OR AFTER SCHOOL DETENTION, HE/SHE WILL AUTOMATICALLY BE SENT TO THE INTENSIVE LEARNING CENTER (ILC).**

# **MISCELLANEOUS INFORMATION**

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to ensure his locker is kept locked and in order at all times. The school and staff will accept no responsibility for any items stolen or lost from lockers. The best way to assure that your property is safe is to make certain that you do not give others the combination to your locker.

Idabel Public Schools will provide locks for students to rent. The cost for the lock is \$1.00. If the lock is lost the student must pay the replacement cost of the lock. Only school locks will be permitted. **No personal locks are allowed.**

The assignment of lockers to students in no way implies privacy. Lockers remain school property and are subject to periodic inspection and monitoring without notice or consent of the student. Students will not have weapons, clubs, explosives, firecrackers, alcoholic beverages, non-prescription drugs, or drug paraphernalia in their lockers. The same policies that apply to student lockers also apply to student desks.

## **LOST AND FOUND**

Many items are brought into the office during the school term or left in lockers at the end of the school term. If a student has lost an item, he/she should check to see if it has been turned into the office. All items found on school property should be turned into the office. Items left in Lost and Found after the end of the school term will be donated or trashed as applicable.

## **SCHOOL TELEPHONES**

Telephones are for IHS staff only. An exception is made for valid emergency messages. Students may use the office phone to make extreme emergency calls with the approval of the office personnel.

## **OFF-CAMPUS POLICIES**

Idabel High School is a closed campus. Any request for a student to leave campus during school hours requires administrative authorization. Parents may request for their child(ren) to leave campus during the instructional day with the understanding that an absence will be recorded for each class missed.

## **Supervised Trips**

Trips and excursions enhance the instructional program by utilizing those educational resources of the community and the area which cannot be brought into the classroom. Students may have opportunities to travel from the school under the supervision of school employees at various times throughout the school year.

## **Off Campus Lunches**

Juniors and seniors have the opportunity to participate in an incentive program allowing them to travel off campus for lunches. They must meet certain criteria as determined by the administration before they receive an off campus lunch pass. The administration determines the times and dates for participation in the program.

## **VISITORS**

All visitors to a public school building must present themselves at an administrative office to gain permission to remain in the building, to conduct school business, or to visit with staff or students. Persons loitering in a building or on school grounds will be prosecuted as provided by law. Visitors are any persons other than registered students; officials of the school, professional staff, or other persons gainfully employed in the school. Any person or persons, other than students, who interfere with the normal functioning of school, or who engage in any unauthorized activity

on school property, shall be asked to leave and, if they refuse, the school administrators or employee in charge must contact the central office.

**Students' friends or relatives are not permitted to attend classes with Idabel high school students.**

All persons must, upon request, identify themselves to proper authorities in the school building, on school grounds, or at school-sponsored events.

An appointment should be made through the office if you need to speak with any one.

**WITHDRAWAL FROM SCHOOL**

If a student must withdraw from school, he/she must see the Counselor. The student will be given a withdrawal form which must be signed by all teachers, the librarian, the cafeteria staff, and guidance counselors. The teachers will record checkout grades and certify that books are returned and that the student's record is clear.

**NOTICE OF NON-DISCRIMINATION**

The Idabel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of non-discrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the board does business.

The following person has been designated to handle general inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

Doug Brown  
Superintendent of Schools  
200 Northeast Avenue C  
Idabel, OK 74745  
580.286.7639

The following person has been designated to handle specific inquiries regarding the District's Title IX non-discrimination policies and procedures and compliance therewith:

Alan Bryant  
Assistant Superintendent  
580.286.7639

The following person has been designated to handle specific inquiries regarding the District's disability non-discrimination policies and procedures and compliance therewith:

Alan Bryant  
Assistant Superintendent  
580.286.7639

## **SEXUAL HARASSMENT**

This school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of or by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject of the control of school personnel. For purposes of this policy, sexual harassment includes, but is not limited to:

- i. Unwanted verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented “kidding,” “teasing,” double meanings, and jokes.
- ii. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately.
- iii. The making of graffiti which names a student or otherwise identifies a student is potentially slanderous. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

Specific Prohibitions for Administrators, Supervisors, and Other Employees:

- i. It is sexual harassment for an administrator, supervisor, support personnel, or teacher to use his/her authority to solicit sexual favors or attention from students.
- ii. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- iii. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), occurring during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

Grievance Procedure – Report, Investigation, and Sanctions

- i. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. The grievance procedure found at Policy Number 100.3 in the Board Policy Manual provides guidelines and additional information for making such claims.
- ii. With respect to sexual harassment grievances:
  - Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Principal has the responsibility of investigating and resolving complaints of sexual harassment involving students.
  - Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
  - Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

## Idabel Public Schools Student Device Policy/Handbook

Effective with the 2018-2019 school year, access to technology is critical for the instruction and learning of our students, therefore, it is not possible to opt out of the technology policies. This policy describes the rules and regulations regarding using a school-provided device and bringing your own device. Except where specifically stated, personally-owned devices (PODs) are subject to the same rules and policies as school-owned devices.

