

TABLE OF CONTENTS

FOREWORD \_\_\_\_\_ 4

AMERICA’S CREED \_\_\_\_\_ 5

THE PLEDGE OF ALLEGIANCE \_\_\_\_\_ 5

THE PLEDGE OF ALLEGIANCE TO THE OKLAHOMA FLAG \_\_\_\_\_ 5

OKLAHOMA \_\_\_\_\_ 5

ACADEMICS \_\_\_\_\_ 5

    REQUIREMENTS FOR GRADUATION \_\_\_\_\_ 5

    GRADING AND REPORT CARDS \_\_\_\_\_ 8

    PROMOTION/RETENTION \_\_\_\_\_ 8

    HONOR ROLL \_\_\_\_\_ 8

    GRADUATION CEREMONY \_\_\_\_\_ 9

    CONCURRENT ENROLLMENT \_\_\_\_\_ 9

    VALEDICTORIAN-SALUTATORIAN SELECTION \_\_\_\_\_ 9

    CHANGE OF CLASS SCHEDULE \_\_\_\_\_ 9

    ACADEMIC BANQUET \_\_\_\_\_ 9

    ACADEMIC LETTER AWARDS \_\_\_\_\_ 9

ACTIVITIES \_\_\_\_\_ 9

    SCHOLASTIC ELIGIBILITY FOR EXTRA CURRICULAR EVENTS \_\_\_\_\_ 9

    CLUBS AND ORGANIZATIONS \_\_\_\_\_ 9

    ATHLETICS \_\_\_\_\_ 11

    CHEERLEADERS \_\_\_\_\_ 12

    HOMECOMING \_\_\_\_\_ 12

ATTENDANCE \_\_\_\_\_ 12

    INOCULATIONS AND VACCINATIONS \_\_\_\_\_ 12

    DAILY ATTENDANCE \_\_\_\_\_ 13

    TARDIES \_\_\_\_\_ 13

    PLANNED PROLONGED ABSENCES \_\_\_\_\_ 14

    SEMESTER EXAM EXEMPTIONS \_\_\_\_\_ 14

    MAKE UP WORK \_\_\_\_\_ 14

    10 DAY RULE \_\_\_\_\_ 14

    TRUANCY \_\_\_\_\_ 15

    PERFECT ATTENDANCE \_\_\_\_\_ 15

    HEAD LICE \_\_\_\_\_ 15

SICKNESS	15
RECESS/PHYSICAL EDUCATION CLASSES	15
WITHDRAWAL FROM SCHOOL	16
BEHAVIOR	16
SOCIAL CONDUCT	16
DISPLAYS OF AFFECTION	16
DRESS CODE	16
CLASS BEHAVIOR	17
HALL PASSES	17
PORTABLE MUSIC DEVICES	17
CHEWING GUM	18
FOOD, BEVERAGES, AND CANDY	18
LOCKERS	18
PARKING	18
AUTOMOBILES AND CYCLES	19
BUSES	19
ASSEMBLIES	19
SNOWBALLS	20
WEIGHT ROOM	20
JUNIOR/SENIOR BANQUET/PROM	20
DISCIPLINE	20
CORPORAL PUNISHMENT	21
TOBACCO PRODUCTS	21
POSSESSION, USAGE, AND TRANSPORTATION OF DRUGS, ALCOHOL, AND TOBACCO	22
SUSPENSIONS AND EXPULSIONS	22
IN-SCHOOL SUSPENSION	22
OUT-OF-SCHOOL SUSPENSIONS/EXPULSIONS	23
NON-WEAPONS SUSPENSION APPEAL	23
FIREARMS EXPULSION	24
SCHOOL PROPERTY	24
SCHOOL PROPERTY DAMAGE	24
TEXTBOOKS/OTHER SCHOOL PROPERTY	24
MISCELLANEOUS	25
VISITORS	25
SICKNESS, ACCIDENT, OR OTHER EMERGENCIES	25

MESSAGES \_\_\_\_\_ 25

STUDENT USE OF TELEPHONE \_\_\_\_\_ 25

PAGING DEVICES/CELL PHONES \_\_\_\_\_ 25

  

LOST AND FOUND \_\_\_\_\_ 25

STUDENT CHARGES \_\_\_\_\_ 26

  

POLICIES \_\_\_\_\_ 26

FAMILY EDUCATION RIGHTS AND PRIVACY ACT \_\_\_\_\_ 26

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM  
EDUCATIONAL RECORDS \_\_\_\_\_ 26

ASBESTOS MANAGEMENT PLAN \_\_\_\_\_ 27

  

SCHOOL LAWS OF OKLAHOMA \_\_\_\_\_ 27

OK-STATUTE – 21-1241 – TOBACCO/TOBACCO PRODUCTS \_\_\_\_\_ 27

TEXTBOOK/SCHOOL PROPERTY DAMAGE/LOSS \_\_\_\_\_ 27

OK-STATUTE – 70-24-101.3 – OUT-OF-SCHOOL SUSPENSION \_\_\_\_\_ 28

OK-STATUTE – 70-24-124 – TRUANCY \_\_\_\_\_ 28

OK-STATUTE – 47-6-1073 – PROOF OF ENROLLMENT \_\_\_\_\_ 28

SEXUAL HARASSMENT \_\_\_\_\_ 29

OK-STATUTE – 70-24-100.3 AND 100.4 – CYBER BULLYING  
AND ELECTRONIC HARRASSMENT \_\_\_\_\_ 29

  

STUDENT’S STUDY IS ESSENTIAL \_\_\_\_\_ 30

  

SCHOOL SPIRIT \_\_\_\_\_ 30

  

DON’T QUIT \_\_\_\_\_ 31

  

IMPORTANT TELEPHONE NUMBERS \_\_\_\_\_ 32



## **2020-2021 RYAN STUDENT HANDBOOK**

### **FOREWORD**

This handbook has been prepared for your use and guidance. You are to keep it in your possession during the school term and refer to it when necessary. The essence of a smooth-running school is for students to know the policies of the school and to do their part in carrying them out.

The primary purpose of this handbook is to serve as a guide for students of Ryan Public School.

