

## FOREWORD

We solicit your cooperation in our efforts to make this year both educational and productive. Please read your handbook carefully. It has been prepared to better acquaint you with all phases of the schools, and through this knowledge, to better unify our work together. Also, we have attempted to provide information that will help you in planning your work.

Enclosed within this handbook are rules and regulations that have been established to make the school programs as effective as possible. Many of the questions that arise daily can be answered by referring to this handbook.

We are proud of our school and we want you to become a part of it. As years go by, we believe that you will look back on these days as some of the happiest of your life.

## ADMISSION TO SPRINGER MS/HS

Welcome to Springer Public Schools!! We are glad that you desire to enroll your student(s) in our school. We hope that the enrollment process is an easy one for you and that you feel welcome here. There are a few requirements that need to be met during this process:

### Requirements:

1. **Legal Custody** - The adult enrolling a student must have legal custody of the student. Legal custody is obtained through court proceedings and signed by a judge or biologically.
2. **Proof of Residence** - Documents which meet this requirement are utility bills such as water, gas, or electric or documentation through the County Assessor's Office.
3. **Current Immunizations** - A copy of current immunization requirements must be presented at enrollment. All immunizations must be up to date.
4. **Current Transcript (HS Students only)** - To be able to schedule and place your student in the correct classes, a current transcript is needed.

### Other needed documents:

1. CDIB Card
2. Birth Certificate
3. Social Security Card
4. EOI/OCCT Test Results (If requesting transfer)

## APPEALS SYSTEM

Students and parent/guardians have the right to appeal a decision concerning absenteeism. At the beginning of each school year, an Internal Activities Review Committee will be formed, consisting of an administrator, school counselor, and three faculty members. The committee will serve a one-year term.

The Committee will meet each semester only if there is an appeal of a decision. In the event of an appeal, the Committee will meet and a decision will be made within ten (10) days of the appeal. A student will be allowed to appeal only one time during their seventh and eighth grade years and can appeal only one time during their high school years, grades 9-12.

### ASSAULT AND BATTERY GUIDELINES

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits and assault, battery, or assault and battery upon the person of a referee, umpire, timekeeper, coach, player, participant, official, sports reporter, or any person having authority in connection with any amateur or professional athletic contest, is punishable by imprisonment in the county jail, and a fine not exceeding Five Hundred Dollars (\$500.00) or by both such fine and imprisonment.

Every person who, without justification or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such a person is in the performance of his duties, shall, upon conviction, be guilty of a felony. The provisions of this act shall become effective October 1, 1978.

It shall be unlawful for any person in attendance at any athletic or other public entertainment event to project in any manner an object that could cause bodily harm to another person.

Any person violating the provisions of this section shall be subject to ejection from the event by officials supervising the event.

A violation of this section shall be a misdemeanor, punishable by a fine not exceeding \$1,000.00 and one (1) year in the county jail. (Max)

The provision of this section shall not apply to the participants in the athletic or other public entertainment event. This act shall become effective October 1, 1978.

### ATTENDANCE POLICY

State law requires the school attendance of all children who are 6 years of age on or before September 1, until the student reaches the age of 18, reaches the age of 16 and are signed out with consent of the school and parent when determined to be in the best interest of the child, or upon graduation.

Local policy requires that students will attend class ninety **(90%)** of the time in order to receive credit.

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism among MS/HS Students.

1. Students are allowed no more than nine **(9) absences** per class per semester. An absence is defined as missing more than **twenty (20) minutes** of any part of class time. Parents are expected to notify the school when the student is absent. Parents should call the school as soon as possible on the day of the student's absence. Failure to notify the school may result in discipline of your child for unexcused absence.
2. Official documentation in the areas of medical, judicial, religious or family emergency must be submitted in order for the absence to be excused as counting toward the nine (9) absences per semester. A doctor's release or court documents are examples of documentation.

3. On the tenth (10<sup>th</sup>) absence a student will receive an “NC” or “No Credit” on his/her transcript/grade card for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (NC) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade (“F”) will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may be disciplined for noncompliance with school policy.
4. The school will send out attendance letters periodically. Parents can also verify attendance on Wengage Student Information at any time. Passwords can be obtained from the site secretary.

If a student has a chronic medical problem which results in excessive absences, parent/guardian will need to place a statement, substantiated by a doctor, to this effect in the student’s file in the principal’s office at the time the student enrolls for the school term or at the time it occurs.

### Make-up Work/Assignments

Schoolwork assigned on the day(s) of absence: Students have one (1) day to make up schoolwork for each day they are absent. It is the student’s responsibility to contact his/her teachers and obtain information regarding work missed.

1. Work assigned prior to an absence: Students are to turn in previously assigned work on the original due date on the day of return from an absence. However, if new instruction takes place during the absence that would affect the assignment, a student has one (1) extra day to make up the work.
2. In the event a student may need more time, arrangements with the appropriate school personnel must be made within the previously-mentioned allotted time.
3. If the missed work is not made up in the allotted time, a zero (0) may be recorded for each missing assignment.