### Receiving Your Device

School-owned devices will be distributed each fall during Device Orientation. (School issued devices must be used during the school day by all students.) Both parents and students must attend this annual orientation. Before receiving a device, students and parents must complete and return the following:

- Usage Agreement Form
- Student Pledge for Device Use
- Acceptable Use Policy
- Pay annual usage fee

### Terms of PODs

- Idabel Schools will not be held liable for any damage that may occur as a result of connecting the POD to our Wireless Network or any electrical power source.
- Idabel Schools will not be held responsible for any physical damage, loss or theft of the POD.
- The Idabel Schools network will provide filtered Internet access and related web-based services only.
- Idabel Schools reserves the right to inspect, at any time, any POD while connected to the Idabel Schools Wireless Network. Any other inspection of any POD is subject to the requirements set forth in the Student Code of Conduct.
- Idabel Schools will not be obligated to supply electrical power access where such access does not already exist.

***Student use of PODs in the classroom setting will be at the discretion of the instructor. (IMS Students are not allowed to use POD's)***

- Persons connecting computer to the Idabel Schools Wireless Network agree to maintain current anti-virus software enabled on their computers.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal activities are strictly prohibited as set forth in District policies . (please refer to student handbook for more information on district policies).

- Parents or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Idabel Schools for any damage that their student may cause arising out of and relating to the use of the Wireless Network with his or her POD.
- Students using PODs must agree to allow required school-related software to be downloaded on their PODs.

## **Terms of the Device Loan (does not apply to PODs)**

### **Terms**

Your device is the property of Idabel Public School District, also known as Idabel Schools, and although you may put or contain personal information on the device, it is the sole property of the District. You will comply at all times with the Idabel School’s Student/Parent Device Handbook and Acceptable Use Policy for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the district may repossess the property. Idabel Schools does not assume any responsibility or liability for any information that you put on your device.

### **Title**

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this agreement and the Student/Parent Device Handbook.

### **Loss or Damage**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the high school library for an evaluation of the equipment.

If the property is damaged, lost, or stolen, YOU are responsible for the reasonable cost of repair or its fair market replacement cost on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. (Idabel Public School will file a Police Report)

Carrying School Devices Care must be taken when using and carrying the Device to avoid placing pressure and weight on the Device screen. A few cases will be available for checkout by a student. Even if you use a case, the same rules apply to proper carrying and storing of the device.

Screen Care The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Device when it is open or closed.
- Do not place anything near the Device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the Device against lockers, walls, floors, etc., as it will eventually break the screen.

### **Storing Your Device**

When students are not using their Devices, it should be kept with the student. Nothing should be placed on top of the Device when stored.

***Do NOT leave your Device in a locker, or place that is experiencing extreme hot or cold conditions. Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

### **Devices Left in Unsecured Areas**

Under no circumstances should Devices be left unsecured. Any Device left unsecured is in danger of being stolen or damaged. If a Device is found in an unsecured area, it will be taken to the library. Violations may result in loss of Device privileges and/or other privileges. If PODs are found left in

unsecured areas, they are to be returned to the Library. The District assumes no responsibility for lost, damaged or stolen PODs.

**Repossession**

If you do not timely and fully comply with all terms of this Agreement and the Student/Parent Device Handbook, including the timely return of the property at our request, the District shall be entitled to declare you in default and take possession of the property.

**Term of Agreement**

Your right to use and possess the property terminates not later than the announced retrieval day, unless earlier terminated by the District or upon withdrawal from the District.

**Use & Maintenance Fee (does not apply to PODs)**

All Students will pay a non-refundable, technology fee of \$40 per school year.

Repairs Students will be held responsible for ALL damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Under no circumstances is the student or student’s family to attempt to repair school-owned Devices on their own. All repairs will be handled by the District.

- Repair Costs to be paid by User: Repairs – actual cost of repair
- Lost or Stolen without negligence – user pays half the cost of the replacement device, 2nd incident replacement is full cost.
- Power adapter, cover and any other school-owned accessories - full replacement cost.

**Estimated Repair Pricing**

These are approximate values and these prices may differ due to changes in parts and labor costs.