This book gives definite information with which each student should be familiar and will serve as a ready reference to regulations and policies. Parents may use this book to become familiar with and understand the operation of the school.

During the unprecedented 2020-2021 school year, the schools Covid-19 protocols may trump the handbook in a discrepancy. Our Covid-19 protocols can be found at [www.ryan.k12.ok.us](http://www.ryan.k12.ok.us).

### **THE SCHOOL MASCOT**

Cowboy

### **SCHOOL COLORS**

Orange & Black

### **THE SCHOOL SONG**

Hail to Ol' Ryan,  
Hats off to you.

Ever you'll find us  
Loyal and true.

Firm and undaunted,  
Ever we'll be.

Hail to the school we love,  
Here's a toast to thee!

**AMERICA'S CREED**

I believe in the United States of America as a government of the people, by the people, and for the people: whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles for freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I, therefore, believe it is my duty to obey its laws, to respect its flag, and to defend it against all enemies.

**THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands-one nation under God, indivisible, with liberty and justice for all.

**THE PLEDGE OF ALLEGIANCE TO THE OKLAHOMA FLAG**

I pledge allegiance to the flag of the State of Oklahoma. Its' symbols of peace unite all people.

**OKLAHOMA**

Oklahoma, where the wind comes sweeping down the plain;  
And the wavin' wheat can sure smell sweet,  
When the wind comes right behind the rain.  
Oklahoma, every night my honey lamb and I,  
Sit alone and talk and watch a hawk,  
Makin' lazy circles in the sky.  
We know we belong to the land,  
And the land we belong to is grand!  
And when we say: Yeow! A-yip-pi-o-ee-ay  
We're only saying, "You're doin' fine, Oklahoma" Oklahoma! OK

**ACADEMICS****REQUIREMENTS FOR GRADUATION**

Requirements for students graduating from Ryan Public School beginning in the 2020-2021 school year. Students whose parents sign an opt out form will take the Core Curriculum for High School Graduation. A student cannot graduate ahead of the class he/she began high school with except through a gifted and talented program.

**College Preparatory/Work Ready Curriculum for High School Graduation**  
(Title 70 O.S. § 11-103.6)

**4 Units Language Arts**

English I, English II, English III, English IV, or other English course approved for college admission requirements;

**3 Units Mathematics**

Beginning with those entering the 9th grade in the 2008-09 school year, all students must take 3 units of mathematics in grades 9-12 in addition to any of the following courses taken prior to grade 9;

**3 Units Laboratory Science**

One unit must be a Life Science meeting the standards for Biology I; one unit must be a Physical Science meeting the standards for Physical Science, Chemistry, or Physics; and one unit must be from the domains of Physical Science, Life Science, or Earth and Space Science with content and rigor above Biology I or Physical Science;

**3 Units History and Citizenship Skills**

U.S. History, 1/2 U.S. Government, 1/2 Oklahoma, and 1/2 to 1 unit of history selected from the subjects of History, Government, Geography, Economics, Civics, or non-western culture and approved to meet college admissions requirements;

**2 Units of the same Foreign or non-English language, or 2 Units Computer Technology**

2 units or sets of competencies – Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer Programming, Hardware, and Business Computer Applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

**1 Additional Unit or Set of Competencies**

One additional unit selected from above or career and technology education courses, concurrently enrolled courses, advanced placement courses, or international baccalaureate courses approved for college admission can also meet the requirements of one additional unit or set of competencies selected from the areas of English, Math, Science, History, or Computer Technology;

**1 Unit or Set of Competencies of Fine Arts or 1 Unit or Set of Competencies of Speech****7 Units of Electives****24 Total Credits**

**Core Curriculum for High School Graduation**  
*(Title 70 O.S. § 11-103.6 and State Board of Education Regulations)*

**4 Units or Sets of Competencies Language Arts**

1 unit of Grammar and Composition, and 3 units 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;

**3 Units or Sets of Competencies Mathematics**

1 unit of either Algebra I or Algebra I taught in a contextual methodology, and 2 units 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 Precalculus, Calculus, Statistics and/or Probability, Computer Science, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering, and math (STEM) block course meeting the requirements for course competencies, whether taught at a comprehensive high school, or technology center when taken in tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematic courses taught at a technology center by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the independent district board of education, or equal to or above Algebra I;

**3 Units or Sets of Competencies Science**

1 unit of either Biology I or Biology I taught in a contextual methodology, and 2 units in the area of Life, Physical, or Earth Science or Technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a comprehensive high school or, technology center when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I;

**3 Units or Sets of Competencies History and Citizenship skills**

U.S. History, 1/2 U.S. Government, 1/2 Oklahoma, and 1/2 to 1 unit of history selected from the subjects of History, Government, Geography, Economics, Civics, or non-western culture and approved to meet college admissions requirements;

**1 Unit or Sets of Competencies the Arts**

which may include, but are not limited to courses in Visual Arts and General Music;

**1 Unit or Set of Competencies of Computer Technology/World Language**

Whether taught at a high school or a technology center, including computer Programming, Hardware, and Business Computer Applications, such as word processing, databases, spreadsheets; and graphics, excluding keyboarding or typing courses, or 1 unit or set of competencies of world language or non-English language;

**9 Electives****24 Total Credits****GRADING AND REPORT CARDS**

The following grading policy will be followed in Grades 2 through 12.

A - 90 to 100

B - 80 to 89

C - 70 to 79

D - 60 to 69

F - 59 and below

Pluses and minuses may be used to indicate a high or low range but they will not be recorded on the permanent records.

Report cards will not be issued at the end of the school year to students who still have unpaid bills at school.

**PROMOTION/RETENTION**

Ryan Public School follows the Oklahoma State statutes for promotion and retention policies.

**HONOR ROLL**

Following each nine-week period and the completion of a semester of work, honor roll lists are published which contain the names of students who have maintained high-grade averages. Students in grades 2 through 12 are included in the published lists.

To be eligible for the Principal's Honor Roll, the student must have a B average with no grade lower than a B.

Students maintaining an A average, with no grade below an A, are on the Superintendent's Honor Roll.