### Tests

1. If a student is absent on the day of a test, the student is expected to take the test on the day he/she returns to class. However, if new material that will be tested is introduced during the absence, the student has one (1) extra day to make up the test.
2. In the event that a student may need more time, arrangements with the appropriate school personnel must be made within the previously mentioned allotted time.
3. If the missed test is not made up in the allotted time, a zero (0) may be recorded for the test score.

### Tardiness

A little late is too late!! Students are expected to be on time for all classes, seated with necessary supplies and ready to work when the bell rings. If a student is tardy and misses more than **twenty (20) minutes** of the class it will be counted as an absence. **Excessive tardies will result in ISS. For every 3 tardies, students will receive 1 Day ISS. The ISS will be served the following school days. Tardies will reset every 9 weeks.**

### Neglect or Refusal to Compel Child to Attend School – Exceptions Policy

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five(5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless such child has been screened as provided for in Section 1210-282 of this title and such child is determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during the first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One half (1/2) day of kindergarten shall be required of all children five (5 years of age or older as appropriately provided for by Section 1210.282 of this title, or as otherwise excepted from same by this section. A kindergarten program shall be directed toward developmentally appropriate objectives for such children.

Attendance is a vital responsibility of a student's growth in his/her learning process; furthermore, attendance is vital to school revenue. Better attendance means more revenue for the school, and in turn, that money is invested back into the educational system to upgrade student achievement and environment.

It is hereby declared to be the duty of the superintendent of the school district in which the child resides, together with the truant and probation officers, to report to the district court the names of all children who are neglected or dependent and who are not attending school as provided by law, and upon the filing of such report, the judge of the district court shall cause the probation officer to serve notice upon the parents, guardian, or other person having such children in charge.

Loss of Credit Due To Absences

In grades 7-12 there is a District Approved Attendance Policy which states that a student must be present 90% of the semester in each class in order to receive credit for that class. Except for those illnesses confirmed by a physician's letter and student activity absences, all absences will be counted against the student's total of nine (9) absences in each class. A doctor's note must be provided within a week (5 school days) of the absence. It will not be accepted after this time, and the illness absence will count against the student toward the nine (9) day absence rule for credit in classes.

**BELL SCHEDULE**

1<sup>st</sup> Bell Rings at 7:55 A.M.

1 <sup>st</sup> Period	8:00-8:52
2 <sup>nd</sup> Period	8:56-9:49
3 <sup>rd</sup> Period	9:53-10:46
4 <sup>th</sup> Period	10:50-11:43
Lunch	11:43-12:11
5 <sup>th</sup> Period	12:15-1:08
6 <sup>th</sup> Period	1:12-2:04
7 <sup>th</sup> Period	2:08-3:00

Vo-Tech Class Schedule

P.M. Classes 12:45 P.M.

**BULLYING PREVENTION POLICY**

Bullying can be described as repetitive or non-repetitive behavior that can include the following: physically assaulting another student by hitting, kicking, pushing, choking, punching, teasing, taunting, threatening, humiliating, stealing, calling names, damaging the property of another student or employee, starting rumors, exerting an imbalance of power over another student, intentionally harming by verbal comments, creating emotional distress to another student, writing nasty notes to or about another student, and aggressive behavior as perceived by a teacher, employee, or administrator. Bullying can also be in the form of Electronic Bullying such as text, social media, email, etc.

Springer Schools will have zero tolerance level for bullying and the activities mentioned in the above name paragraph. Students are encouraged to report directly to an employee, teacher, or administrator any behavior that may be described as bullying. Action will be taken at any school sponsored activity where the activity is under supervision of the staff of Springer Schools.

Confidentiality will be recognized in all reporting. The school staff is responsible for reporting any violation and intervention is encouraged at the first sign of bullying. Discipline will be administered according to the policies of the student handbook and extreme incidents will receive consequences that meet the severity of the behavior. All behavior will be documented and the severity will be at the discretion of the administrator.

### **BUS RIDER RULES**

Riding a bus is a privilege, and the privilege may be removed for not abiding by the bus rider rules.

#### **Previous to loading, student will:**

1. Be on time at the designated school bus stops to keep the bus on schedule
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the bus.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stops.

#### **While on the bus, students will:**

1. Keep all parts of the body inside the bus.
2. Students will not be allowed to use any form of tobacco, alcohol, or drugs.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home. Damage to the seats and or etc. must be paid for by the offender.
6. Never tamper with the bus or any of its equipment.
7. Maintain possession of books, lunches, or other articles and keep the aisles clean.
8. Help look after the safety and comfort of small children.
9. Do not throw objects in or out of the bus.
10. Remain in your seat while the bus is in motion.

11. Refrain from horseplay and fighting on the school bus.
12. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
13. Remain quiet when approaching a railroad-crossing stop.
14. Remain in the bus during road emergencies except when it may be hazardous to your safety.

**After leaving the bus, students will:**

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

**Extracurricular trips:**

1. The above rules and regulations should apply to all trips, under the school sponsorship.
2. Sponsors should be appointed by the school officials.