Loss, Damage, or Neglect	Estimated Repair Cost
Broken Screen	\$70.00 + 1.5 hrs. Labor
Keyboard	\$50.00 +1.5 hrs. Labor
Power Adapter	\$60.00
Power Cable	\$10.00
Abandonment Fee (if Eventually Found)	\$10.00
Re-Image due to Violation of Acceptable Use	\$25.00

\*\*These prices are approximate and subject to change.

*The District will contact the designated vendor to send in devices that malfunction or receives damage.*

**Use of Computers and Devices on the Network**

Idabel Schools is committed to the importance of a student being able to continue with his/her work when the device is experiencing problems.

- Students are able to back-up their documents to Google School. This will only back up documents!

- Students are strongly encouraged to continually back up their information with USB devices, CDs or other storage devices.

## **General Device Rules**

### **Classroom guidelines:**

- Students' need to comply with each classroom teacher's rules.

### **Inappropriate Content and Graffiti:**

- Inappropriate content will not be allowed on devices. (No stickers, or stickies covering devices.)
- Presence of weapon images, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### **Sound:**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Deleting files:**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

### **Music, Games, or Programs:**

- Music and games may not be downloaded, or streamed over the Internet. This may be a violation of copyright laws.
- No software may be loaded.

### **Loaning or borrowing devices:**

- Do not loan devices to anyone.
- Do not borrow a device from another student.
- Do not share passwords or user names.
- Do not share or loan your power cord to others.

## **Using Your Device at School**

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars, and schedules may be accessed using the Device. Students are responsible for bringing their Device to all classes, unless specifically instructed not to do so by their teacher. The Device is the property of Idabel Schools. Therefore, school staff and administration have the right to check any material stored on a student's Device at any time.

### **Charging Your Device's Battery**

Devices must be in a fully charged condition each day.

Only charge your Device with the provided charger.

### **Student Guidelines for Acceptable Use**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

Expectations are as follows:

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the computer lab.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

**Unacceptable use includes, but is not limited to the following:**

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, i.e., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., online time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

**Acceptable use guidelines for the District's network computer online services are as follows:**

**General Guidelines:**

- Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.

- Students are responsible for their ethical and educational use of the computer online services in the District.
- Electronic mail, network usage, and all stored files will not be considered private and may be monitored at any time by designated District staff to ensure appropriate use.
- Access to the District's computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
- All policies and restrictions of the District's computer online services must be followed.
- When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District's Student Code of Conduct.
- Parents concerned with the District's computer online services at their child's school should refer to that school's administrative office.
- Any parent wishing to restrict their child's access to any District computer online services will provide this restriction request in writing to the administrator of that building. Parents will assume responsibility for imposing restrictions on their own child.

### **Network Etiquette:**

- Be polite.
- Use appropriate language.
- Do not reveal personal data (name, home address, your phone number, phone numbers of other people).

### **E-Mail**

- E-mail should be used for educational or administrative purposes only. Students should always use appropriate language in their email messages.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only school-related attachments may be sent on the school e-mail system. No mass emails are allowed.
- E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All Email and Email contents are property of the District.

### **Consequences are as follows:**

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

- Noncompliance with the guidelines published here, in the Student Handbook, and in Board policy may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the Student Code of Conduct. Violations of applicable state and federal law, as well as disciplinary actions by the District.
- Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of Email and network communications are governed by local, state, and federal law.

## **Daily Student Expectations with Devices**

### **General Policies**

- Students are expected to bring their device bag to each class and should keep their calculators, pens, pencils, notebooks, keys, etc. in their bags. Students will not bring other personal items with them to the classroom such as purses and other bags.
- Students should NOT store pens, charger, food, notebooks, etc. in the same pocket as their device.
- Devices will not be used in the locker rooms at any time.
- No devices will be allowed in the lunchroom during lunchtime.
- Students who have PODs will share their login id and password with the District (if necessary or requested). If at any time the District cannot access a student's POD, the student will not be allowed to use their POD on school property.

### **Saving Your Work**

Students may save work on the Device on a limited basis. It is recommended that students store documents in Google Drive. Storage space will be available on the Device – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. If the Device becomes full, the student will need to delete any personal items to make room for the required items.

### **Network Connectivity**

Idabel Schools makes no guarantee that the network will be up and running 100% of the time. In the unlikely case that the network is down, the District will not be responsible for lost or missing data.

## **Software on Devices**

### **Originally Installed Software**

The software/apps originally installed by Idabel Schools must remain on the Device in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. The licenses for this software require that the software be deleted from Devices at the completion of the course. Periodic checks of Devices will be made to ensure that students have not removed required apps.

### **Additional Software**

Students are not allowed to load apps on their Devices. Idabel Schools will synchronize the Devices so that they contain the necessary apps for schoolwork. Students will not synchronize Devices or add apps to

their assigned Device to include home syncing accounts. Students with PODs, must allow the District to examine the Devices at any time for inappropriate or unapproved software.