### **GRADUATION CEREMONY**

All students participating in the graduation ceremony must complete all requirements for graduation. The Graduates will follow the appropriate decorum for the commencement ceremony. The gentlemen will wear dark dress shoes, dark slacks, dress shirt, and a tie. The young ladies will wear dresses. Students will be able to wear academic honor cords that they have been awarded, provided that they have a 3.0 GPA or greater.

### **CONCURRENT ENROLLMENT**

Ryan High School has adopted the following policies for Concurrent Enrollment:

1. Juniors and seniors will have the option of taking college courses with their high school coursework.
2. Students enrolled in concurrent courses will only be allowed to take a total of 6 periods of coursework per day.
3. All college courses taken before high school graduation will count toward high school GPA.
4. **Dropped concurrent courses will be counted as a failed class on High School Transcript and from that point forward the student will attend all class periods of the day.**
5. Concurrent Enrollment will not take place of a required course, but may be used as an additional course.

### **VALEDICTORIAN/SALUTATORIAN SELECTION**

Ryan School has adopted the following procedure that students must complete to be considered for the valedictorian/salutatorian (val/sal) designations:

1. Student must have three consecutive semesters their junior and senior years.
2. The student must have one of the top two GPAs that are figured on a 4.0 scale.
3. Beginning with the 2021 graduating class, the student must have a total of 19 core credits including 2 units of foreign language. Core credits include classes from Math, Science, Language Arts, and Social Sciences. One full year of Career Tech will count as 1 credit for val/sal purposes. Other classes taken at Career Tech may also count as 1 credit for val/sal purposes depending on rigor. Concurrent enrollment and some Career Tech courses that are only 1 semester in length will count as one full credit. (example – Senior math taken in the fall semester will equal .5 credits; concurrent algebra taken in the spring semester will equal 1 credit for a total of 1.5 credits. Senior math taken in the fall and spring semesters will equal 1 credit.)

**CHANGE OF CLASS SCHEDULE**

Students may change their schedules the first three (3) class days after the beginning of the semester upon approval by the principal.

**ACADEMIC BANQUET**

Students in Grades 4 through 12 are eligible to receive academic honors at the annual Academic Banquet.

To qualify to attend the Academic Banquet, the student must meet one of the two following standards:

Standard I: The student must score Advanced on an Oklahoma CRT or EOI test and maintain a 3.4 GPA on a 4.0 scale for the preceding spring and fall semesters.

Standard II: The student must maintain a 4.0 GPA (straight A) the preceding spring and fall semesters. (example – Spring 2019, Fall 2019 to attend banquet in the Spring of 2020.)

**ACADEMIC LETTER AWARDS**

Each time a student has a semester grade-point average at or above 3.5 on a 4.0 scale, he or she is eligible to receive an academic letter award.

When a student has collected 3 academic letter awards, he or she is eligible to buy a letter jacket.

Students become eligible to start collecting academic letter awards beginning with his or her first semester of the freshman year.

**ACTIVITIES****SCHOLASTIC ELIGIBILITY FOR EXTRA CURRICULAR EVENTS**

Scholastic eligibility for students will be checked at the end of the third week of each semester and each succeeding week thereafter.

If a student fails to meet the minimum scholastic standard at the end of a week as stated by OSSAA, he or she will be placed on probation for the next one-week period.

If a student fails to meet the scholastic standard at the end of the probationary one-week period, he or she will be ineligible to participate in any extra-curricular events.

A student who has lost eligibility under this provision must achieve the minimum scholastic record in order to regain eligibility.

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 (Monday through Sunday.)

Scholastic eligibility affects all extra-curricular school events such as speech, cheerleading, FFA, Beta, Athletics, 4-H, etc.

### **CLUBS AND ORGANIZATIONS**

The school will sponsor and promote several clubs and organizations. Failure to keep the actions of any such club or organization on a high and positive plan of action will result in cancellation of that organization's activities.

**BETA Club** – For many years Ryan Public School has sponsored the Ryan Beta Club in order to recognize high academic achievement. Students are invited to participate in the club after the first semester of their freshman year. The last opportunity to be invited to participate is the first semester of their senior year. Sponsor – Mrs. Underwood.

#### **Summary of BETA Club By-Laws**

1. Freshman must have at least a 3.25 average and no grade lower than a B on their transcript.
2. Sophomores, Juniors, and Seniors must have at least a 3.25 average and have no more than 3 Cs on their transcript.
3. No member may have any grade lower than a C on their transcript.
4. All members must take classes that are required to be eligible for Valedictorian/Salutatorian.
5. All members must take two full credits of a foreign language during their high school career.
6. All members must attend club meetings which will be scheduled throughout the year.
7. All members must participate in community outreach projects planned by the club.
8. A member may be dropped from membership for the following reasons:
  - Absence without justifiable reason from 3 regular meetings or activities.
  - If a member's GPA should fall below a 3.25 they will have a probationary period of one semester.
  - For moral or disciplinary reasons.
  - If a member receives a D on their transcript.

**FFA** – National organization that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Sponsor – Ms. Welchel

**MUSIC** – Sponsor – Mrs. Miranda

### **ATHLETICS**

The Ryan Board of Education believes that student participation in athletics is an important part of the educational process. Therefore, participation will be encouraged.

However, the board also believes the athletic education is an adjunct to the regular curriculum and that certain criteria must be met by each participant to ensure that no undue emphasis is placed in any one area. No student shall be permitted to participate in sport or activity unless the following required criteria are met.

- All athletes will adhere to OSSAA rules.
- If a student begins a sport, but fails to finish that sport as a member of the team, he/she will not be permitted to participate in the subsequent sport.

Superintendent and/or Principal will make all decisions regarding any questions/exemptions to these rules.

### **CHEERLEADERS**

In the spring preceding a new school year, tryouts for cheerleaders will be announced. Any junior or senior high student may try out for cheerleader or cheerleading mascot. Those wishing to attend tryouts must first attend the tryout mini-camp.

A sponsor will be appointed by the administration, and all cheerleader activities must be under his or her supervision.

### **HOMECOMING**

To be eligible to become a candidate for homecoming royalty, a student must be enrolled in Ryan Public School on the first day of the school year.