**Violators:**

First offense: Visit with the Principal and parents notified.

Second offense: Suspension from riding the bus for three (3) school days.

Third offense: Suspension from riding the bus for six (6) school days.

Fourth offense: Suspension from riding the bus for thirty (30) school days.

The violations will reset at the semester. However, a student must complete the full suspension, even if it carries over into the next semester.

**CAFETERIA**

Springer Public Schools will implement the following payment plan for breakfasts and lunches.

- (a) School meals need to be paid for in advance.
- (b) Charges for meals will only be allowed for a one month period
- (c) If there is a financial problem causing non-payment, please contact the school and we will try to work out a payment plan.

**Breakfast and Lunch Programs**

On enrollment day, we are required to give each child an application for free and reduced meals. Only these who wish to apply need to complete the form.

Students will receive free breakfast and lunch for \$1.90. Reduced prices are \$.40 for lunch.

You are invited to have lunch with your child on any day. Cafeteria prices for visitors are \$3.00 for lunch and \$1.50 for breakfast. Please notify the office by 9:00 a.m. so that we can add your name to the lunch count.

**CAMPUS AFTER HOURS**

All students must have adult supervision when on campus after hours. For safety and supervision purposes, each student should remain with school personnel or with parents when on campus after hours.

### **CHILD ABUSE AND NEGLECT REPORTING**

In accordance with HB 1022.

“Every teacher of any child under the age of eighteen (18) years, and every other person having reason to believe that the child under the age of eighteen (18) years has had physical injury or injuries inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in county wherein the suspected injury occurred. Provided it shall be a misdemeanor for any person to knowingly or willfully fail to promptly report any incident, as provided above.”

Any employee of Springer Public Schools who has reason to believe that a student under the age of eighteen (18) has had physical abuse or neglect shall use the following procedure in reporting the incident:

1. Contact the building administrator.
2. Call the Child Protective Services Hotline

### **Checkout Procedures**

Once students arrive on campus they are not allowed to leave unless they checkout through the office. Students, regardless of age must be checked out by a parent/legal guardian.

### **CHILD FIND**

In accordance with Public Law 101-476, Springer Public Schools provides a free appropriate public education for all handicapped children.

Springer Schools has an on-going system for the purpose of identifying, locating, and evaluating any individual suspected of having any handicapping condition from birth through the age of 21.

If you know or have knowledge on any person suspected of needing services call any school administrator or counselor at 653-2471.

### **CLASS SCHEDULE CHANGE**

Students will be allowed to change class schedules for a very brief time period at the beginning of each semester. Class schedule changes are expected to take place at enrollment prior to school starting. Exceptions will only be made in extreme or unusual circumstances when all parties deem it educationally necessary.

### CLASSIFICATION REQUIREMENTS

To be classified as a freshman, sophomore, junior, or senior, a student must have passed a minimum of one-fourth of the graduation credits required for their graduating class. For example: If your graduation credit requirement is 24 credits, as a freshmen you must pass at least 6 credits to be classified a sophomore. At the end of your sophomore year, you must have passed 12 credits in order to be classified a junior. At the end of your junior year, you must have passed 18 credits to be classified a senior. If these requirements are not met, you will be classified in the grade for which credits have been met.

### CLOSED CAMPUS

Springer MS/HS has a closed campus policy. Students are not allowed to leave the campus at anytime during the school day without proper authorization from the office. Parents must notify the school in advance if their son/daughter needs to leave for an appointment. Students are not allowed to leave during lunch or have lunch delivered to them from any of the local restaurants. Students that forget an item at home must have their own transportation and be excused by the parent/guardian in order to leave the campus. Other students will not be allowed to take them home.

### CODE OF CONDUCT

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students are in attendance at school or any function authorized or sponsored by the District; in transit to or from school or any function authorized or sponsored by the District; or on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia
5. Using wireless telecommunication devices during school hours on campus
6. Possessing; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to guns, rifles, pistols, shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument

7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other district employee, including bus drivers, secretaries, custodians, and cafeteria workers
8. Leaving school grounds or activities at unauthorized times without permission
9. Refusing to identify or falsely identifying one's self to district personnel
10. Entering, without authority, into classrooms or other restricted school premises
11. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law
12. Engaging in or threatening conduct which endangers or jeopardizes the safety of other persons
13. Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the district's educational mission
14. Using profanity, vulgar language or expressions, or obscene gestures, or any act of immorality
15. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating
20. Being in possession of or using a laser pointing device in any manner other than for classroom presentation
21. Preparing, publishing or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property
22. During school hours, school activities, or on school grounds, students will not be allowed to show public display of affection

Any student conduct or activity which does not occur on school property, while the student is in transit to or from school or a school function, or on any property subject to the control and authority of the District shall be prohibited if such conduct or activity adversely affects or poses

a threat to the physical or emotional safety and well-being of other students, employees, or school property or disrupts school operations.