### **Inspection**

Students may be selected at random to provide their Device for inspection. These inspections may include an inspection of all materials saved on or accessed by the Device. Students using PODs agree to random inspections of their Devices.

### **Procedure for Re-loading Software**

If technical difficulties occur or inappropriate apps are discovered, the Device will be restored from backup to its original state. The school does not accept responsibility for the loss of any personal software or documents deleted due to a reformat and reimage. If a student has a POD and technical difficulties occur, the District will restore the Device to the original state as defined by the District.

### **Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their Devices for periodic updates and syncing. If a student provides a POD, that student is responsible to ensure the correct versions are updated and synced by coordinating with school staff.

- Students are allowed to update any of the Idabel Schools core apps.
- Students can and are expected to update the iOS software when updates are made available.

Everyone updating on the school network at the same time is not recommended.

### **Loaner Computers**

Loaner computers will be provided to students who have devices that are not functioning or need repairs. Students whose computers are found to have damage caused by spills, or abuse, will not be eligible to have loaners. There may be a delay in getting a device should the school not have enough to loan. Any student switching from a POD to a school-owned device, must meet all the rules for using school-owned devices.

### **Misbehaviors & Consequences**

(Refer to Student Handbook, Acceptable Use Policy, and School Board Policy)

### **Inappropriate Use**

Students are expected to follow all rules as defined in school policy. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal activity are strictly prohibited as set forth in Idabel School Board Policy, Acceptable Use Policy, and the Student Handbook.

### **Parent Computer Tips**

Computers are a resource or tool. Idabel Schools strives to prepare all students for a future in the global workplace. While it is great to have your children use and learn the latest technology, spending too much time with video games and surfing the Web can be unproductive. Idabel Schools is taking the initiative by filtering content while the students are on our networks. It is your responsibility as a parent to supervise, manage and monitor your child while they are not at school.

Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.

- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit.
- Limit the hours during the day that your child is on the computer.
- Physically monitor student activity on the computer.
- We encourage parents to have their child's login and password in order to monitor their child's computer profile, as well as their assignments. If a student refuses to share his/her password with the parent, it will be reset at a parent's request.

**Idabel Public Schools  
Student Device Usage  
Annual Agreement Form**

I,(Parent/Guardian) \_\_\_\_\_ , agree that my student and I have read and will comply with all procedures within the policies outlined in the handbook. **Individual school devices and accessories must be returned to Idabel Schools at the end of each school year. Students who withdraw, or terminate enrollment at Idabel Schools for any reason must return their individual school device on the date of termination.**

I understand that this policy covers :

\_\_\_\_\_ one (1) device that is the property of Idabel Schools for one student and any POD that is personally owned by the student. (IMS does not allow POD's)

Parent/Guardian (Please print first & last name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please print first & last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Official Use Only:

Use and Maintenance Fee	Paid \$ _____ (\$40.00 Per Student)	Date:
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**Idabel Public Schools**  
**Student Pledge for Device Use**

- I will use my device in ways that are appropriate, meet Idabel Schools expectations, and are educational.
- I will use appropriate language when using Emails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my device is subject to inspection at any time without notice.
- I understand that my device remains the property of Idabel Schools (if not providing POD).
- I will follow the policies outlined in the Student Device Policy/Handbook and the school's Acceptable Use Policy while at school, as well as outside the school day.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not use of the device camera to take and/or distribute inappropriate or unethical material.
- I will protect my device and case (if loaned) from damage at all times.
- I will not place decorations (such as stickers, markers, etc.) on my device or provided case (if loaned or on my POD).
- I will file a report in case of theft, vandalism, and other acts to the administration of Idabel Schools within one school day.
- I will take good care of my device.
- I will never leave my device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery daily and arrive at school with my device charged.
- I will not disassemble any part of my school-owned device or attempt any repairs.
- I will not deface any identifying markings on my device.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the school's device, case, and power cords in good working condition upon request of the district.

**I agree to the stipulations set forth in the above documents including the Student Device Policy/Handbook, and the Student Pledge for Device Use.**

Student Name (please print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print first and last name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## HANDBOOK RECEIPT

Dear Parent/Guardian:

This student handbook contains the guidelines for operations of Idabel High School. The topics include graduation requirements, safety standards, student conduct expectations, etc. All of these are necessary for providing a safe and positive learning climate. You are encouraged to review the student handbook, to become familiar with its content, and knowledgeable with what is expected of your child while at school and while attending school functions.

We request that both the student and parent sign the form below and return it within the first week of school. Please call if you have any questions.

Chad Austin  
Principal

I have received a copy of the 2020 - 2021 Idabel High School Student Handbook.

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**Student Signature** **Date**

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**Parent Signature** **Date**