

2016-17
MADILL PUBLIC SCHOOL
PK-12 GRADE
STUDENT/PARENT/TEACHER HANDBOOK



It's A Great Day to be a Wildcat!

www.madillok.com

ADMINISTRATION

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THE MADILL PUBLIC SCHOOL ADMINISTRATION AND BOARD OF EDUCATION RECOGNIZE THAT THE PRIMARY FUNCTION OF MADILL PUBLIC SCHOOLS IS TO EDUCATE OUR STUDENTS IN A SECURE, NON-THREATENING ENVIRONMENT. THIS HANDBOOK IS INTENDED AS A GUIDE TO ASSIST STUDENTS, STAFF, AND PARENTS IN UNDERSTANDING GENERAL SCHOOL POLICY. THIS HANDBOOK IS NOT ALL INCLUSIVE AND IS IN NO WAY INTENDED TO REPLACE OR SUBSTITUTE FOR ALL APPLICABLE SCHOOL BOARD POLICIES, STATE OR FEDERAL LAWS.

MADILL PUBLIC SCHOOLS MISSION STATEMENT

“Equip all students to be successful in a changing world.”

- We believe that all students can learn and succeed.
- We believe that all students have special gifts to offer the world, and that it is our responsibility to help identify and foster those gifts.
- We believe all students are entitled to a learning environment in which they experience security, acceptance and dignity as individuals.
- We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.

Exit Outcomes

All students from Madill Schools will successfully demonstrate:

1. A positive self-image which includes social, emotional, physical and intellectual well-being.
2. A proficiency in verbal, writing and speaking communication and quantitative skills.
3. An understanding of past and present ethnic cultures with concern, tolerance and respect for others of diverse cultures.
4. Higher problem-solving and decision-making skills.
5. Verbal, quantitative and technical literacy through all content areas.

COMPACT FOR LEARNING

In partnership with parents and the community, the mission of Madill Public Schools is to educate all students through an unconditional commitment to quality and high standards.

We believe that student success is a joint effort of the home, school and community. The purpose for this Compact for Learning is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards, receives a quality education, and is prepared for the future.

As a parent, I will strive to:

- Provide a quiet place and set aside a specific time to do homework.
- Praise my child's efforts and be supportive of his/her activities.
- Sign and return all papers that require a parent/guardian signature.
- Encourage a positive attitude toward school.
- Ensure that my child attends school daily and arrives to school on time.
- Attend parent/teacher conferences and other school functions.
- Encourage my child to follow rules and regulations of the school.

As a teacher, I will strive to:

- Believe that each child can learn.
- Respect and value the uniqueness of each child and his or her family.
- Provide an environment that promotes active learning.
- Assist each student in achieving success each day.
- Maintain open lines of communication with students and parents.
- Give assignments that are an extension of what is learned in the classroom and not merely "busy work" or untaught concepts that may cause parents and students undue stress at home.
- Give corrective feedback.
- Respect cultural, racial and ethnic differences.

As a student, I will strive to:

- Attend school regularly.
- Comply with school rules.
- Accept responsibility for my own actions.
- Work to resolve conflicts in positive, nonviolent ways.
- Respect the personal rights and property of others.
- Complete homework in a thorough, legible, and timely manner

2016-17 SCHOOL YEAR EVENTS

August 15-17	Professional Days
August 18	First Day of School
September 5	Labor Day Holiday
October 7	End of 1 st Nine Weeks
October 10	PT Conference 3:30-9:00
October 12	No School
October 13-14	Fall Break
November 11	Veterans Day
November 21-25	Thanksgiving Break
December 22	End of 1 st Semester
December 23-January 6	Christmas Break
January 9	Professional Day
January 10	Students Report Back
January 16	Snow Day
February 24	Snow Day
March 3	End of 3 rd Nine Weeks
March 9	PT Conference 3:30-9:00
March 10	No School
March 13-17	Spring Break
April 14	Snow Day
May 5	Snow Day
May 12	Snow Day/Prom
May 14	Baccalaureate
May 18	Last Day of School
May 19	Graduation
May 19	Professional Day
May 29	Memorial Day

Hours of Operation/Teacher Reporting Times

Parents/Guardians are asked not to drop students off before 7:40 a.m. (teacher reporting time) since teachers are unavailable for supervision of students. The school will not be responsible for students who are dropped off before teacher reporting times.

ECC and ELEMENTARY
MIDDLE SCHOOL
HIGH SCHOOL

Hours of Operation: 7:50-3:05	Teachers Report at 7:35
Hours of Operation: 8:00-3:20	Teachers Report at 7:40
Hours of Operation: 8:00-3:20	Teachers Report at 7:40

General Information

FERPA-Family Educational Rights under FERPA for Elementary and Secondary Institutions

In compliance with the Family Educational Rights & Privacy Act (FERPA), parents of students in Madill Public Schools have the following rights with regard to student educational records:

1. The right of a student's parents and eligible students (18 years of age and older) to inspect and review the student's educational records.
2. The right of a student's parents or eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading or in violation of student's rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or the eligible student's request.
3. The right of a student's parent or eligible student to consent to disclosure of personally identifiable information contained in the student's educational records, except where consent is not required to authorize disclosure.
 - Student name
 - Names of the student's parents
 - Student's date of birth
 - Student's address
 - Student's class designation (i.e., first grade, tenth grade, etc.)
 - Student's extracurricular participation
 - Student's achievement awards or honors
 - Student's photograph
 - Student's weight and height if a member of any athletic team
 - The school or school district the student attended before he/she enrolled in Madill School District
4. The right of any person to file a complaint with the US Department of Education, concerning alleged failures to comply with confidentiality requirements.

Copies of Madill Public Schools' FERPA policy are available for parent and eligible student review in the principal's office of each school building and at the superintendent's office. Parents or Students (18 and older) may request and sign a form at the principal's office indicating that they do not want directory information released.

TITLE I-PARENTS' RIGHT TO KNOW

It is the policy of Madill School to employ only those teachers and paraprofessionals (teachers' aides) who are considered highly qualified by the OSDE and the United States Department of Education.

- Parents have the right to make a written request for additional information about their child's teacher which includes the following:
 - The level of state certification—emergency, alternative
 - The college degree(s), certification(s) and content area(s) of the degree(s) and certification(s).
- Parents may also make written request for the qualifications of the paraprofessional (teacher's aide) that works with their child. These requests should be made through the building principal where the student attends.
- Parents will be notified any time a child has been taught for four or more consecutive weeks by a teacher not highly qualified.

Annual Asbestos Notice

This is to inform you that Madill Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility. If you have questions, contact the Office of the Superintendent. A copy of the management plan is located in this office.

PUBLIC RECORDS ACCESS FEE SCHEDULE

Photocopies: .25 per copied page Search/Research: \$15.00 per hour Plus Postage if Applicable

SCHOOL TO PARENT COMMUNICATION

To ensure a successful school year, it is important to implement effective communication between the school and parent. Tools used by the school to inform parents of important announcements such as grades, lunch bills, dates, times and locations of special events are:

- School Website: www.madillok.com
- WENGAGE (Parents can access child's grades, Cafeteria Bills and other information)
- Channel 17 (Television station dedicated to Madill School Activities/Announcements)
- ALERT NOW Instant Voice Messaging System
- Notes Sent Home With Students
- Mailings sent home to parents
- Personal Phone Calls from Teachers/Administrators

NOTICE OF NON-DISCRIMINATION

The Madill Public School District adheres to the equal opportunity provisions of Federal Civil Rights laws and regulations that are applicable to this institution. In the pursuit of educational goals and objectives, and in the administration of personnel policies and procedures, Madill School does not discriminate on the basis of race, religion, color, national origin, sex, handicapping condition, disability, genetic information, veteran status, marital status, or age in its programs and activities.

All class offerings, courses, clubs, and extracurricular activities offered at Madill School are open to all students regardless of race, creed, national origin or sex. The student must meet the prerequisites of grade level and grade point average, attendance and behavior requirements, for admittance to any given course, club or activity. The district person to contact to report alleged acts of discrimination is Jon A. Tuck, Superintendent of Schools.

SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA-B), P.L. 101-476. In keeping compliance with law, Madill Public Schools has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services. Anyone who knows of any child meeting these criteria, who lives in the district and is not being served, is urged to contact school officials.

CHANGE OF ADDRESS, E-MAIL OR TELEPHONE

Notify the office immediately if you change your name, address or telephone number. Changes in work telephone numbers for parents or guardians should be brought to the attention of the school, so that we may notify parents in the event of an emergency.

ALERT NOW

Alert Now is an instant voice messaging system which will be used as needed to verify a student's absence. It includes a documentation feature which will record the number of attempts the school has made to contact a parent/guardian and whether or not someone was reached. It will also be used for mass communication purposes such as meetings, school cancellations, etc... The system will also be used to notify parents/guardians of an emergency drill or an actual emergency. In the case of a true emergency, the person contacted will hear an emergency tone.

TELEPHONE

Telephone calls for students will be taken from parents only, and students will be called from classes only in cases of emergency. In other cases, the office will take messages for students to call at the end of the class period. Students are not allowed to use school phones during school hours, unless they have become ill.