If a student breaks the Springer School Code of Conduct they may be subject to the following consequences or other consequences deemed appropriate by administration:

- Warning, Detention, Corporal Punishment, In-School Suspension, Home-Based Suspension, Saturday School, Restitution, Trash Detail, Notification to Legal Authorities/Agencies

Continual repeat disciplinary referrals may be subject to but not limited to long term suspensions. If a student is involved in a fight, law enforcement may be called and students will be subject to disciplinary action from the school.

However, when a student's disruptive behavior adversely affects other students, the school administration must take appropriate action in the best interest of all students. It is not fair for one to disturb the learning progress of many in our school program. The role of education is too important in our society to allow it to be adversely affected by disruptive influences. This is especially true on the part of those students who are so vitally interested in obtaining an opportunity for a good education and are unable to do this because of the disruptive behavior of other students.

The principal will talk to the student(s) and have a thorough investigation. The principal will determine the consequences that will be given to the student(s).

#### **COLLEGE CAMPUS VISIT GUIDELINES**

1. Seniors are allowed 2 excused college days during the school year.
2. Each college day must be pre-approved with the school counselor at least 3 school days prior to the college day.
3. Parents must also contact the high school office to excuse the student's absence.
4. After returning to school, the student must bring signed verification from the college of the campus visit.

#### **CONCURRENT ENROLLMENT**

The Springer Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

Therefore, all students who meet the requirements for concurrent enrollment at secondary level and at a college or university will be allowed to do so upon request. As part of the formal process, a conference will be held with the parent and/or the student to discuss any progression through the educational process.

1. Credit will be given for coursework successfully completed at the collegiate level upon presentation of the official grade report/transcript to the high school counselor.
2. The grade recorded for college courses will be identical to the one on the college grade report/transcript.

3. Students must complete, in the high school setting, the four units of English, American History, Biology I, and Algebra I required for graduation, i.e. collegiate coursework cannot be in place of the high school courses in these subjects.

The superintendent is directed to prepare a regulation implementing this policy.

REFERENCE: 70 O.S. § 628.13  
Department of Education, Administrator's Handbook  
Board Minutes dated December 12, 1988

### DEBTS

Any students that have unpaid debts which include but are not limited to current or previous fund-raising debts, lost books or lunches will not be able to participate in future fundraising activities. All debts owed by each student must be paid prior to participation in graduation ceremonies.

### DRESS CODE

The Springer School District expects all students to be neatly groomed while in attendance at school, at school-sponsored or authorized functions or in school vehicles. Although it is impossible to identify and label every variation in student attire as acceptable or unacceptable, the District provides the following guidelines:

Inappropriate Attire:

1. Bare Skin around the waist
2. Caps, hats, headbands, bandannas, or scarves (head coverings) in the building
3. Chains hanging off clothes or from pockets
4. Clothing with large and/or numerous holes. Tights or clothing placed underneath clothes with holes or frays will not meet dress code.
5. Clothing with lettering and/or pictures depicting drugs, alcohol, sex, nudity, profanity, vulgarity, or occult
6. Clothing with any school lettering/mascots, etc. from any other public or private elementary, middle, or high school except Springer (Cardinals).
7. Footwear must be worn at all times house shoes are not permitted
8. Frayed cutoffs are not allowed. Pants and knee shorts shall be worn with the waistband at the waist and not pulled below the waist
9. Gang-related and/or racial-intolerance clothing, including but not limited to bandannas, gang colors, sagging
10. Gloves or stockings on hands are not allowed
11. Inappropriate slogans, pictures, advertisements, etc., on clothing
12. No body piercing jewelry except for ears
13. Pajamas or night clothes
14. Revealing athletic or jogging shorts
15. Sagging pants or shorts
16. Skirts, dresses or shorts may be worn if they are of appropriate length. Skirts, shorts and dresses must be no shorter than 2 ½ inches from the top of the knee.
17. Sleeveless shirts. All shirts must have sleeves

18. Spiked collars, bracelets, or other spiked bands
19. Sunglasses in the building
20. Tank tops or spaghetti straps
21. Tights/Leggings can only be worn if the outer garment meets dress code. These items cannot be worn by themselves
22. Any clothing that disrupts the educational process

Students whose extreme appearance create a distraction or interfere with the normal orderly process of the instructional program or the management of any school program will be subject to disciplinary measures until corrections are made.

#### **DRUG, ALCOHOL AND CONTRABAND SEARCHES**

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

All lockers, vehicles, and school desk are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exist with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law-enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate new process. Parent or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the position of a minor student.

Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

#### **ELIGIBILITY**

According to OSSAA Guidelines, students must be academically eligible in all classes to be able to participate in any extracurricular activities. Eligibility will begin during the fourth week of each semester. All coursework taken at Springer, concurrent coursework, SOTC Vocational/Core Subject coursework counts toward a student's eligibility. A student must be passing ALL coursework. Students who do not pass 5 out of 7 courses each semester will be ineligible for the first 6 weeks of the following semester.

## EXTRACURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS

### Absences

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.
2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
4. Any absence over the maximum of ten without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

### Sponsor/Teacher Responsibilities

1. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.
2. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.
3. Sponsor/teacher should check activity absentee list regularly in order to help students plan for future absences.
4. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.

### Criteria for Earning the Right to Represent the School in Activities or Contests Beyond Ten Days

1. Athletics—Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
3. Vocational and 4-H:
  - A. Stock Shows—In qualifying to attend state and national shows, the student must meet the following criteria:
    1. Own animal to be shown no less than 60 days prior to competition.

2. Must show in local or county show to qualify for district.
3. Must rank in top seven in a class at district to qualify for state show (Oklahoma City/Tulsa)
4. Student and/or animal must rank in top ten in class at state to qualify for a national show.

Absences due to attendance at state or national stock shows that do not meet the above criteria are chargeable to the ten activity absences.

#### B. Speech Contests

1. Contestant must have participated in a chapter contest and placed in the top two in specific speech area.
2. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.
3. To qualify for state speech contests during state fairs, a student must have placed in the top two in a speech contest for a county level or better the previous year. If a first year student wishes to participate in a state fair contest, the student must challenge other members of local chapters and it will be the responsibility of the local chapter advisor to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.

#### C. Judging Contests:

1. Students must participate in at least five chapter judging workouts before contest and be selected as member of team.
2. Student must have participated in a minimum of two contests that did not require school time before participation in a contest that requires school time (summer field-days, Saturday contest, etc.)
3. Team winning state contest will represent Oklahoma in national contest.

#### D. State and National Conventions and Conferences:

Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

### **FEDERAL REQUIRED INFORMATION**

Asbestos Notification – The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, the District Asbestos Plan can be viewed and is located in the superintendent's office.

Civil Rights Requirement Notice – Springer Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Cynthia Hunter, Superintendent, PO Box 249, Springer, OK 73458, (580) 653-2656.

FERPA – Family Educational Rights & Privacy Act – Parents and eligible students have the right to inspect and review educational records, the right to amend education records, the right to consent to disclose personally identifiable information in educational records, the right to file a complaint with DOE, the right to request and review educational records in the district. Records may be disclosed to school officials without prior written consent. School officials include all parties who have a legitimate educational interest in those records.

McKinney-Vento Homeless Students – Under federal law, homeless students have educational rights to education and services.

Protection of Pupil Rights – PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: consent before students are required to submit to a survey, receive notice and an opportunity to opt a student out, and to inspect surveys. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed before and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

#### **FIRE, INTRUDER, LOCKDOWN, TORNADO DRILLS**

Springer Schools will comply with all state-mandated fire, intruder, lockdown, and tornado drills as required by law.

#### **FOOD AND DRINKS**

Students will not be permitted to have chewing gum, candy, snacks, and drinks inside the school buildings (the gym is an exception). Sunflower seeds will not be permitted on campus at any time. For safety purposes, parents bringing lunch/food to their child, must check in at the office first.

#### **GRADING SCALE**

The grading scale to be used is as follows:

A	90 -100
B	80-89
C	70-79
D	60-69
F	59 and below

#### **GRADUATION CEREMONIES**

Each student must be within one credit of fulfilling graduation requirements to participate in graduation ceremonies. All debts owed by each student must be paid prior to participation in graduation ceremonies.

### GRADUATION REQUIREMENTS

23 Credits

Included in this requirement are four units of Language Arts, three units of Mathematics, three units of Lab Science, three units of Social Studies, one unit of Art or Music, eight units of electives. Students and parents are encouraged to visit with the school counselor to stay current on the mandated and school requirements for graduation.

Beginning with the 2009-2010 school year, parents must choose which graduation track for their child to follow in high school. If no choice is made, then it is required that the student is placed in college preparatory classes. See below for the requirements for the graduate class of 2017.

#### College Preparatory/Work Ready Curriculum

Parents of all students entering 9<sup>th</sup> grade must choose College Preparatory/Work Ready Curriculum or Core Curriculum.

**4 language Arts:** **1** Grammar and Composition, and **3** which may include, but are not limited to: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

**3 Science:** **1** Biology I or Biology I taught in a contextual methodology, and **2** courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses, and approved contextual science courses taught at a technology center.

**3 Mathematics:** **1** Algebra I or Algebra I taught in a contextual methodology, and **2** which may include, but are not limited to: Algebra II, Geometry, or geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra; contextual mathematics courses with enhance technology preparation whether taught at a (a) comprehensive high school or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

**3 Social Studies:** **1** United States History,  $\frac{1}{2}$  to **1** United States Government,  $\frac{1}{2}$  Oklahoma History, and  $\frac{1}{2}$  to **1** which may include, but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**2 World Languages or 2 Computer Technology:** 2 units of the same World Language or 2 Units of Computer Technology.

**1 Additional:** 1 additional unit from those listed above.

**1 Art:** 1 unit which may include, but are not limited to, courses in Visual Arts and General Music.

**6 Electives:** 6 units from elective courses.

Students must also complete requirements for Personal Financial Literacy and CPR/AED.