### **INOCULATIONS AND VACCINATIONS**

Oklahoma School Law states that no minor child shall be admitted to any public school unless such child can show documentation that he/she has received or is in the process of receiving immunizations, or show documentation of a waiver from the Oklahoma State Health Department. Please use the following link to access the Oklahoma State Health Department for the current list of vaccinations:

[https://www.ok.gov/health/Prevention\\_and\\_Preparedness/Immunizations/Vaccines\\_for\\_School/index.html](https://www.ok.gov/health/Prevention_and_Preparedness/Immunizations/Vaccines_for_School/index.html)

## DAILY ATTENDANCE

Students must be present 90% of the time during the school year. **All non-school-related absences, excused or unexcused, will count as an absence against the 90% attendance rule.**

Students receive maximum benefits from school only through preparation and participation each day in all classes. Daily attendance, therefore, is expected of all students unless illness or family emergencies prevent it. **In such cases it is the responsibility of the parents to notify the school by telephone or in person;** otherwise the student will receive an unexcused absence.

Students who do not attend 90% of the time will not receive credit and will fail all classes.

Students who exceed the 90% rule must go before the designated appeals committee of teachers and principal. Consideration of this panel will include but will not be limited to the following.\*

1. Homebound cases.
2. Car accidents
3. Long term illness under doctor's supervision

**\*Proof must be presented. Notes from parents or guardians will not be considered proof.**

**Absences of more than 10 days per semester in any one class may result in automatic failure of that class.**

Absences for school business or school activities do not count against the student's attendance. (See 10-day rule.)

Please see our return to learn plan and distance learning plan for all COVID-19 guidelines. These can be found at [www.ryan.k12.ok.us](http://www.ryan.k12.ok.us).

## TARDIES

It is the student's responsibility to be in class on time. If a student is **not in his or her seat when the last bell rings, the student is tardy**. After the first 20 minutes of class a student is counted absent. Continued tardiness will result in a visitation between the student's parents, his or her teacher and the principal. A student who picks up an admit slip after the beginning of school must receive a tardy slip. The admit slips are to be obtained before classes begin for the day. **Students who come to class late must report to the office for a tardy slip.**

Tardies reported to the office will be handled in the following manner:

1. After the third tardy, a Disciplinary Referral will be sent home to the parents.
2. After the fourth tardy, the student may receive four days of lunch detention. After the fifth tardy, student will receive two days of in-school suspension. Additionally, a parent/guardian conference with the principal must occur before the student is allowed out of in-school suspension. This automatically qualifies the student to take semester

tests.

Three tardies will count as one absence towards semester test.

Tardy count will start over at the semester.

### **PLANNED PROLONGED ABSENCES**

If a student is planning on being absent for 3 or more consecutive days, he/she will be required to have prior approval from the district and complete and turn in **all work** before leaving. These absences will count toward semester tests.

### **SEMESTER EXAM EXEMPTIONS**

Attendance is of extreme importance at Ryan School. In order to reward students who have attended regularly and on time, the following policy has been adopted:

1. Students with the following grades/absences in a class will be exempt from the semester exam for that class:
  - A and 3 absences
  - B and 2 absences
  - C and 1 absence
2. Students with a D average or lower must take the exam for that class.
3. Students with **7 total tardies for all classes must take all semester exams.**
4. Students with **5 tardies in any class must take all semester exams.**
5. Students who take **1 semester test must take all of their semester tests.**

\* Students that are not exempt for Semester Exams, and are absent will be required to make comp time before receiving grades for that semester.

### **MAKE UP WORK**

Each student will have the opportunity to make up all work missed if the absence is excused.

Each teacher will allow the number of days absent plus one day to make up the work missed.

If an assignment or test is planned while a student is present (before the absence), it is the responsibility of the student to have that work ready or to take that tests on the day he or she returns to class.

### **10-DAY RULE**

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the

right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.

#### **TRUANCY**

Any student is considered truant when the student leaves the school without being officially checked out by the principal or when the student remains away from school without the knowledge or consent of the student's parents or guardian. A student will be suspended for truancy. Students will receive a zero in each class they skip. If a student leaves school without permission from the principal's office, he or she may receive up to 3-days of in-school suspension. **See the School Law section for additional information.**

#### **PERFECT ATTENDANCE**

To qualify for a perfect attendance certificate, a student must be present the entire hour of every period of each day of the school year, not counting school sponsored activities and events. The administration will review perfect attendance on a case by case basis.

#### **HEAD LICE**

#### **NOTICE: RYAN SCHOOL POLICY ON ATTENDANCE OF CHILD AFFLICTED WITH CONTAGIOUS DISEASE-HEAD LICE.**

- A. Any child afflicted with a contagious disease or head lice will be prohibited from attending Ryan Schools until such time as he or she is free from the contagious disease or head lice.
- B. Any child prohibited from attending Ryan School because of head lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with Head Lice.

#### **SICKNESS**

In accordance with State Health Department policy, students who have had a fever or have had vomiting spells within 24 hours of the start of school should not attend that day.

#### **RECESS/PHYSICAL EDUCATION CLASSES**

**A doctor's note will be required for a student to not participate in recess or a physical education class.**

### WITHDRAWAL FROM SCHOOL

Students wishing to withdraw from school must see their principal to obtain a withdrawal slip. This sheet must be filled out in detail and signed by each teacher and/or sponsor applicable in order for grades and other information to be forwarded to the next school. Before withdrawing, students must pay all charges owed to the school.

### BEHAVIOR

#### SOCIAL CONDUCT

The development of personality is a matter of training. Good manners, politeness, and friendliness are excellent ways to train oneself. Each student should practice speaking to his or her classmates and teachers and learn patience and cooperation. These are attributes that will be a decided asset.

#### DISPLAYS OF AFFECTION

Boys and girls will naturally form friendships in school, but, bearing in mind that there is a time and place for everything, **displays of affection are not acceptable behavior** while at school or on school sponsored activities.

There must not be any display of affectionate friendship for each other, such as holding hands and arms around waist. We do not believe these displays constitute good manners.

At after-school activities sponsored by the school, there will be no sign of excessive affection (i.e., kissing, etc.)