INTERNET USE

All Madill School students using the computer network or the internet will be required to sign a *User Agreement*. This agreement states the regulations for proper use of the system. A copy of the district's internet/computer use policy for students and staff is available at each site. Failure to abide by the terms of the User Agreement will lead to disciplinary measures which may include but are not limited to: loss of internet/computer privileges, detention, and/or suspension. **Additionally, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or Federal law.** Examples of inappropriate uses of Internet include but are not limited to: Uses that violate the law or encourage others to violate the law; Uses that cause harm to others or damage to their property; Uses that involve access to pornographic or other inappropriate content; Uses that involve cheating; Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet; Uses that are commercial transactions; Uses that are considered Cyber Bullying (Intentionally harming, harassing, intimidating, or rejecting another person using technology).

PERSONAL PROPERTY

Students are strongly discouraged from bring personal property (other than items needed for classes) to school. Bicycles may be ridden to school but must be kept in designated areas during school day. Skates and skateboards are prohibited on campus. **The school will not be responsible for the loss or damage to personal property of the student.**

TRANSFERS

Students are required to be legal residents of Madill School District, or to have on file in the superintendent's office the necessary transfer forms from districts outside of Madill School District.

WITHDRAWAL

In order to withdraw, the following steps are to be taken:

1. A withdrawal form (obtained from the main office) must be signed by a parent or guardian.
2. The withdrawal is signed by each teacher indicating a partial or complete grade and the return of all books and materials.
3. The withdrawal is also signed by the librarian and the counselor.
4. The principal, counselor or school secretary frees all records which will then be sent to a receiving school at the school's request.
5. Usually the records will not be released until a receiving school requests the student's records.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled twice yearly by the school, one in the fall and one in the spring. Parent/Teacher conferences may also be arranged on any school day at the parent's request. We would ask that they be held during the teacher's planning period. Parents may call the high school office to arrange a conference. See calendar for parent/teacher conference dates/times.

VISITORS

All visitors must report and sign in at the office and for safety reasons are not allowed to roam campus, travel hallways or disrupt classrooms. Students not enrolled in Madill Public School will not be allowed on campus unless the principal has invited them for special programs. Parents are always welcome and are urged to serve as volunteers, attend school activities such as field trips, athletic events, school dances, musical performances, scholastic bowls, etc...

VOLUNTEERS

Madill Public School welcomes volunteers. A copy of the district Volunteer Policy is available at every site.

STUDENT RELEASE

Parents are encouraged to list all persons who can pick up students from school on the student's enrollment form. Students will not be released to anyone other than the legal parent/guardian unless the person is listed by the legal parent/guardian on the enrollment form. Proper Identification may be requested. If an official court document **signed by a judge** terminating the rights of that parent is on file, the district will not release the child to that parent. Without this legal documentation, the district will not deny any parent or legal guardian access to their child.

OUTSIDE AGENCY STUDENT INTERVIEWS: Madill Public School will follow all state laws and local school board policy regarding student access/interviews by outside agencies. DHS, Child Welfare, Law Enforcement officials, etc... must receive authorization from the building principal or designee before interviewing students, and the principal or designee may request to be present during the interview. Although parents are not required to be notified in all instances, credentials will be checked before allowing access to students. All subpoenas will be honored. Counselors from outside agencies will not be allowed access to students without prior district approval and written parental consent. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

School officials must report any suspected incidents of child abuse or neglect to the proper legal authorities and are protected from civil liability from such reporting.

FIRST AID

First aid equipment will be found in the office of the principal. Students who become ill during school hours will report to the office.

DELIVERIES AND FOOD PRODUCTS SENT TO SCHOOL

The school reserves the right to refuse to deliver certain items to students during the school day. **Glass containers and balloons present a safety hazard and should not be sent to the school.** All food items sent to school for special events or parties must be pre-packaged, store bought items. For the protection of our students, **homemade food items or items that are not pre-packaged, store bought will not be served at parties.** Lunches may not be delivered to the school.

CLOSING SCHOOL (BAD WEATHER)

Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio and television stations and the Alert Now program (phone messaging system).

LIBRARY

Library procedures and policy are under the direction of the media specialist. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students will be liable for destroying or failure to return library materials.

CAFETERIA CHARGING/ FREE/REDUCED LUNCH APPLICATION INFORMATION

The cafeteria no longer allows charging for student meals. Each student must pay daily or prepay. We understand a student may have to charge under certain circumstances. If this occurs, the student will only be allowed to charge up to \$10.00. Any student who has a balance of \$10.00 will immediately start receiving an alternate meal. Everyone is encouraged to fill out a free/reduced lunch application. Only one per household each school year is required. Free/Reduced lunch forms must be returned and meet the qualifications before students can eat at the free/reduced rate. Parents may pay in advance and track student lunch balances through WENGAGE.

TEXTBOOKS/SCHOOL PROPERTY

Students shall be held accountable for the care, use and return of textbooks and other school property and shall be required to pay for any damaged or lost school textbooks or property.

LOST AND FOUND

All articles found will be placed in a lost and found box. Students should check the box when they have lost something. Articles not claimed by the end of each semester, will be donated to a local charity organization.

PETITIONS/FLIERS

Fliers may not be posted or circulated in a school building without approval of the building principal. Petitions may not be displayed or circulated without prior permission from the superintendent of schools.

PUBLIC COMPLAINTS

Research proves that students feel more secure and have greater success in school when they understand that their parents/guardians and school officials have a positive working relationship for what is in their best interests.

The Madiill Public School Board welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the instructional program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they are protected from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

PARENTAL CONCERNS AND GRIEVANCE PROCEDURE

The Madiill School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. Because there must be an orderly procedure for addressing these concerns, parents are asked to seek out facts and give school officials time to investigate before reacting to situations. Parents/legal guardians, who have concerns or complaints, should first request a conference with the teacher or staff member. Parents/guardians are required to report to the office, and under no circumstance should confront a teacher/staff member during the performance of their duties. Depending upon the nature of the concern/complaint, the principal may decide to handle this initial meeting. If still not satisfied, the parent should request a meeting with the principal and then the superintendent. Finally, if all other avenues have been exhausted, parents may request (through the superintendent's office) to be on the agenda to speak to the board of education. The Board's action shall be a final determination of the grievance.

In adherence to confidentiality laws, under no circumstances will school staff discuss student issues with any family member other than the **legal** parent/guardian.

CIVILITY-(Conduct of Parents, Visitors and District Employees)

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her rights to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

EXPECTED LEVEL OF BEHAVIOR

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

UNACCEPTABLE/DISRUPTIVE BEHAVIOR

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, school bus, activity trip locations, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email/voice mail, text or other written messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom, school event, bus trip, or any school facility.

AUTHORITY OF SCHOOL PERSONNEL TO DIRECT PERSONS TO LEAVE SCHOOL FACILITY PREMISES/PROPERTY/SCHOOL ACTIVITY WHETHER ON CAMPUS OR ELSEWHERE

1. Any person who demonstrates unacceptable/disruptive behavior may be directed by the principal, assistant principal, school administrator or designee to **promptly** leave the school grounds, facility, or any school event held on school campus or elsewhere. If the person refuses to leave the school premises or school event located elsewhere, as directed, the administrator or designee shall seek the assistance of law enforcement officers and take action as is deemed necessary.
2. Any person who is verbally or physically threatening, belligerent, or refuses to follow school guidelines/procedures or staff directives may be banned from campus including during the academic day and at all school functions by the superintendent of schools for a period of six months. Any banned person who then returns to the campus or school event whether on campus or elsewhere within this six month time frame is guilty of an offense classified as a misdemeanor under Oklahoma law.

ASSAULT, BATTERY, OR ASSAULT AND BATTERY UPON SCHOOL EMPLOYEE: Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee. For purposes of this policy, "assault" shall be defined by Section 641 of Title 21 of the Oklahoma Statutes, and "aggravated assault and battery" shall be defined by Section 21 of Oklahoma Statutes. "Assault" is defined as any willful and unlawful attempt or offer (threat) with force or violence to do a corporal hurt to injure another. "Battery" is defined as any willful and unlawful use of force or violence upon the person of another. For purposes of this policy, "School Employee" shall mean any duly appointed person, employee, or employees of a firm contracting with Madill Public School, for any purpose, including such personnel not directly related to the teaching process and board members during meetings. REFERENCE: 21 O.S. § 650.7

SAFETY AND TRANSPORTATION

A copy of the district safety/crisis prevention/emergency response plan is available at all sites or the Central Office. A safety team with parent, student, teacher and administrative representatives meets at least once annually to review school safety practices and make recommendations to principals. Safe School Helpline Safe-Call is a toll free anonymous hotline sponsored by the Oklahoma State Department of Education that allows students and/or parents to report any activity they feel may threaten the safety of our students.

The number is 1-877-SAFECALL, Ext. OK1 or 1-877-723-3225, Ext. 651

ACTIVITY TRIP TRANSPORTATION

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must present a written request to the principal or the activity advisor, including a telephone number for verification purposes by 3:00 pm on the travel date. Parents may sign their own children out at any event. If a parent chooses either of these options, the school is not responsible for the student's return trip. The person a student rides home with is the responsibility of the parent. The school will assume no liability for the student once the parent signs them out. **No one other than Madill school personnel and students may ride in school vehicles including school buses unless the administrator overseeing the activity has authorized the transportation of non-school personnel as chaperones beforehand.**

TRANSPORTATION/PRIVILEGES

The provision of school bus transportation is not a right of students, but is a privilege extended by the Board of Education. Upon suspension of this privilege, it is the parent's/guardian's responsibility to transport their student to school. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

BUS REGULATIONS

In accordance with the policy of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting on and traveling on school buses.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
3. Passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver.
4. Smoking, tobacco chewing, and the consumption of food or beverages are not permitted on school buses.
5. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw or dangle objects from windows or extend any part of the body through a window.
6. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver.
7. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.