### **Core Curriculum**

**4 Language Arts**

**3 Mathematics**

**3 Science** (Can include qualified Agriculture Classes)

**3 History & Citizenship Skills**

**1 Fine Arts/Speech**

**1 Computer Technology or 1 World Language**

**8 Electives**

Students must also complete requirements for Personal Financial Literacy and CPR/AED.

A student may enroll in the core curriculum upon written approval of the parent or legal guardian of the student.

### **GRIEVANCE POLICY**

The grievance procedures for students, applicants, or employees can be found in the Board Policies and Procedures Manual, which is located in the Superintendent's Office.

### **GYMNASIUM/SPORTSMANSHIP GUIDELINES**

The expectation of Springer Schools is that every fan, player, student, parent, teacher, and administrator exemplifies good sportsmanship at every game in which we participate. Sportsmanship is everyone's responsibility!

#### **Sportsmanship Guidelines:**

- ❖ Please cheer for your team, not against the opposing team
- ❖ Please be respectful to game officials. This means that you should not yell at them
- ❖ Please be respectful to other fans, players, and coaches

### Gymnasium Guidelines:

- ❖ Springer Schools is designated as a 24/7 Tobacco Free School District. Tobacco use in any form is prohibited inside or outside the gymnasium
- ❖ Students should not leave the gymnasium after entering unless they are leaving the campus and not planning to re-enter.
- ❖ Students are not allowed to hang outside of the gym during basketball events
- ❖ Students and children should not play or loiter in the lobby area
- ❖ No one should walk on the game floor before, during, or after a basketball game. Please be mindful that the out-of-bounds areas on the gymnasium floor are very narrow. Please attempt to avoid any game disruptions by being in the way of players or game officials.
- ❖ Please do not use the gym floor to go across to the other side. Please use the lobby area to go to the other side of the gym.
- ❖ Please help our school by placing your trash items in the available trash receptacles

### HALL PASSES

Students will not be allowed in the hall without a hall/paddle pass from their teacher or principal.  
HALL PASSES ARE REQUIRED!

### HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school ground in the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” 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 or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one’s grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student

5. Unwelcome physical contact

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment
2. The expeditious correction of the conditions causing such harassment
3. Establishment of adequate measures to provide confidentiality in the complaint process
4. Initiation of appropriate corrective actions
5. Identification and enactment of methods to prevent reoccurrence of the harassment
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students

A copy of this policy will be furnished to each student and teacher in this school district.

#### **HEAD LICE**

HB. 1550 amends 70 O.S. Sec 210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot re-enter school without certification from an authorized representatives of the State Department of Health or a "health professional" (licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse, or physician's assistant) that the child no longer has lice.

Periodic checks for head lice are made throughout the school year. The parents of students found to be infested will be notified and the child must be removed from the school and treated. Upon return to school the student he/she will be rechecked by school personnel before permitted to return to class.

#### **INTERNET SAFETY POLICY**

The Springer School district is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of that student to enjoy future access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Each student and parent will sign an Internet Use Agreement Form at enrollment.

#### **LOCKERS AND PERSONAL PROPERTY**

Students should not bring large sums of money or other valuable items to school. The Springer School District will not be accountable for items stolen or damaged. Students who wear glasses, rings, or watches are to keep track of these items at all times.

STUDENTS ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. Students have the option to place locks on their assigned lockers to prevent loss of items. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept

locked and in order at all times. Stickers and other items that deface the lockers are not to be placed on the lockers. All electronic items including but not limited to radios, CD players, headphones, ipods, beepers, and mp3 players are not allowed on campus during the school day.

Students are not to switch or share lockers with another student unless approved by the Principal's Office. All locker combinations should be reported to the office to be on file. If a locker needs to be accessed and there is not a combination on file in the office, then it may be cut off at the student's expense.

School authorities reserve the right to check lockers at any time. Students should not expect any certain privacy. Students are responsible for any damages to their locker.

#### **MAKE UP WORK**

It is the student's responsibility to contact his/her teachers and obtain information regarding work missed. Failure to make up work missed within the prescribed time will result in a "0" for the work missed. One day for each day missed.

#### **MEDICAL CONSIDERATION**

Illness at school should be reported immediately to the classroom teacher. The teacher should alert the principal who will notify parents or take proper action. Students who become ill outside the classroom should report to the teacher on duty or to the office. Any medical problems or special condition should be on record. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, kidney or bladder problems, etc., should be noted on the student's school record when he or she is enrolled, and the teacher should be made aware of potential problems.

Any allergies, which could result in serious illness, should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to certain foods should be noted on the student's enrollment sheet by the parent/guardian.

If a student is required BY A PHYSICIAN to take prescribed or over-the-counter medication during school hours and the parent or guardian cannot be at school to administer the medication, an administrator or the administrator's designee may administer the medication in compliance with the following regulations:

1. NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN REQUEST BY A PARENT OR GUARDIAN, AFTER HAVING BEEN PRESCRIBED BY A PHYSICIAN. These requests must indicate the purpose of the medication, time to be administered, and termination date for administering medication.
2. Prescription medication must be in a container that indicates the following: student's name, name and strength of medication, dosage and directions for administering, name of physician, date, and name of pharmacy
3. Physician-prescribed over-the-counter medicines must be in the original container and indicate the following: directions for administering and dosage

Springer Public Schools retains the right of discretion to reject requests for administration of medication.