#### DRESS CODE

Ryan School does have an established school dress and appearance code for students. If students dress in any manner or groom themselves in any way (hair, face, etc.) that is disruptive to the educational process, then corrective action will be taken. **No student will be allowed to attend class if his or her appearance distracts from the learning atmosphere.**

We gladly accept the responsibility of educating the children of the school district, but we do not believe it is our responsibility to ensure that students are properly dressed or groomed when they arrive at school. The student's parents or guardians should be responsible for making sure that the student's appearance is not repulsive or ridiculous to others.

Ryan School does not allow the wearing of hats in the school building.

Examples of rules that we enforce will be as follows:

- **The bottom of shirts and the top of pants must overlap, so that no midriff or back shows in either a standing or sitting position or with arms raised. No low-cut tops,**

**pants, or shorts are allowed.**

- **Leggings must be worn with a shirt that is at least fingertip in length, with arms to the side, to allow for sufficient coverage.**
- No halter-tops or tank tops shall be worn to school. All shirts must have sleeves. No fish net shirts will be allowed unless another top is worn under them.
- Shorts and skirts must be no more than three inches or three finger widths from the top of the knee cap when standing. **No holes in pants above the knee** unless covered by an appropriate skirt or short.
- Shoes must be worn at all times at school, at school sponsored activities, and on the playground. No cleated shoes will be allowed except at designated school activities.
- Wheeled shoes will not be allowed at school or school activities.
- House shoes will not be worn.
- Hoodies will be allowed but students must keep the hoods off their heads in the school buildings.
- Hats are allowed on school grounds and school activities. They should not be worn in the school buildings and can only be worn in the forward position with the bill straight in front.
- No clothing with tobacco or beer advertisements will be worn.
- No clothing such as *Big Johnson*, *Hooters*, or *Coed Naked* shirts, or similarly worded clothing will be allowed.
- **No Visible body piercings will be allowed except in the ears.** Clear spacers will be allowed.
- Bra Straps are not allowed to show.

### **CLASS BEHAVIOR**

When a student enrolls in classes, he or she assumes the following obligations:

1. To be present and on time each day.
2. To be in his or her seat before the last bell rings.
3. To complete each assignment on time.
4. To give all one's attention in class.
5. To participate in all class activities.
6. To be respectful and to cooperate.
7. To bring the necessary equipment to participate in class (books, paper, pencil, etc.)

### **HALL PASSES**

No student is permitted in the hall during classes without a hall pass issued by the student's teacher. Hall passes will only be issued for reasons deemed valid and necessary by the teacher.

### **PORTABLE MUSIC DEVICES**

Music devices, including but not limited to ear buds and head phones, are not allowed in school unless required by the teacher for a class activity or during the lunch period. Students are not

allowed to wear ear buds, headphones, or listen to music while walking down the halls.

### **CHEWING GUM**

Chewing gum is not permitted during the school day on campus, or while riding in school vehicles.

### **FOOD, BEVERAGES, AND CANDY**

All beverages to be consumed at school must be **purchased at school**. Teacher-sponsored parties will be the only exception to this rule. Any items brought on campus for a teacher-sponsored party must be in sealed packages or containers. Food and beverages for teacher-sponsored parties will be consumed in designated areas under teacher supervision only.

When enjoying a snack or candy, students must stay in the designated area.

The right to have food and beverages on campus will be taken away if students do not dispose of trash properly **or if food or beverages are found in the lockers.**

### **LOCKERS**

Each junior high and high school student will be issued a locker upon enrollment. This locker will be changed only by permission from the Principal's office.

- Combination locks may be used on the lockers. Combination must be supplied to the office.
- Lockers are personal and all rights should be respected by keeping out of lockers other than one's own.
- Lockers must be kept neat so the door will shut naturally.
- Periodically throughout the school year, school officials will make unannounced locker checks; **there should be no expectation of privacy.**
- Do not put books and other objects on top of lockers. Objects found on lockers will be taken.
- Decals, stickers, or signs requiring tape, glue, or any type of adhesive must not be in or on lockers.
- **No food or beverages can be kept in lockers.**
- No markings or writing of any type are allowed on lockers.

### **PARKING**

Student parking on school facilities is a privilege.

1. Any student desiring to park on school facilities must first supply the principal's office with evidence of a current Oklahoma Driver's License and insurance verification.
2. No student will be permitted to remove his or her car from school property during the school day unless the student has properly checked out of school through the office.

**Privileges will be taken away as a form of discipline if the following rules are violated.**

1. Operates his or her car in a potentially dangerous manner on school property or streets adjacent to school property.
2. Exceeds the speed limit when driving in a school zone.
3. Is directed by a teacher to perform work during the lunch period.
4. Is in in-school suspension.
5. Brings a vehicle onto school property that contains alcoholic beverages, controlled dangerous substances, weapons, or other contraband.

**AUTOMOBILES AND CYCLES**

When automobiles and cycles are driven to school, they must be parked in designated areas. Parking for students will be in the front parking lot only.

Other than purposes of arriving or leaving, students must not park or drive on the schoolyard at any time.

Drivers should practice safety at all times, especially when arriving and leaving school. Lack of safe and courteous driving habits could result in losing the privilege of driving to school (example – excessive speed, “spinning out” in the parking lot, etc.)

**Students will not be allowed to ride in the back of a pick-up.**

**Students are not to sit in automobiles at noon or before school.**

**A vehicle is not a locker. Students will not go to vehicles between classes except with the principal’s permission. The privilege of driving will be taken away for this violation.**

**BUSES**

A bus driver has the same authority as a teacher or parent. Students will be expected to maintain good conduct while riding buses.

No food or drink will be allowed on the bus except by permission of the driver.

No radios, tape players, or musical devices are allowed on buses. On any school-sponsored trip, the student must return on the bus they are riding. Only through parental permission with the sponsor may the student do otherwise.

For the morning bus routes, the bus driver will stop at each stop every morning possible. If no one is waiting to board, he or she will sound the horn; if no recognition is shown, the driver will drive on. It is only common courtesy to notify the driver before he or she leaves home for the

route if one does not wish to ride.

When waiting on buses to load in the afternoon at school, students must remain on the sidewalk away from the curb until the bus comes to a complete stop.

### **ASSEMBLIES**

Assemblies will be held as needed in the auditorium. Special assembly programs will be scheduled from time to time.