8. All district rules and regulations regarding student misconduct, possession or use of alcohol and/or drugs and possession or use of weapons shall be extended to any and all persons utilizing school transportation.
9. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the equivalent of one semester. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.
10. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action he/she deems necessary. For a second occurrence, bus privileges shall be withdrawn for one to five days. For a third, and subsequent offense, a student's privileges may be withdrawn for the equivalent of one semester.
11. If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without parental permission.
12. Bus evacuation drills shall be conducted on the school buses for this school district as required by the Oklahoma Transportation Laws.

FIRE DRILL

A map showing the fire exit routes will be posted in each classroom. There will be 2 fire drills each semester. Teachers will review the routes and procedures with their students.

1. School's alarm sounds.
2. Pre-designated student leads the way to the evacuation site.
3. Teacher follows the last student out.
4. Teacher takes class roster and emergency bag.
5. Close windows, turn off lights, and close classroom door.
6. **LEAVE DOOR UNLOCKED.**
7. In case of blocked exit, search for closest other exit.
8. Take roll and keep your class/group together.
9. Wait for "all clear signal" (radio/verbal) to re-enter, or wait for further instructions.

LOCKDOWN/INTRUDER DRILL

There will be one lockdown and one intruder drill per semester to familiarize students with our procedures.

TORNADO DRILL

Tornado drill maps will be posted in each classroom and the teachers will review these procedures with each class each semester.

1. A scripted announcement over the intercom system will be made to alert the students and faculty that a tornado drill will be conducted.
2. Classes will move to their assigned areas upon direction from the administrator or his/her designee. Do not move your class until then.
3. Students shall leave their class in single file in a quiet and orderly manner.
4. A student in each class may be selected to lead the students to the designated area. Each teacher will follow the last student out with his/her emergency bag and class roster.
5. Students are to go directly to their designated area. Each teacher needs to remain with his/her class at all times.
6. Students are to be seated as soon as possible. The crouched position, with hands interlocked over the head and elbows touching the knees will be taken on direction from the area supervisor.
7. Students will return to class on directions from the intercom system or administration.

COUNSELOR

Students and parents are encouraged to visit with the school counselor about any problem causing students to have difficulty with school. The counselor has reference sources and materials available that may help students find answers to a variety of problems. A copy of the district counseling policy is available at the Central Office. Counselors will help coordinate testing, gifted/talented, health and wellness, character education, drug/alcohol/tobacco and bullying prevention activities.

HEALTH AND WELLNESS

A nutritional breakfast and lunch program is provided daily. Physical fitness activities are provided daily. Instructional programs are available that promote healthy living/wellness. A copy of the district's health and wellness plan is available at the Central Office. As a Certified Healthy School, the district promotes physical activity 30 minutes daily including exercise for Bone/Muscle/Cardiovascular, daily fruit and vegetable consumption, and increased water intake.

STUDENT INSURANCE

School insurance is available to all students. A packet will be distributed to students beginning of the year. Purchase of this insurance is optional; however, **the school is not responsible for medical bills of students who become sick or are injured during school or at school sponsored events**; therefore, parents are advised to carry medical insurance on their children.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed note from the parent must be presented to the office. **All medication will be kept in and dispensed through the office.** Such medication should be properly labeled with the physician's directions. Students will not take any prescription or nonprescription medication without first reporting the use to the office. ***Exceptions may be made in cases where parents notify the office if a student is asthmatic, diabetic or has other serious medical conditions that warrant special medical plans.*** In these cases, a physician's statement must be presented stating that the student is trained and capable of administering the prescribed medication and parents must provide written authorization on a form containing a disclaimer of liability from the district. **Under no circumstances will students share any type of medication with other students. Doing so will result in suspension from school.**

STUDENT IMMUNIZATION

State Statute 1210.191 (70§1991) as amended, states "No minor child shall be admitted to any public, private, or parochial school operating in this state unless such child presents to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophilus influenzae type B (HIB), measles (rubeol), rubella, mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease." **A meningococcal vaccine is recommended for all children at their routine preadolescent visit (11-12 years of age).** Upon receipt of a written statement by the parent or guardian objecting to such immunizations because of religious, medical, or other reasons, then such child shall be exempt from the provisions of this act.

MENINGOCOCCAL DISEASE

Meningococcal Disease results from a type of bacteria called Neisseria meningitides that can cause serious, life-threatening infections in humans. It is contagious and can spread from person to person through the air, kissing, sharing eating utensils, and hand-to-hand contact. Most commonly these infections involve the tissues that surround the brain and spinal cord, but they can also occur in the bloodstream. Symptoms may include headache, sensitivity to light, high fever, confusion, unusual irritability, rash of dark red or purple spots, seizure, change in level of consciousness, and neck stiffness. Meningococcal disease needs to be treated with prompt and aggressive antibiotic therapy to lower the

risk of complications. **The disease can often be prevented through vaccination.** Detailed information on meningococcal disease will be distributed at enrollment and is available at all offices.

HEAD LICE/NITS/SCABIES/IMPETIGO/STREP THROAT/ STAPH INFECTION/FIFTH'S POLICY

Students suspected of having head lice will be sent to the office for examination. The office will notify the parent(s) that the student is not to return to school until the head lice/nits have been eliminated and the student has been checked by a health care professional. A Certification/note from a health professional must be presented in the office that the child is no longer afflicted with head lice/nits (which are unhatched eggs or young insect/egg cases).

Impetigo and scabies are highly contagious. Students should not attend school with these infections. Students will be sent home for treatment and may not return until all sores and scabs are healed.

INFECTIOUS DISEASES POLICY

Students should not come to school when they are sick. Students will be sent home if they develop symptoms of illness to prevent the spread of sickness to others.

Symptoms:

- Fever of 100 or higher
- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever or swollen glands
- Severe coughing
- Eye discharge

Strong efforts are made to provide a safe and healthy place for students to come to school. Please assist us by keeping your child at home when ill.

BULLYING

Madill Public School has a zero tolerance policy for harassment, intimidation, bullying, hazing, or other abusive behaviors that can lead to physical or psychological harm and/or loss of or damage to property. The district policy for bullying prevention is available at every site. Any student, who believes he/she or any other student is a victim of any type of abuse, should immediately report the incident(s) to a teacher, counselor or principal. All reports of abuse will be fully investigated.

"Harassment, intimidation and bullying" as defined by Oklahoma Statutes, means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation and bullying" include, but are not limited to gestures, written, verbal, or physical acts, or electronic communications.

- "Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular phone or other wireless telecommunication device, or a computer.
- "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.
- "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

DRUG/ALCOHOL/TOBACCO PREVENTION

Educational programs are coordinated by guidance counselors at each site.

AIDS/COMMUNICABLE DISEASE PREVENTION/SEX EDUCATION

Age appropriate educational programs are coordinated by counselors. Parents are notified before instruction, provided opportunities to review curriculum and may choose to opt child out of programs.

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

OSSAA RULES

AGE, PHYSICAL EXAM, AND PARENT'S CONSENT CERTIFICATE

Any student who reaches his/her nineteenth birthday before September 1st will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1st will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1st will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1st will not be eligible for the seventh grade or below. Non-athletic: Any student who reaches his twenty-first birthday before September 1st will not be eligible.

No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1st of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the pupil participates in any organized athletic practice session including contest participation.

ATTENDANCE

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If the student is ineligible because of late enrollment, the student must attend classes to regain eligibility the same number of days missed by late enrollment; otherwise, the student must attend a period of time equal to the number of days absent in excess of twenty percent for the semester. In the event of late enrollment due to illness, injury or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to the time required to become eligible. After a student regains eligibility and then is absent, his or her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming ineligible, shall be calculated from the date on which eligibility is regained.

STUDENT CONDUCT

A student whose conduct or character at school is under discipline, or whose conduct or character outside of school reflects discredit upon the school, shall be ineligible until reinstated by the principal.

A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. Students ineligible under these rules are not eligible until reinstated by the principal.

If a student who is ineligible under these rules transfers, the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.

A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the *Board of Directors*.

No person shall enter a contest under an assumed name.

Any pupil, who is a member of a gang or secret society (fraternity, sorority) in violation of the State Law of Oklahoma, or the regulations of any local Board of Education, is not eligible. Any school violating this rule will be subject to suspension for a period of one (1) year.

STUDENT ELIGIBILITY

Scholastic eligibility for students will be checked at the end of the fourth week of the semester and each succeeding week thereafter. A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, the student will be ineligible to participate during the next one-week period.

1. The ineligibility period will begin on Monday and end on Sunday.
2. A student who loses eligibility under the provisions must be passing all subjects to regain eligibility.
3. A student regains eligibility under Rule 3 with the first class of the new one-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.

CODES OF CONDUCT

SPECTATOR CODE OF CONDUCT

The following code of conduct should serve as a model at all sporting events as well as all school sponsored activities/events.

Believing that sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

Believing that my conduct is an important part of the school's programs,

I PLEDGE to act in accordance with these principles.