#### Senate Bill 343 “Self Administration of Medication”

The purpose of this bill authorizes and permits self-medication of inhaled asthma medication by a student. Parent or guardian shall provide in writing authorization for the student to administer the medication. The parent or guardian must provide a written statement from the physician treating the student that the student has asthma and is capable of self-administration of medication. It will be required that the school will be provided an emergency supply of the student’s medication by the parent or guardian. The Springer School District and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student

#### MENINGOCOCCAL DISEASE

This is a public fact sheet distributed in public schools as a requirement by the State of Oklahoma.

#### **What is meningococcal disease?**

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

#### **How is this disease spread?**

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

#### **Who is at risk of getting this disease?**

10% or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococemia. Some groups of people have a higher risk of meningococcal diseases, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

#### **What are the symptoms?**

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

#### **How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

#### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

#### **Should people who have been around a person infected with meningococcal disease receive treatment?**

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include

household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

**Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the US. They are protective effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. The vaccines do not protect against type B which accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician or the local health department about receiving the vaccine.

**MILITARY RECRUITMENT**

The US Military can request student directory records containing student address, phone numbers, etc. for recruiting purposes. It is the legal requirement of each school district to share these records when requested. These requirements are contained in § 9528 of the ESEA (20 U.S.C. § 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110). Each parent also has the ability to opt out of giving directory information to the US Military for recruitment purposes. Any parent who chooses to opt out of allowing this directory information to be given to the US Military should complete an “opt out” form in the MS/HS Office.

**MISSION STATEMENT**

By demonstrating honor and respect for our past, passion and commitment to our present, and flexibility and initiative toward our future, we will succeed in developing students who are prepared to enter college or a career and be productive citizens.

**NONDISCRIMINATION**

Springer Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or any of their operations. The Springer Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Title:	School Counselor
Office Address:	16624 US HWY 77, PO Box 249
Phone Number:	(580) 653-2471
Days/Hours Available:	Weekdays 7:45 a.m. – 3:30 p.m.

This notice is available from the compliance coordinator in large print. If needed, it will be furnished in large print, on audiotape, and in Braille.

**OKLAHOMA HIGHER LEARNING ACCESS PROGRAM**  
**(Oklahoma's Promise)**

Sending your child to college may seem a long way down the road, but planning for his or her future now can help you put your child on a winning track toward a college degree. Even if you think you can't afford a college education for your child, there is still a way you can help your child go to college in Oklahoma.

**How It Works**

The Oklahoma Legislature has set up a fund that will help pay for a student's education if his or her parents' total yearly income is not more than \$50,000 (beginning fall 2000). That program is called the Oklahoma Higher Learning Access Program (OHLAP). There is a special curriculum that must be followed for participation. The high school counselor will make this information available upon request.

- > Students must enroll in the program in 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade. Students start early so that they can get ready for college by taking high school courses that will help them do well.
- > Students must take certain courses and pass those courses with at least a 2.5 cumulative grade average.
- > Students must go to class regularly and do their homework.
- > Students also agree to stay out of serious trouble and away from drugs and alcohol.

**What Are The Benefits**

Once a student has completed the program's goals and graduated from an accredited high school OHLAP will help pay the student's tuition at a public two-year college, four-year university or public technology center that offers college credit for certain programs. It will also cover at least a portion of tuition at certain private colleges and universities. The scholarship is good for up to five (5) years or until the student completes a four-year undergraduate degree, whichever comes first.

**How You Can Help**

Encourage your child to do well in his or her courses and to stay out of trouble. When your child signs up for the program in the eighth, ninth or tenth grade, you'll also sign an agreement and promise to help your child successfully reach the goals of the program..

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

The Pledge of Allegiance and a moment of silence will be observed each day as specified by state law.

### PROFICIENCY BASED PROMOTION

Upon the written 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 as defined in 70 O.S. 11-103.6

1. Language Arts
  2. Mathematics
  3. Science
  4. Social Studies
  5. Languages
  6. Fine Arts
- 
- A. Proficiency Testing will be administered **twice per year** (once during the month of July and once during the month of August)
  - B. The student who can demonstrate proficiency in the absence of instruction may be promoted a grade level in Grades K-8, or accelerated in a subject area in Grades K-8, or earn high school credit for courses in Grades 9-12.
  - C. In the area of Laboratory Science, students will have to satisfactorily perform relevant laboratory techniques. In the area of arts and foreign language, an interview and a portfolio on performance demonstration will be required and evaluated by the district for proficiency.
  - D. Proficiency may be demonstrated by one or more of assessment or evaluation appropriate to the curriculum area. Examples: portfolio, criterion referenced tests, thesis, project, product or performance.
  - E. Parents needing more information on Proficiency Based Testing need to contact the principal. Parents requesting that their child take Proficiency Based Testing must request in writing to the principal within the last seven days of each semester.
  - F. Qualifying students are those who are legally enrolled in the local district, Grades K-12.
  - G. Students may be allowed to take proficiency assessments in multiple areas.
  - H. Students not demonstrating proficiency may be allowed to try again during the next assessment period or upon request of the principal.
  - I. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.