All students should be courteous toward speakers. Although a program may not be of interest to some students, there are others nearby who may be interested. Applause is the correct and courteous way of showing one's approval of a program speaker; stamping, yelling and whistling are not in good taste. Students should remember that any public demonstration such as clapping is not correct at a religious program. The impression of a school with which a speaker leaves is one of the important reasons for good assembly etiquette. Our school's reputation can be greatly damaged by bad behavior in assemblies.

### **SNOWBALLS**

Snowballs must not be thrown on school property anywhere. The risk of hurting small children, and property damage is simply too great.

### **WEIGHT ROOM**

Rules will be posted in the weight room.

Students who do not follow the posted rules will be asked to leave and will lose the right to use the weight room.

### **JUNIOR/SENIOR BANQUET/PROM**

Students, faculty, and staff who attend the junior-senior banquet and/or prom are required to be attired in semi-formal dress. Dates will not be allowed into the banquet or prom without semi-formal dress. **Jeans are not considered semi-formal attire.**

Seniors in good standing receive an automatic invitation; juniors must meet class regulations to attend.

Juniors and Seniors shall notify sponsors of dates two weeks prior to the date of the Junior/Senior Banquet/Prom. Emergency exceptions will be left to the sponsors.

### **DISCIPLINE**

The Oklahoma State Legislature through its statutory law and the Oklahoma State Board of Education through its rules and regulations have recognized the necessity for rules and

regulations to successfully operate a public school. Therefore, they have authorized and directed the Ryan Board of Education to promulgate rules and regulations set forth while in attendance at school and school sponsored activities. All rules will be based on the moral, ethical, and reasonable accepted codes of conduct for society and particularly those common to schools. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to corrective action. The corrective action to be taken will depend on the severity of the violation and the number of times the student has violated regulations.

A school administrator or teacher shall:

1. Act from good motives and not from malice.
2. Inflict only moderate punishment.
3. Determine that the punishment is in proportion to the gravity of the offense.
4. Not use excessive punishment, taking into account age, size, and physical strength of student.
5. Be sure the rule he or she seeks to enforce is reasonable.
6. Under no circumstances are permitted to strike a child about the face or head.

It shall not be required that any teacher, principal, or staff member attempt to disarm any student or other person who has a lethal weapon. The school personnel should immediately telephone the police.

### **CORPORAL PUNISHMENT**

Parents must have a note on file in the principal's office for students who are not to receive corporal punishment.

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

If, at this conference, the parent/guardian and administrator cannot arrive at a mutual agreement as to the punishment the student is to receive for this offense, the student will be suspended from school for a time designed to fit the offense, which will not be less than three days.

The parent/guardian may appeal, in writing, to the Board of Education, and a hearing will be held before said board, in the accordance with the laws of the State of Oklahoma. In the event an appeal is made to the Board of Education, the suspension will not take effect until immediately following the hearing by the board, if suspension is upheld.

The principal or his/her designator may only administer corporal punishment after conferring with the teacher and in the presence of a certified faculty member. In cases where a teacher is not involved, the principal makes his/her own judgment.

Before corporal punishment is inflicted, the witness must be informed, in the presence of the student, of the reason for the punishment.

Corporal punishment must never be in the presence of other children.

The principal will keep a written record of each instance. Parents will be contacted as soon as possible after the punishment has been administered.

### **TOBACO PRODUCTS**

**To include, but not limited to – cigarettes, cigarette papers, cigars, snuff, chewing tobacco, vapes, or other tobacco products.**

Any student in possession of, or using cigarettes, snuff, chewing tobacco, or other tobacco products will be disciplined by one of the following:

1. Suspension for a minimum of three days.
2. Corporal punishment not to exceed three swats per incident. Parents will be notified.
3. A minimum of three days in-school suspension.

**Repeat offenders-refer to state law section.**

### **POSSESSION, USAGE, AND TRANSPORTATION OF DRUGS, ALCOHOL, AND TOBACCO**

Any drug, alcohol, or tobacco products and/or accessories found in a student's possession, whether at school or a school related extra-curricular activity, will be confiscated and the following disciplinary action will be taken.

**Using, selling, passing, buying, or in any way possessing any illegal drug or drug paraphernalia will be an automatic suspension for the equivalent of one semester, eighty-**

**five school days.** Students are responsible for any alcohol, tobacco, drug or related accessory, substance, or device found in their automobiles, lockers, and/or possessions.

The student may contest the action in writing to either the principal or superintendent within 10 days of said suspension and may have a hearing before the board of education. The decision of the board of education will be final.

Any student using, selling, passing, buying, or in any way possessing alcoholic beverages will be suspended for a period not to exceed ten (10) days for first offense. Subsequent offenses will result in suspension for the remainder of the semester.

### **SUSPENSIONS AND EXPULSIONS**

**IN-SCHOOL SUSPENSION**

The principal shall determine the length of time for the in-school suspension.

The student will be confined to a work area away from his/her fellow students.

While under in-school suspension, the student is not to leave campus until released by the principal. Anyone who is placed under in-school suspension must eat in the school cafeteria or bring his/her lunch.

While under in-school suspension the student will receive all in class work including daily work, quizzes, and tests.

**OUT-OF-SCHOOL SUSPENSIONS/EXPULSIONS**

After other disciplinary actions fail, a student may be suspended or expelled from school for a period of time based upon the school laws of Oklahoma.

Suspension will normally be for a period of three days, but the number of days may vary, depending upon the seriousness of the offense or the number of previous suspensions.

A student under out-of-school suspension must do all assigned class work, but will receive no credit for the class time missed (0 credit for each day missed).

It shall be the policy of Ryan Public School for the Principal of each site to have the authority to suspend a student for a period of up to 10 days.

A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near the school premises or attend any school activity while the student is suspended. To do so will result in further suspension.

A student who is guilty of the following acts while in attendance at school or in transit by school transportation under school supervision to or from school or at any school function or when present on any facility under the control of the school may face possible suspension or expulsion:

1. Conduct, which jeopardizes the safety of others. Including, but not limited to, bullying.
2. Possession, threat, or use of a dangerous weapon.
3. Using, selling, passing, buying, or in any way possessing any narcotic drug, stimulant, barbiturate, or alcohol.
4. Fighting or assault and battery.
5. Immorality or profanity.
6. Theft or possession of stolen property.
7. Destroying or defacing school property.