As an athletic or school event spectator, I will:

1. Exemplify the highest moral character, behavior and leadership so as to set a worthy example for young people
2. Maintain and exhibit poise, self-discipline and control during and after the event
3. Conduct myself in such a manner that attention is drawn not to me, but rather to the participants who deserve **positive** attention
4. Regulate my actions at all times so that I will be a credit to the event I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the student participant
5. Support all reasonable measures to improve good sportsmanship
6. Treat visitors and spectators as guests, being courteous and fair
7. Avoid actions that will offend individual participants or guests
8. Accept the judgment of the coach or sponsor
9. Honor the rights of visitors in a manner in which I would expect to be treated
10. Respect the property of the school
11. Display good sportsmanship by being modest in victory and gracious in defeat
12. Remember that all of the participants are young people who are still learning and growing, not paid professionals
13. Pay respect to both teams or all participants as they enter and during the competition/event; Remember that the opponents are young people—somebody's children—and they want to win and excel as much as we do
14. Appreciate the talents exhibited by both teams or all participants
15. Show sympathy for an injured player or participant including those from visiting schools
16. Honor the officials as respected guests and treat them as such
17. Direct my energies to encouraging my team rather than yelling at the players, coaches/sponsors or officials
18. Leave the correcting to the **qualified** school staff (coaches/sponsors)
19. Believe that the officials are fair and accept their decisions as final
20. Learn the rules of the game in order to be a more intelligent fan
21. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship
22. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities
23. Realize that negative remarks, jeering, obscene cheers, littering, throwing of objects, verbal indignities directed toward athletes, student participants, coaches, sponsors, or officials or any other act of poor sportsmanship shows a lack of class, is a poor reflection on the school and community, and has no place in school athletics or at any school sponsored event

STUDENTS GENERAL CODE OF CONDUCT

The General Principles of the Code of Conduct are:

- ✓ Accept responsibility for your education, decisions, words and actions.
- ✓ Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
- ✓ Be active in the school and community.
- ✓ Maintain a balance between academics and co-curricular activities continually giving your best effort to each.
- ✓ Support your fellow students and their activities.
- ✓ Respect cultural diversity, individuality, and the choices and rights of others.
- ✓ Have Self Respect and Respect for Others will follow.

SEARCH POLICY

In accordance with 70 O.S. § 24-102, the superintendent or 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, or while attending any function sponsored or authorized by the school, for the following:

- Dangerous weapons
- Controlled dangerous substances
- Intoxicating beverages, low-point beer
- Missing or stolen property if said property is reasonably suspected to have been taken from another student, a school employee or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched. The search shall be witnessed by at least one other authorized person of the same sex if practicable. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non intoxicating beverages, or missing or stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school lockers, desks 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 students. 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. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property.

Students, who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

DRUGS AND ALCOHOL PROHIBITED

This policy includes, but is not limited to, all illicit drugs, including alcohol and tobacco, and prescription drugs that are not lawfully prescribed to the student and/or that are not taken as prescribed.

Madill Public Schools strictly prohibit the unlawful use, possession, dispensing, distribution, manufacture or possession with intent to distribute, of any illicit drug, including alcoholic beverages, in or on any Madill School District property (including vehicles), or at any school district-sponsored function or event.

Compliance with this policy is mandatory and will be consistently enforced. Any student suspected of violation of this policy may be immediately suspended from school by the principal.

INTENT TO DISTRIBUTE DRUGS OR ALCOHOL

A student will be suspended and a police report will be filed.

GANG-RELATED ACTIVITIES

It is the policy of the Madill Public School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate or promote activities which 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. 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 including suspension. Any person (s) displaying gang affiliation in any manner at any school event will be asked to leave school premises. Law enforcement will be contacted when deemed necessary.

GUNS/WEAPONS

It shall be unlawful for any person to have in his/her possession on any public school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Oklahoma Statutes as "...any pistol, revolver, shotgun or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, Billy, hand chain, metal knuckles or any other offensive weapon, whether such weapon be concealed or unconcealed...". A police report will be made for violation of this law. Knives of any kind or size are not allowed on campus. Toy Guns, paint ball guns, BB guns, water guns, etc...are also strictly prohibited on campus.

HAZING

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, which activity is required or strongly encouraged as a condition of membership or as a "rite of passage" in any organization, regardless of whether participation is willing or not.

No organization having student members which is sponsored by the district or which is permitted to hold meetings or other events on school district property, and no member of any such organizations shall engage or participate in or directly or indirectly condition membership or consider as a "rite of passage" participation in or submission to any hazing activity.

Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

INDECENT ACTIONS

Any acts, expressions, comments or other actions, either written or expressed, that are considered indecent, threatening and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

INAPPROPRIATE DISPLAYS OF AFFECTION

Overly affectionate behavior is not acceptable at school or on school-sponsored activities. Couples are expected to keep their hands to themselves and not publicly display affection by holding hands, hugging, cuddling, kissing or any other affectionate display that is deemed inappropriate. Students participating in this behavior will be subject to disciplinary consequences.

TOBACCO PROHIBITED

Madill Public School is a 24/7 Tobacco Free Campus. The Madill Board of Education prohibits the use or possession of any tobacco product on the school premises or at any school-sponsored activity. Possession, use or distribution of tobacco products by minors is a violation of state law, and use or possession will result in disciplinary action. This will include possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco or any other form of tobacco products.

WIRELESS TELECOMMUNICATION DEVICE RESTRICTIONS

A student may possess a wireless telecommunication device while the student is on school premises. However, the device must be concealed during the school day. If any device is exposed or should ring or make other audible sound during such time, the teacher or administrator shall ask for the device and it would fall under the current Discipline Guidelines. Students may be given permission to use telecommunication devices during certain times of the school day or at functions sponsored by Madill Public Schools. Possession of a wireless telecommunication device by students is presumed to indicate consent by the parent/guardian.

WARNING:

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a **CRIME** under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be suspended from school and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and criminal prosecution.

CLOSED CAMPUS

1. No one is to leave the campus during the school day. Any student leaving the school property without securing permission and signing out through the office will be truant and dealt with accordingly.
2. Students who need to leave the campus must come to the main office.
3. If parents are picking up a student for lunch, they must come to the office and sign him/her out. The student is responsible for returning to his/her next class on time.
4. Students who are not currently enrolled in Madill Public School are not allowed to visit campus or classrooms unless approved by the principal for special programs.
5. Once a student comes on campus, he/she is to remain there.
6. Students are not permitted to receive delivered lunches.

OUTDOOR CONDUCT

Students are to remain in assigned areas and are expected to keep the campus trash free. Students are not to engage in horseplay, pushing/shoving, tackle football, boxing, wrestling, choke holds, or any other activity that could reasonably be expected to cause harm to oneself or others.

CAFETERIA CONDUCT

Food service offers students high quality, well-cooked, balanced meals. In order to provide a pleasant and relaxed atmosphere, students are expected to follow these common courtesies:

1. Keep noise to a minimum.
2. Do not break into lines.
3. Have lunch card ready (if applicable).
4. Leave area clean.
5. Return trays.
6. Do not take food or cups from the cafeteria.

HALL CONDUCT

It is necessary for all students to be thoughtful and cooperative in the hallways. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic. When the 1 minute bell rings, students are expected to immediately go to their next class. Shouting, whistling, running, scuffling, etc. will result in disciplinary action. Hall passes are required during regular class hours. Students are not allowed to bring food or drinks into the buildings unless it is pre-approved by a teacher for a class party.

ECC and Elementary principals may require separate rules for hallway conduct at their sites.

LOCKERS

School lockers will be assigned at the time of enrollment for the school year. **It is strongly advised that all valuables be left at home as the school will not be liable for theft or loss.** The school will not assume responsibility for any items taken from student lockers. Students are encouraged to use padlocks. An extra key or the combination must be provided to the office.

SCHOOL TRIPS

Only students who are academically eligible will be allowed to travel on school trips.

METAL DETECTOR SCREENINGS

The Board of Education is aware that the educational environment is a contributing factor to students' ability to learn. In an effort to provide the safest school setting possible, the District shall take all reasonable, necessary and proper measures provided by law and Board policy to safeguard the students, employees, patrons and property of the Madill School District, including, but not limited to, the use of stationary ("pass-through") or mobile (wand" or "hand-held") metal detectors (magnetometers). Details outlining the use of metal detector screening, including conditions for use, means of notification, screening procedures and consequences for refusal to cooperate may be found in Board Policy, Section 800.14.

CHEATING AND PLAGIARISM

Cheating and plagiarism will not be tolerated. Plagiarism is defined as using another person's work as your own. This will include but not be limited to downloading material from the Internet; computer hard drives, using another person's previously completed work to be turned in for a grade, etc. Cheating is defined as using unacceptable means to achieve academic success. Cheating may include, but is not limited to the following: copying tests, individual in-class assignments, or homework, obtaining verbal assistance or looking on another's work during a test, or using unauthorized test material. The consequences for cheating and plagiarism will include: Loss of credit on the academic project (term paper, research paper, etc.) and discipline will be administered at the discretion of the Principal.

DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. **Students/parents are advised not to purchase school clothing that could be deemed too revealing, indecent, improper or distracting.**

- All students will wear underwear and footwear (no house shoes)
- Students will not wear pajamas or swimsuits/trunks.
- There will be no bare backs or skin showing around the waist.
- No spaghetti strap or strapless tops, halter tops, low cut or off the shoulder shirts.
- Tops that show bra straps or cleavage are not allowed.
- No part of any underwear garment is to show at any time whether standing, moving or sitting.
- Sunglasses, caps, hats or other headgear are not allowed to be worn in buildings.
- Bandanas and sweatbands are prohibited.
- Students will not be allowed to wear pants that are overly "sagging."
- Students will not wear see-through clothing or underclothing (such as boxer shorts) as an outer garment.
- Length of shorts and skirts must be of reasonable length when standing or sitting so as not to expose above mid-thighs.
- No holes or tears in shorts or pants above mid-thigh.
- Any apparel worn by students which displays alcoholic beverages, tobacco, gang symbols or expressions, drug advertising, or displays words, pictures or drawings considered to be in poor taste will not be permitted during school hours or during any sponsored activity.
- Any style of clothing, piercings, tattoos, hairstyle which is considered contrary to good hygiene or which is distracting, disruptive or detrimental to the purpose or conduct of the school will not be permitted

***Sponsors of activities may establish through the administration additional requirements and regulations regarding haircuts/dress codes which they feel are necessary and appropriate for their particular sport or activity.

Final authority on any dress code matter or policy rests at the discretion of the building principal. ECC/Elementary principals have separate dress requirements for younger students.

A parent/guardian will be contacted to bring a change of clothes to students who are in violation of the dress code. Students will not be permitted to leave the campus to get a change of clothes unless the parent checks the student out of school. In this case, the student will be marked absent for the time missed at school.

PROM, DANCES or OTHER SCHOOL SPONSORED EVENTS

Students and their pre-approved dates must abide by all school rules and policies. Any student who wears clothing that is considered too revealing or indecent shall be denied access to the school sponsored event. **Discretion is advised when purchasing clothing for the prom or other events.**

PARKING

Rules for Parking and Parking Permits

1. You must have a permit to park on school property.
2. To obtain a permit, you must have a copy of your driver's license and insurance verification on file with the campus police.
3. You must display the permit on your rearview mirror with the number facing the front of the vehicle. If it will not fit on the mirror, it must be taped to the inside of the windshield on the driver's side. **PERMIT MUST BE VISIBLE.**
4. If you drive more than one vehicle to school, it will be your responsibility to see that the permit is properly displayed in the vehicle you are driving.
5. You will park only in your assigned parking space during school hours.
6. You will not change parking spaces without the approval of the principal.
7. You will not loan or allow your permit to be used by another student or person.
8. You will pull into your parking space, not back in.
9. If you lose your permit, you must buy a replacement permit for \$2.
10. If another vehicle is parked in your assigned space during school hours, contact the principal.
11. The Madill Public Schools has a closed campus policy. Any student leaving campus during school hours must have parental/guardian permission and must obtain a checkout slip through the high school office. Traffic will be monitored.
12. Prior to accessing student vehicles during school hours, students must have permission from the office.
13. Concurrently enrolled students must check out through the office daily when leaving campus.
14. Students moving their vehicles after 6th period are to abide by the driving safety rules.
15. No students will ride in the back of pickups.
16. Seatbelts must be in use when the vehicle is moving.
17. Observe speed limits. Parking lot-5 miles per hour. School zone-20 miles per hour.
18. Disciplinary slips will be turned in to the high school office for violation of any of the above.

THESE RULES WILL BE STRICTLY ENFORCED. ANY VIOLATION OF THE ABOVE RULES WILL BE CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING LOSS OF PARKING PRIVILEGES AND/OR A CITATION BEING ISSUED TO THE VIOLATOR.

DISCIPLINE

One of the most important lessons education should teach is discipline which underlies the whole educational structure. **At Madill Public Schools, we have high expectations for our students in the areas of attendance, performance and behavior.**

DISCIPLINE ACTION GUIDELINES

The Discipline Action Guidelines serve as a guide to assist the parent and student in understanding the District's response toward misbehavior at school. **The district reserves the right to determine the severity of all offenses and fit punishment to the offense.**

DISCIPLINARY REPORTS

In the event that students get into trouble at school-sponsored activities, a disciplinary report will be completed for the student or students. These reports will be kept on file in the principal's office and a copy will be sent to the parent/guardian.

STUDENT BEHAVIOR

The following behaviors at school, while on school vehicles or going to and from or attending school events will result in disciplinary action, which may include parental conferences, corporal punishment, in-school placement options, out-of-school suspension or notification of proper authorities for possible charges and/or legal action.

1. Arson
2. Assault (whether physical or verbal) and/or battery
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed any message or material
5. Bullying
6. Bus Misconduct
7. Cheating
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping or refusing to do work in class
10. Disruption of the educational process or operation of the school
11. Extortion
12. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or action
18. Graffiti
19. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts, taking of or destruction of property
20. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
21. Inappropriate Attire, including violations of dress code
22. Inappropriate behavior or gestures
23. Indecent Exposure
24. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening by word, or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or Verbal Abuse
27. Plagiarism
28. Possession or Distribution of a Caustic Substance
29. Possession or Distribution of obscene materials
30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, fireworks, etc...)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e, 3.2 beer), illegal chemical substances, or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
33. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Pranks
35. Profanity

36. Purchasing, selling, sharing and/or attempting to purchase, sell or share prescription and non-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, substitutes, volunteers
38. Theft
39. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts including taking of or destruction of property
40. Truancy
41. Use or possession of tobacco in any form
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Vandalism
45. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or electronic media, name calling, destroying or defacing school property
46. Violation of District Computer/Internet Use Policy
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official

In addition, conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited 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.

All teachers have the responsibility for correcting misconduct of any student or group of students while the student is under the jurisdiction of the school. This includes any and all school functions.

Infringement of school rules may result in a conference with a teacher or principal, a parental conference, detention, in-school suspension (ISS) or out-of-school suspension (OSS), depending upon the nature or the severity of the offense and the regularity of its occurrence. **Students whose actions threaten the welfare and safety of others will receive long-term suspension.**

DISCIPLINARY MEASURES

In administering discipline, consideration will be given to the alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. In considering alternative corrective actions the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student and/or parent
2. In-school Suspension
3. Detention
4. Referral to Counselor
5. Behavior Contract
6. Changing student's seat assignment

7. Corporal Punishment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of Privileges
11. Involvement of Local Authorities
12. Referring student to appropriate Social Agency
13. Out of School Suspension
14. Other Appropriate discipline action as required and as indicated by the circumstance

EDUCATIONAL PLAN FOR STUDENTS IN ISS

Students will receive and complete class assignments while in ISS. Students will not be dismissed early for "good behavior" while in ISS.

EDUCATIONAL PLAN FOR STUDENTS IN OSS

Upon parental request, students who are suspended from school will receive their assignments. Parents will be required to pick up the assignments in the principal's office and return them to the principal's office with their student on the day the student re-enters school. Late work will not be accepted.

CORPORAL PUNISHMENT

Corporal punishment is a disciplinary action authorized to be used by administrators in Madill Public Schools as long as it is administered in accordance with the guidelines established by the building principal and pursuant to state and federal law. **All corporal punishment will be handled through the office of the principal.**

Corporal punishment should only be used when other means have failed, or another method of punishment does not seem appropriate in light of the student's offense.

Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her version of the disruptive event for the purpose of demonstrating that corporal punishment is not warranted.

Corporal punishment will not be administered to any student whose parent or guardian has requested that the child not be given corporal punishment if such request is in writing and on file with the principal.

Corporal punishment shall not be administered to a student with a disability, as defined by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and/or any regulations promulgated in connection with any of said acts.

Corporal punishment will be administered only in the presence of another certified staff member. Corporal punishment will not be administered in the presence of any other students.

Only ordinary or reasonable force is to be used. In determining what is ordinary or reasonable force, the person responsible for administering punishment shall consider the nature and severity of the misconduct, attitude and past behavior of the student, availability of less severe but equally effective means of punishment, severity of punishment and the age and physical condition of the student.

Guidelines for Administering Corporal Punishment

1. All corporal punishment will be administered through the office and witnessed by certified personnel, preferably one being an administrator when possible.
2. Documentation must be signed by both the certified personnel who administers the punishment and the certified witness.
3. Documentation must include the reason for the punishment, the date administered, and the time and place administered.
4. The certified personnel administering corporal punishment must return the documentation to the principal on the same day as the punishment.
5. **Corporal punishment will not exceed two swats per day.**

IN-SCHOOL SUSPENSION (ISS)

Students assigned to in-school suspension will report to the in-school suspension room instead of their regular class schedule. Students who cannot function according to the following standards or refuse to cooperate will be suspended "Out of School" for an additional number of days not to exceed the remainder of the current semester and the succeeding semester.

1. Students are to report ONLY to the assigned area immediately upon arrival at school.
2. Students assigned to the In-School Suspension Program shall be in attendance during the hours of the regular school day.
3. Any student who is not in his/her assigned seat when tardy bell rings shall be considered late.
4. Students will not be in the In-School Suspension building unless accompanied by the program instructor or an administrator designate.
5. Students will leave the school vicinity immediately at the close of the school day.
6. Students will be excluded from all curricular and extracurricular activities until their In-School Suspension is completed.
7. Students will bring all books and materials with them for the period of time they are assigned to In-School Suspension.
8. Students will only be allowed to talk or leave assigned seat with the permission of the program instructor.
9. Students must work at all times on assigned subject matter.
10. The school will arrange for lunch for ISS students. **Delivering lunch to students assigned to the In-School Suspension program will not be allowed.**
11. Students will not be dismissed early for "good behavior" while in ISS.