8. Truancy.
9. Showing disrespect to faculty, staff, or other school employees.
10. Conduct, which disrupts the normal educational process.
11. Violation of school rules, regulations, or policies.
12. Tardy six (6) times in one semester.
13. Cheating.
14. Plagiarism.

#### **NON-WEAPONS SUSPENSION APPEAL**

A student or parent wishing to appeal a non-weapons suspension shall file written notice with the superintendent's office within two days of such suspension or as soon as possible on suspensions for less than three days.

In the event an appeal is requested, an appeal board of the superintendent, the other site principal, and one teacher shall review the suspension and either confirm or repeal said suspension. No suspension shall begin until an appeal, if requested, has been heard.

All non-weapons expulsions for more than 10 days shall require the approval of the Board of Education.

Requests for appeals of expulsions must be made in writing to the Superintendent within 10 days of the expulsion.

A hearing will be held before the Board of Education whose decision will be final.

No expulsion for 10 days or more will be final until the hearing before the board, if requested, is held.

#### **FIREARMS EXPULSION**

It shall be the policy of Ryan Public School to expel from school, for a period of not less than one year, any student who brings a weapon onto school property. Other students found to be in possession of said weapon, shall also be expelled.

A weapon means a firearm as defined in section 921 of Title 18 of the United States code.

Students currently under an IEP shall be afforded all procedural safeguards as required by Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

The Superintendent shall have the authority to review and modify each expulsion on a case-by case basis.

**SCHOOL PROPERTY**

The school is home for students many hours of each day. The school district spends a great deal of money in the purchase and maintenance of the property. Students should show the same consideration for the school property as they would if it were their own. If a student destroys school property, he or she will have to pay for the replacement.

**SCHOOL PROPERTY DAMAGE**

Any student who damages school property will be required to pay for repair or replacement cost of said property.

**TEXTBOOKS/OTHER SCHOOL PROPERTY**

Any student who does not return a textbook/school property or who damages or destroys a textbook/school property must pay for that item. If a student does not pay for the item, the state law goes into effect.

**See the state law section for additional information.**

**MISCELLANEOUS****VISITORS**

Visitors wishing to tour Ryan School facilities must report to the principal's office.

**Visitors will not be allowed to visit students during class except with permission of the principal.**

**Parents must check in at the office before they will be allowed to visit a classroom.**

Please see our return to learn plan and distance learning plan for all COVID-19 guidelines. These can be found at [www.ryan.k12.ok.us](http://www.ryan.k12.ok.us).

**SICKNESS, ACCIDENT, OR OTHER EMERGENCIES**

When a student suffers physical injury or becomes ill, every effort to contact the student's parents/guardians will be made by the school. In the event that parents/guardians cannot be located, the school officials will use their best judgment on determining the need for professional care. The school will not, and any teacher will not, assume obligation for any medical bills.

**MESSAGES**

Students and teachers will not be called from class to take telephone calls unless for urgent business. A message will be taken and the student or teacher will be notified so the telephone call can be returned at a convenient time.

**STUDENT USE OF TELEPHONE**

School personnel telephones are for the use of school personnel only. School personnel will make telephone calls for students in emergency cases.

### **PAGING DEVICES/CELL PHONES**

Students will not be allowed to wear any kind of electronic pager/beeper during the school day. **Students are not permitted to have cell phones on campus without a parents permission form signed.** Cell phones must be off at all times unless a terror threat or medical emergency arises. Any paging devices or cell phones will be confiscated immediately and must be picked up by a parent or guardian. Disregard to these guidelines could result in corporal punishment or suspension.

### **LOST AND FOUND**

There will be a lost and found department at the reception desk of the principal's office. Turn in all found articles there.

Books left in the lunchroom will be taken to the principal's office.

### **STUDENT CHARGES**

Students must pay all lunch bills, library fees, athletic equipment charges, textbook replacement costs, and any other charges owed to the school. Final report cards, withdrawal information, and/or diplomas will not be issued until ALL charges have been paid. Students will also not be allowed to go on school field trips if they have any outstanding balances.

## **POLICIES**

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Within the first three weeks of each school year, the Ryan School District will publish in the Ryan Leader, a notice to parents and eligible students of their rights under FERPA and this policy. The District will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parents and eligible students to inspect and review the student's records.
2. The intent of the Ryan Public School District to limit the disclosure of information contained in a student's education records except: (1) by prior consent of the student's parents or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

3. The right of a student's parents or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter if according to the parent of eligible student's request.
4. The right of any person to file a claim with the U.S. Department of Education, if the Ryan Public School District violates the FERPA.
5. The procedure that an eligible student's parents should follow to obtain copies of the policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

#### **RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATIONAL RECORDS**

The Ryan School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, and the parent of the student or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs. The record will include at least:

1. The name of the person or agency that made the request.
2. The interest the person or agency had in the information.
3. The date the person or agency made the request.
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record. The record will not include requests for access or access granted to parents of the student or to an eligible student, request for access or access granted to officials of the Ryan Public School District, or other agency/institution who have legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, or for request for, or disclosure of directory information designated for that student.

#### **ASBESTOS MANAGEMENT PLAN**

Ryan Public School's Asbestos Management Plan is on file in the superintendent's office. This plan is available for viewing during the school day.

**OK STATUTE – 21-1241 – TOBACCO/TOBACCO PRODUCTS**

Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding five dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.

**TEXTBOOK/SCHOOL PROPERTY DAMAGE/LOSS**

A local school board is authorized to withhold transcripts, or other records of the school relating to any child who fails to return a textbook/school property or make payment for the item if not returned. For the purpose of this subsection, the term “transcript” shall include any record of a grade or grades given to a student by a teacher.

**OK STATUTE – 70-24-101.3 – OUT-OF-SCHOOL SUSPENSION**

Any student found guilty of the following offenses may be suspended out of school:

- A. Violation of a school regulation
- B. Immorality
- C. A student adjudicated as a delinquent for a nonviolent offense, which includes assault
- D. Possession of intoxicating beverages, wireless telecommunication devices, and missing or stolen property.
- E. Possession of a dangerous weapon or controlled dangerous substance.