MORNING DETENTION

Morning detention will be assigned from 7:00-7:45 am for students who have used their lunch detention penalty or who have misbehaved in such a way that merits it.

NOON LUNCH DETENTION

A noon detention hall will be assigned to students who are unable to follow the rules of courtesy, responsibility and organization. Students will be expected to bring something to read or work on and be silent. An unexcused absence from noon detention will be considered as skipping a class.

SATURDAY DETENTION

Saturday detention will be from 8:30 am until 11:30 am. The following rules will apply:

1. Each student will be required to work on school-related work.
2. Students will not be dismissed from the room except at designated times.
3. Any student who does not conform to these regulations will be sent home and assigned to In School Suspension the following school day.

SUSPENSIONS

LONG-TERM DISCIPLINARY REMOVAL IN EXCESS OF 10 DAYS

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal.

OUT-OF-SCHOOL SUSPENSION (OSS)

If a student is suspended from school, he/she may not participate in any school activities or **be on school property**. The student could be charged with loitering and/or trespassing. The student will not be admitted back into school without a parent conference. If the parent/guardian feels the suspension is not just, the parent/guardian has the right to appeal the decision as outlined in the Student Disciplinary Due Process Procedure.

SHORT-TERM OUT-OF-SCHOOL SUSPENSION OR DISCIPLINARY REMOVAL

The authority to suspend a student from school is delegated to the building principal or superintendent. Any student may be suspended for:

- Violations of school policy or regulations.
- Possession of a dangerous weapon or controlled substance.
- Possession of alcohol.
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.
- Non-violent offenses plus assault.
- Acts of immorality.
- For any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property.

Pre-Suspension Procedures:

- Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
- Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternative in-school suspension (ISS), placement in an alternative school setting, reassignment to another classroom or in-school detention or some other in-school related option.

For short term suspensions, student may be suspended from school for up to ten days or less by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons therefore, and the right to appeal the suspension.

DUE PROCESS: METHOD OF APPEAL TO BOARD OF EDUCATION

Any student, who has been suspended under the Board Guidelines, or the student's parent, may appeal the suspension. The following procedures shall govern the appellate process:

- The student, or the student's parent(s), shall notify the superintendent in writing within five (5) days of the receipt of the written suspension notice of the intent to appeal the suspension.
- Upon receiving notice of a student's or student's parent(s) intent to appeal, the superintendent shall advise the suspension committee. The appeal shall be heard within ten (10) days from the date the notice of intent is filed with the superintendent.
- The decision of the committee is final for short-term suspensions. If the student or the student's parents wish to appeal the suspension committee's decision for long-term suspension, the superintendent shall be notified in writing within five (5) days of the receipt of the hearing decision.

- The superintendent upon receipt of notice shall notify the Board of Education and the appeal shall be heard at the next board meeting or within ten (10) days of receipt of the intent to appeal, whichever comes first. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- During the hearing of the appeal, the student may be represented by legal counsel or another adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses; and offer other evidence in his/her behalf including the student's own testimony.
- The Board of Education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board of Education, or of the hearing officer, if applicable, shall be final.
- The suspension committee, Board of Education or hearing officer may uphold the suspension, modify the terms of the suspension or overrule the suspension. The student and the student's parent(s) shall be notified within five (5) school days of the decision.

Appeal for Reinstatement

Any student, who has been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The board shall take whatever action it deems appropriate.

RECORDS AND REPORTS

The principal will keep written records of each out-of-school suspension. The principal shall maintain records related to the Education Plan and the student's and/or parent's compliance or non-compliance with the plan.

DISCIPLINARY MEASURES FOR STUDENTS WITH DISABILITIES

The District will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of The Rehabilitation ACT/TITLE II of the Americans with Disabilities Act.

ATTENDANCE

CHECKING OUT

Students are encouraged to make medical appointments after school hours. If a student knows in advance that he/she is to leave the campus, parents should contact the office in person or by phone. **All check-outs must be approved in the main office.** All classroom assignments must be made up and returned promptly. Students will be given at least two days to make up work for each day missed.

TEN-DAY ACTIVITY ABSENCE

The State Board of Education has set a maximum of 10 absences from any class period during a school year to attend student activities, whether sponsored by the district or an outside organization, which remove the student from the classroom. Excluded from this limit are state and national levels of school-sponsored contests in which the student has earned a right to compete. The criteria for earning such right to represent the district must be approved by the local board.

ABSENCES

Excused Absences with Full Make-Up Privileges-Illness of the student, death or severe illness in the immediate family or an emergency shall be considered legitimate causes for being absent and

may be excused. Students who miss school for a religious holiday or any other function from which the parent and school officials mutually agree that the student can derive educational or family benefits may be excused. It is the responsibility of the parents and students **prior** to being absent to contact each teacher involved to develop a make-up work schedule. Documentation for excused absences must be provided within three days upon the student's return to school. **Absences will not be excused if acceptable documentation is not provided in this timely manner.**

Unexcused Absences-If absence is unexcused, the student will not receive credit for missed work.

ATTENDANCE/ACTIVITY PARTICIPATION

A student must attend school full-time on the day of an activity in order to be eligible to participate. Unexcused absences may not be made up. Exceptions can be made for doctor's appointments, funerals and other emergencies approved by the principal.

ATTENDANCE POLICY

All students are encouraged to be in class every class period. **Any student who misses a particular class for more than 10% of the time the class is in session, will not receive credit for that class for the particular time in question.** This record shall be kept on a semester basis, and students who are not in attendance for at least 90% of the time will be given a failing grade in the class for that reporting period. The principal retains the right to rule on any special problem that might arise due to unscheduled activities. Oklahoma school law states it is the responsibility of the parents to contact the attendance office whenever their child is absent from school. If the parent fails to contact the school, then parents will be contacted by the attendance office. If a student is checked out of school or is arriving at school late, he or she must report to the principal's office to be admitted to class. No student should leave school for any reason unless he/she presents a request from his parents or guardian to the office before leaving. If it becomes necessary for a student to leave school during the day, he/she must secure permission through the office upon leaving the school campus. All students must be picked up at the main office.

PERFECT ATTENDANCE AWARDS

Perfect attendance awards will only be given to students who do not miss **any part** of any school day throughout the entire school year. Students who are exempt from semester tests but want to maintain perfect attendance records must attend school even during exemptions. Though the district encourages regular attendance, parents are asked not to send students who are ill to school in order to maintain perfect attendance status.

TRUANCY

Truancy is defined as the act of a student willfully being absent from school without proper reason or without parental or school authoritative permission. Any student violating provisions of these policies shall be subject to provisions of the Student Disciplinary Due Process Procedure. Truancy will result in a police report if needed and a referral to truancy court directed by Marshall Co. District Attorney.

MIDDLE SCHOOL AND HIGH SCHOOL STUDENT ADMITS

1. When a student returns to school after being absent, he/she must get an admit slip from the office. This should be done as the student arrives at school and prior to the first bell.
2. Duty teachers will allow students to come to the office for the purpose of getting an admit slip.
3. The admit slip will be presented to each teacher for signature and left with the last hour teacher to return to the office.

MAKE-UP WORK

1. Students are required to complete all work missed as the result of any absence.
2. It is the student's responsibility to ask each teacher for make-up assignments the first day the student returns from an absence.

3. Getting make-up work must be done at an appropriate time during the day. Classes should not be interrupted.

In order for the office and teaching staff to have time to adequately prepare the requests, the call and request for make-up work should come before 10:00 AM. It will be after 2:00 PM before a completed homework request may be compiled.

TARDY

Students who are tardy to class lose valuable learning time. In addition, they create a distraction from learning for other students. Each three tardies from a class per semester will constitute one unexcused absence for that class. Additionally, at the discretion of the principal, disciplinary measures may be administered for each unexcused tardy.

ACADEMIC INFORMATION

GIFTED/TALENTED PROGRAM

"Gifted and Talented Children" means those children identified at the elementary and secondary level as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services. Procedures used in the process of identifying gifted students will be nondiscriminatory with respect to race, economic background, national origin or disabilities. Nominations will be sought from a wide variety of sources, including professional educators, parents, self and others. Data will be collected on nominated students. A student's placement in programming is based on his/her abilities, needs and interest. Opportunities will be provided for students to be considered for placement throughout their school experiences. A copy of the districts' gifted/talented plan is available at each site.

DUKE TALENT SEARCH

Beginning in 4th grade, gifted students **who meet the academic standards** may enroll in Duke Talent Search. This program allows students to take the ACT test as early as 7th grade and provides many academic enrichment activities/programs for gifted students. See Guidance Counselors for additional information. **The district does not pay the fees for participation in this program.**

HOMEBOUND

The purpose of any homebound instruction is essentially emergency in nature and should be used only when other approaches cannot be used. A statement from a physician that the student is unable to attend school may be required. The limited instruction time and the lack of social interaction are vital factors to be considered. Students are encouraged to attend school if all possible.