Any student found in possession of a firearm on school property or while using school transportation must be suspended for not less than one year. However, the superintendent has authority to modify the terms of the suspension.

School districts may provide out-of-school education plans to students suspended five days or less. However, districts must provide education plans for students suspended out of school more than five (5) days.

Each school district’s policy concerning out-of-school education plans should address whether students may participate in extracurricular activities, and whether academic credit will be granted for work satisfactorily completed. Each student plan must address the core curriculum units of English, Math, Science, Social Studies, and Arts, and be designed for the eventual reintegration of the student into school. A copy of the plan must be provided to the student as well as the parent or guardian who is responsible for providing a supervised structured environment for the student and monitoring the student’s progress.

**OK STATUTE – 70-24-124 – TRUANCY**

At the close of each attendance period of the school term, the board of education of each school district shall notify in writing the Department of Human Services of the name of any child who has not been present for instruction at least eighty percent (80%) of the time without valid excuse as defined in Section 10-105 of this title.

Upon the receipt of such information from the school district, the Director of the Department of Human Services is authorized to withhold assistance payments to the payee of such child and to instigate an investigation for the purpose of improving the school attendance of such child. After such investigation, if the attendance record of the child investigated is satisfactory, such withheld payments may be released. In the event the investigation results in change in custody and care of such child, payments to the payee shall be canceled or shall be made to the person qualified to receive benefits on behalf of the child.

The district attorney shall file with the Department of Human Services a report identifying any child who has been convicted of truancy within thirty (30) days of such conviction.

**OK STATUTE – 47-6-107.3 – PROOF OF ENROLLMENT/DRIVERS LICENSE**

The Department of Public Safety shall deny a license, restricted license, or instruction permit for the operation of a motor vehicle to any person less than eighteen (18) years of age who does not, at the time of application, present documentation that the person... Is enrolled in a public or private secondary school.

**SEXUAL HARASSMENT**

Employees and students of this school district have a right to be free from sexual harassment and a hostile environment.

Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation and will take steps for further action.

Students and staff must be free to carry out duties and students must be free to learn in an environment that treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advances or in allusion through words, gestures, body positions, body proximity, writings, email, or any other means of communication.

**OK STATUTE – 70-24-100.3 and 100.4 – CYBER BULLYING  
AND ELECTRONIC HARASSMENT**

School Bullying Prevention Act

Defines “harassment, intimidation, and bullying” as “any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person would know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a ways as to disrupt or interfere with the school’s educational mission or the education of any student.”

Applies to conduct “on school grounds, going to or returning from school, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events”

Also applies to “electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.” during school hours.”

#### **Acceptable School Internet Use Policy**

1. Use is for educational purposes only.
2. Access to technology is a privilege, not a right.

Students who make communications at any time that disrupts the academic environment are open to school discipline.

#### **In a case of suspected Cyber Bullying**

1. A parent or guardian should submit a bullying form to the principal.
2. The principal will investigate the matter.
3. The principal will administer any discipline as needed.
4. The principal will report findings to the parent or guardian.

#### **STUDENT’S STUDY IS ESSENTIAL**

Sell yourself on the idea that study is essential and the battle is half won. Are you thinking of your high school diploma as a stepping stone leading to the college campus or as your number 1 recommendation for a job? Either way, it is of real worth to you only if, along with your diploma, you have acquired a background of information essential to further learning and certain skills that you can use on a job.

Being willing to study and having a desire to know the content of the assignment at hand, clears the way for concentration, and learning should follow readily. This willingness to study and desire to learn is the first step toward profitable study. Make them a part of your personal

philosophy, your thinking, as you make your daily preparations. Don't let yourself harbor resentments and objections concerning your work assignments, because this negative attitude will make your work more difficult for you. You will not learn as readily.

Other suggestions for effective study include:

1. Have the assignment clearly in mind.
2. Get together the necessary things for preparation.
3. Begin at once on the work to be done.
4. Concentrate on the job, without interrupting your work unnecessarily.
5. Try to stay with it until you finish.

Again, your high school diploma may help you into college or on a job, but your own information and skill will determine how long you will stay there or how much progress you will make. Your own store of knowledge, know how, and personality are in the making as you study. Sounds important, doesn't it? It is.

## **SCHOOL SPIRIT**

There are many elements, which make up school spirit. Some of the more important ones include:

- The comradeship and friendliness that are experienced in the classroom or hall, in the gymnasium, or on the campus;
- The feeling that we must have good will and respect of fellow students and teachers;
- The good sportsmanship that makes us modest in victory and gracious in defeat;
- Our feeling of pride that is aroused when students and teachers earn honors for themselves and the school or the feeling of warmth that prevails when we see athletic teams proudly demonstrating their talents;
- The joy of living and belonging in a school that believes in a democratic way of life where each individual is considered important;
- The something that crops up in our memory in later years that prompts us to say proudly, "I went to Ryan High School," or that draws us back whenever we have a chance to come.

All of these characteristics and others too, mean school spirit. Every student plays an important part in promoting it. We are proud our ranks are high. Let us pledge ourselves to maintain a never dying, ever brightening torch – The School Spirit of Ryan.

## **DON'T QUIT**

When the road you're trudging seems all uphill,  
When the funds are low and the debts are high,  
And you want to smile, but you have to sigh,

When care is pressing you down a bit-  
When things go wrong, as they sometimes will,  
Rest if you must, but don't you quit.  
Life is queer with its twists and turns,  
As every one of us sometimes learns,  
And many a fellow turns about,  
When he might have won had he stuck it out.  
Don't give up though the pace seems slow-  
You may succeed with another blow.  
Often the goal is nearer than  
It seems to a faint and faltering man;  
Often the struggler has given up  
When he might have captured the victor's cup;  
And he learned too late when the night came down'  
How close he was to the golden crown.  
Success is failure turned inside out-  
The silver tint of the clouds of doubt,  
And you never can tell how close you are,  
It may be near when it seems afar;  
So stick to the fight when you're hardest hit.  
It's when things seem worst that you mustn't quit.

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