The Madill Schools Homebound Program provides students the opportunity to continue their academic studies. There are three groups of eligible students:

- Students with severe handicapping conditions who have never attended school.
- Students with severe illnesses or handicapping conditions who will be absent from school for at least two weeks.
- Note—if the child's education is governed by an IEP, any situation which may change the child's placement must first be approved through the proper channels in accordance with the guidelines set forth in the IDEA.

ONLINE COURSES: Students may receive credit by taking online courses. The student and parent/guardian have the responsibility to make certain the courses meet Oklahoma accreditation standards, and will be honored by the student's college(s) of choice. Parents and students should discuss

with the counselor/principal before taking such courses to make certain classes meet state and local requirements including but not limited to for graduation or Honors recognition purposes. Except in cases where the district is offering the online class as part of regular course offerings, the school assumes no responsibility for the fees or materials required for taking online courses.

PLACEMENT FOR HOMEBOUND OR STUDENTS WHO HAVE NOT ATTENDED: Students who have been Homeschooled or have been out of school for extended periods, may be required to take proficiency tests to determine proper placement. The principal will make decisions regarding placement.

RETENTION

When a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The district's appeal process is that the parents meet with the teacher(s) and the principal. If dissatisfied after this meeting, the parents meet with the superintendent. Finally, the parents may appeal to the Madill School Board. The decision of the Madill School Board is final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student, stating the reason(s) for disagreeing with the decision of the board.

PROFICIENCY BASED PROMOTION

Upon request of a student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by Subject or Grade Level Proficiency Tests.
2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year, once during the week before the beginning of the school term and once during the last week of school at the end of the school term as identified in 70 O.S. 11-103.6. Notification of intent to take test must be given to the student's principal two weeks prior to the testing week.
3. Proficiency for advancing to the next level of study will be demonstrated by a score of the 90% or comparable performance on an proficiency assessment.
4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as the end of each school term.
5. Qualifying students are those who are legally enrolled in the local school district.
6. Students will be allowed to take proficiency assessments in multiple subject areas.
7. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
8. Exceptions to standard assessment may be approved by a local committee appointed by the superintendent or IEP team for those students with disabling conditions.

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 the parents in making such promotion and/or acceleration decisions. Such factors as social and mental growth, college preparation, EOI testing preparation, ACT preparation will be considered.
2. If the parent or guardian request promotion and/or promotion contrary to the recommendations 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. Elementary, middle school, or high school students may demonstrate proficiency and advance to the next level in a curriculum area but must progress through a curriculum area in a sequential manner.
5. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Proficiency Assessment 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.

Options for accommodating students' 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
8. Individualized Education Programs

AFTER-SCHOOL TUTORING

After-school tutoring will be available as an optional way for students to receive individual academic assistance, provided a tutor is available.

ALTERNATIVE EDUCATION

When all other strategies for intervention have been exhausted, students may be placed in Alternative Education, a restricted learning setting. Placement will be based on need and current grade classification.

GRADING

Teachers will record student's grades weekly using an electronic grade book. Normally, a minimum of two grades per week (for full weeks of school) will be recorded. Parents will have access to their student's grades and attendance using the WenGage program. Additionally, when students are failing or in danger of failing, parents will receive progress reports during the fifth week of each quarter. Parents are urged to confer with the principal and teachers when there is a question concerning these reports or the grades of the student.

The grading system is as follows:

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

REPORT CARDS

Report cards will be distributed quarterly no later than one week following the end of a grading period.

GRADEBOOK

Parents will receive a password in order to access their student's academic status online. Teachers record all grades online weekly or more often.

CLASS SCHEDULE CHANGES

Schedules will not be changed unless a legitimate reason is given to the principal, and is justified and advantageous to the student. Usually, there will be no schedule change after the first week of the semester.

ELIGIBILITY

Scholastic eligibility for students will be checked at the end of the fourth week of the semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects at the end of a week, the student will be

placed on probation for the next one-week period. If the student is still not passing one or more classes at the end of the probationary one-week period, they will be ineligible to participate during the next one-week period.

THE INELIGIBILITY PERIOD BEGINS AND ENDS ON MONDAY AT 8:00 am

A student who has lost eligibility must be passing all subjects by the end of the ineligibility week to regain eligibility to participate. "Passing grade" means work of such character that credit would be entered on the records were the semester to end at that time.

The regulations of the Oklahoma Secondary School Activities Association require a student to be in attendance in every class a minimum of 90% of the time to retain eligibility. Eligibility requirements apply to all 9th, 10th, 11th & 12th grade students participating in any school-sponsored activity. Any student who is ineligible or suspended from school, for any reason, will not be permitted to participate in activities or activity trips.

NINE WEEKS TESTS

At the Middle and High School levels, comprehensive nine weeks tests will be given in all core subjects at the end of each grading quarter, covering learner objectives that were taught throughout the entire grading period. Teachers will provide study reviews and guides that will help prepare students for the exams. Nine week's exams will be constructed to allow students ample time to complete the tests in time frame of the regular class period. All students will take the nine weeks exams. The exams will count no more than $\frac{1}{4}$ of the final nine week grade. Exams will be administered at the end of the grading quarter on a schedule to be determined by building principals. Exams are not to be given early. Make-up days will be arranged for students who are absent on exam days. Semester tests and exemptions will no longer be given.

REMEDIATION COURSES

Students who failed the English II or Algebra I end-of-instruction (EOI) tests will be automatically enrolled in a remediation course for one semester or more as an instructional strategy to help the student achieve success. Freshmen who failed the 8th grade math state mandated test will be automatically enrolled in pre-algebra.

GRADUATION REQUIREMENTS

College/Work Ready Plan:

English -4

Math -4/3 may not include Contextual math or Math of Finance.

Science -4/3 Laboratory sciences only

Social Studies -4

Fine arts and/or humanities-1

Computers -2 (including $\frac{1}{2}$ financial literacy)

Electives to equal 24 credits

Core Graduation Plan: (This must be signed by the parent/guardian with the understanding this is a NON-college bound curriculum. The parent of the student may opt-out of the college bound curriculum with the understanding this plan does not qualify students for admission to a college or university.)

English -4

Math -4/3 may include Contextual Algebra, Math of Finance or Intermediate Algebra

Science -4/3 one which may include Horticulture, Plant and Soil Science, Animal Science, or Power and Technology

Social Studies -4

Fine Arts/Humanities -1

Computers -2 (including ½ financial literacy)
Electives to equal 24 credits

ELECTIVE COURSES

A large selection of elective courses are offered.

CLASSIFICATIONS

Any student who fails and/or is behind on three or more core classes will not advance forward with classification. Additionally, students must have earned a minimum of 17 credits to be classified as a senior; 12 to be classified as a Junior; and 6 to be classified as a sophomore. Failed core courses can be made up through online courses, credit recovery or summer school.

ADVANCED PLACEMENT

Students who plan to attend college are strongly encouraged to take all Pre AP and AP courses offered at the Middle School and High School levels. The academic rigor of these classes better prepares students for ACT, college coursework as well as for the work force. Because of the rigor of these courses, AP classes are weighted for determining Honor students.

CONCURRENT ENROLLMENT

Juniors and Seniors may enroll in college courses if they meet admission requirements. Juniors and Seniors may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating work load, one-half high school unit shall be equivalent to three semester credit hours of college work. High School seniors who meet the eligibility requirements are entitled to receive tuition waivers for up to six hours per semester. These waivers do not include costs of books, travel expenses or student fees. The HS Guidance Counselor has information on the specific academic requirements for enrolling in Concurrent Enrollment for college in Oklahoma. **The district is not responsible for any costs associated with concurrent enrollment. The following higher education courses commonly taken through Concurrent Enrollment have been reviewed by the Oklahoma State Department of Education and approved for academic credit.**

COURSE	Academic Credit
• College Algebra	1 unit High School Algebra II
• General Biology	1 unit High School Biology II
• General Botany	1 unit High School Botany
• English Composition I	½ unit English IV
• English Composition II	½ unit English IV
• Introduction to Chemistry	1 unit High School Chemistry
• Chemistry I	1 unit High School Chemistry
• American History Survey to 1877	½ unit High School U.S. History
• American History Survey from 1877	½ unit High School U.S. History
• Introduction to Geography	½ unit High School World Geography
• American Federal Government	½ unit High School American Government
• Introduction to Speech	½ unit High School Speech

HIGH SCHOOL HONOR GRADUATES/VALEDICTORIAN/SALUTATORIAN

High School Honor Graduates will be determined by selecting the top ten percent of the senior class based on seven-semester (ninth grade through end of first semester of senior year) highest **weighted** GPA. The Honor Graduate students with the highest and second highest seven-semester **weighted** GPA will be named Valedictorian and Salutatorian. To be named Valedictorian and Salutatorian, students must take Honor's track of courses and have attended Madill Public School for the full two preceding semesters (2nd semester Junior Year and 1st Semester Senior Year). Weighted classes include all PRE AP and AP courses, Honors Courses, and college courses taken

through Concurrent Enrollment. Students and parents should confer with the HS guidance counselor and plan a track of courses that are best suited for college preparation.

OKLAHOMA HONOR SOCIETY AND NATIONAL HONOR SOCIETY

The guidance counselors at each site have information regarding the standards/requirements for these special academic recognition programs.

SCHOLARSHIP INFORMATION

All scholarship information is kept in the high school counseling lobby throughout the year. Parents and students should visit with the counselor regarding scholarship opportunities. The school will make available transcripts and other school related supporting documents, but completing and mailing applications before postmark deadlines is the responsibility of the student and parent/guardian. Applications should be (preferably) typed or printed neatly in black ink.

NCAA CLEARINGHOUSE

The NCAA Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions. It does this by reviewing the student athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules. Go to www.ncaaclearinghouse.net for additional information and making application.

OKLAHOMA'S PROMISE

The Oklahoma Legislature has set up a program for 8th, 9th, and 10th grade students that will help pay for their college education if their parents' income from taxed and untaxed sources is \$50,000.00 or less at the time the student applies for the program, and if the student meets all attendance, academic and behavior requirements of the program. Parents of students in grades 8-10 who meet these income guidelines are strongly encouraged to apply online at www.okhighered.org/okpromise. The MS and HS guidance counselors have additional information on this important program.

NATIONAL MERIT SCHOLARSHIP PROGRAM

The high school counselor will offer the PSAT to Junior students with high scholastic aptitude. The PSAT is the practice test for SAT (the SAT is required instead of the ACT in some states) The PSAT is also the exam used to identify the top academic students in the nation through the National Merit Scholarship, a highly prestigious program for the top academic students in the country.

OKLAHOMA ACADEMIC SCHOLARS

Seniors who (1) through the end of first semester earn a minimum GPA of 3.7 on 4.0 scale (or are in top 10% of class), (2) will complete all curricular requirements for a standard diploma **and** (3) achieve a minimum 27 composite score on the ACT or 1220 combined reading and mathematics score on the SAT 1 (National tests only) will be recognized with a certificate of recognition from the State Board of Education and the local high school, a gold seal affixed to their diploma, and the honor recorded on their official transcript.

ACADEMIC SCHOLARS PROGRAM

Seniors may qualify for scholarships through the Oklahoma State Regents if they meet the requirements of the Academic Scholars Program (not to be confused with Oklahoma Academic Scholars) Students automatically qualify for the Academic Scholars Program if they are identified as a National Merit Scholar, National Merit Finalist or US Presidential Scholar or by scoring at or above the 99.5 percentile on the ACT or SAT.

FAFSA (Free Application for Federal Student Aid)

All seniors interested in financial aid for college or other postsecondary studies need to complete the online form at www.fafsa.ed.gov. The form should be completed **as soon as possible** after October 1 of the senior year after the parent/guardians (or student legally declared as an independent) have filed tax returns. Monies are allotted on a first come-first served basis and on financial need. Many students receive grants for college every year that do not have to be paid back.

Most families qualify for some financial assistance even if only low-interest student loans that do not have to be paid back until the student graduates college. In some cases, federal student loans for education and medical careers are forgiven when graduates take jobs in high poverty areas. College institutions can provide more information on this process. .

TESTING INFORMATION

ASVAB (11th), PSAT (11th), SAT TESTING

See the guidance counselors for scheduled dates and information regarding these tests.

ACT ONLINE REGISTRATION at www.actstudent.org

Madill School assumes no responsibility for fees associated with exams such as PSAT, ACT or SAT. Fee Waivers may be available for students who qualify. See HS Guidance Counselor for information.

ACT TESTING DATES

<u>TEST DATE</u>	<u>REGISTRATION DEADLINE</u>	<u>(LATE FEE REQUIRED)</u>
September 10, 2016	August 5, 2016	Aug. 6-9, 2016
October 22, 2016	September 16, 2016	Sept. 17-Oct. 30, 2016
December 10, 2016	November 4, 2016	Nov. 5-18, 2016
February 11, 2017	January 6, 2017	January 7-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

In addition to the above National Testing, Students may also take Residual ACT tests at the college or university where they plan to attend. Contact the college/university of your choice for more information.

TESTING TIPS

- Get a Good Night's Rest Before Testing
- Eat a Healthy Breakfast the Morning of Testing
- Arrive to School on Time (Do Not be Late)
- Attend Regularly During Testing Window. Please do not schedule appointments during time of testing if at all avoidable
- Take time to work through all available practice tests or review materials
- Do not be in a rush to finish; Flag questions you are uncertain about and come back to them when you are allowed to do so
- Read questions carefully; read all answers before selecting your response
- Never change an answer unless you are certain you marked an incorrect response
- Try to do your very best but do not "stress out" over testing

READING SUFFICIENCY

The reading goal for Oklahoma public schools is as follows: By July 1, 2008, and each year thereafter, one hundred percent (100%) of all third-grade students, excluding those students who have individualized education programs in an area related to reading, pursuant to the Individuals with Disabilities Education Act (IDEA), limited English proficiency, or for whom English is a second language, will read at or above grade level by the end of their third-grade year.

READING SUFFICIENCY TESTING

Every student enrolled in K-3 grades will be assessed throughout the year for the acquisition of reading skills for the grade level in which they are enrolled. Any student found not to be reading at the appropriate grade level will be provided a reading assessment plan. This will include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan will also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
2. Tutorial instruction as needed after regular school hours, and during the summer
3. The six essential elements of reading instruction: phonemic awareness, phonics, spelling, reading fluency, vocabulary and comprehension.

The program will be continued until the student is determined not to be in need of remediation.

(O.S. 1210.508)

Except for students on an individual education plan, any third grade student not reading on grade level by the end of the school year will be required to attend a Summer Reading Academy or fulfill requirements set by the school, and may be retained. Parents will be notified at the end of the first semester if the student is below grade level. If retention is recommended, a conference will be held at the end of the year with the parent/legal guardian.

Homework Policy

Research indicates that schools in which homework is routinely assigned and accessed tend to have higher achieving students. Homework fosters student achievement, independence and responsibility and serves as a vital link between school and home. Homework should reinforce principles, skills, concepts and information taught in the classroom, be meaningful and appropriate to the ability and instructional level of students, support creative, logical, critical and analytical thinking, foster self-discipline, self motivation and the wise and orderly use of time, and be adequately explained by teachers and clearly understood by parents. **Under no circumstance should homework be assigned as busy work, and all assigned homework is to be graded with teacher feedback provided.**

Keeping in mind that students may have assigned homework in several classes, teachers will make every effort to keep homework to a minimum and avoid assigning excessive homework especially when students have late night school activities or on holidays and weekends. However, in all AP or Honor's Classes, regular homework may be necessary to reinforce skills and for completion of required assignments. To the greatest degree possible, students are advised to make use of classroom time to avoid completion of all assigned homework during after school hours.

CRITERIA FOR EARLY GRADUATION TRACK

To become a candidate for early graduation, students must have taken the Honors Track of courses including Pre-AP English I and Pre-AP English II AND MUST HAVE ACHIEVED AN OVERALL 3.8 GPA or higher, at the end of their sophomore year. Students must be able to meet all graduation credit requirements at the end of their Junior year. Options for completing the four units of English include enrolling in English III and English IV their Junior year or taking English III along with Comp I and Comp II through concurrent enrollment. Students must meet state requirements for Concurrent Enrollment and the district assumes no costs associated with concurrent enrollment. Students on the early graduation track will be classified as Seniors and will receive the same consideration for graduating with Honors as other Senior students.

Signature Page for Receipt of Madill Student Handbook

I have received a copy of the 2016 -17 Madill Public School Student/Parent/Teacher Handbook, FERPA, and the STUDENT/PARENT/SCHOOL Compact Pledge. I have received all the contents, and understand that I am responsible for abiding by all school policies. I understand that this Handbook is intended as a guide and is not all inclusive or intended as a replacement or substitute for all school board policies or state and federal laws. I agree to abide by the rules contained in this handbook. I further understand that the administration reserves the right to determine severity of all offenses and fit punishment to the offense.

Signature of Students

Date

Signature of Parent/Guardian

Date

*****THIS SIGNED FORM MUST BE RETURNED TO THE SCHOOL BEFORE ENROLLMENT IS COMPLET**

BELL SCHEDULES

ECC

7:50 First Bell

8:00 Classes Begin

9:30 Pre K Recess

10:00 Kindergarten Recess

10:45 1st Grade Recess

10:50 Kindergarten Lunch

12:00 1st Grade Lunch

1:30 Pre K Recess

2:55 Dismissal

MIDDLE AND HIGH SCHOOL

7:40 Teachers Arrive

8:00-8:50 1st Period

8:55-9:40 2nd Period

9:45-10:30 3rd Period

10:35-11:20 4th Period

~11:20-11:50 *HS Lunch*

11:25-12:10 MS 5th Period

11:55-12:40 HS 5th Period

12:10-12:45 MS Lunch

12:50-1:35 6th Period

1:40-2:25 7th Period

2:30-3:20 8th Period

ELEMENTARY

GRADE	ACTIVITY	LUNCH	2 ND RECESS
2 ND	11:35-12:25	10:55- 11:30	1:35-1:50
3 RD	8:45-9:35	11:25-12:00	1:15-1:30
4 TH	9:35-10:25	12:05-12:55	
5 TH	10:25-11:15	12:15-12:55	

4TH & 5TH GRADE SCHEDULE

TIME	PERIOD
7:50-8:45	1 ST HOUR
8:45-9:35	2 ND HOUR
9:35-10:25	3 RD HOUR
10:25-11:15	4 TH HOUR
11:15-12:05	5 TH HOUR
12:05-12:55	LUNCH
12:55-1:45	7 TH HOUR
1:45-2:35	8 TH HOUR
2:35-3:05	HOMEROOM