### PROGRESS REPORTS

Progress reports will be sent to parents periodically throughout the school year. This report gives a “snapshot” of a student’s current grades at any given time. The progress report is very similar to grades taken for eligibility purposes during the school year.

If a teacher feels that a student is not achieving his/her fullest potential, a parent/teacher conference may be requested.

### PROHIBITING HARRASSMENT, INTIMIDATION AND BULLYING (Investigation Procedures)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in the future violence.

### Definitions

1. "Harassment, intimidation, and bullying" 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.
2. "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, a cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated actions, 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.

### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

## **PROM GUIDELINES**

The Springer Prom is provided for all Jr/Sr Students who meet prom attendance requirements. All prom attendees must be 9<sup>th</sup> grade or older and also 19 yrs of age or younger. Springer student attendees assume full responsibility for their guest's behavior. If a guest acts inappropriately and is required to leave the prom, then the Springer student will be asked to leave also. All Springer students and guests must be in good standing with Springer Schools and the guest's school to be able to attend prom. All Prom attendees will meet dress and behavior guidelines. Prom attire should be non-revealing and appropriate for a school function. It is recommended that parents be certain to purchase/rent prom clothing which are appropriate and non-revealing. Prom is an event for all juniors and seniors and is not an event where bringing a date is required. We want the Springer Prom to be an event where each student can come individually or with a date and feel comfortable. The Springer Prom is about being with classmates and enjoying the festivities.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

PDA by students is not permitted at any time on campus during school hours or school activities after hours. PDA includes but is not limited to the following: holding hands, kissing, arms around each other, sitting on another student's lap, or any other form of physical contact. We simply do not need to touch one another at school or at school events.

### **QUITTING ATHLETICS**

Springer Schools places great importance on the completion of requirements and responsibilities. Our goal is to help students learn how to complete obligations which they sign up for. In relation to athletics, it is many times very easy to simply quit because it is too hard or because a student may desire more playing time, etc. With unusual exception, we believe that it is in the best interest of our students to finish what they have signed up to do and that they should not quit during a sport that they have enrolled to take. Should a student quit a sport during the school year, then they will receive a "NC" (No Credit) in that class. Any student attempting to quit a sport should first speak with his/her coach and then the Principal.

### **RETENTION**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades must pass 3 of their core classes to be promoted to the next grade level. Core classes are: Math, Language Arts, Science, and History. Summer school may be required for any student who fails (or receives no credit in) one or more classes. Failure to attend summer school may result in recommendation to retain the student at the current grade level.

### **SCHOOL DISMISSAL/CANCELLATION OF SCHOOL**

School will be dismissed for certain holidays and teachers' meetings; See calendar. Sometimes, it is necessary to dismiss school early without warning, because of emergency situations. Please make arrangements with your child as to where he/she should go and what he/she should do at those times. It would be helpful if this information was on the child's enrollment sheet.

At times when it is necessary to cancel school due to adverse weather conditions, which will prevent buses from picking up students in the morning, an announcement of cancellation will be made via radio, internet, and television as soon as the decision is made. The following stations and website will

be contacted and updated for school closing by 6:30 please do not call the stations. It is imperative that these lines stay open to handle emergency situations.

Radio: KICM

Radio: KKAJ

Radio: KYNZ

TV Station: KXII 12

TV Station: KTEN 10

Internet: [www.springerschools.com](http://www.springerschools.com)

### **Severe Weather**

In case of inclement weather with adequate warning students will take immediate shelter and staff will take all necessary precautions to provide safety for all children.

### **SCHOOL RECORDS**

A permanent official school record will be kept of your child's academic progress. We ask that you provide the child's LEGAL NAME when supplying enrollment information, as it must be used on official school records.

*(Note: The following excerpts are from the Student's Record Policy, as adopted by the Springer Board of Education. A complete policy is available for viewing in the office of the Superintendent.)*

### **SEMESTER TESTS**

Semester Test will count as 20% of the total grade. **No exemptions will be allowed on semester test regardless of the student's grade or attendance.**

### **SEXUAL HARASSMENT POLICY**

State and Federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Springer Public Schools. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of the School District.
3. In case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made in explicit or implicit term or conduct of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee, or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

4. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal and physical conduct of a sexual nature by any person toward a student.

#### **STUDENT INFORMATION POLICY**

Springer Public Schools will maintain and release “Information” without the parent’s prior written consent, unless the parent or student is over 18, informs the district that any or all of the following information should not be released without prior consent:

- Student’s name, address, telephone listing
- Parents or lawful custodian’s name, address, and telephone listing
- Grade level classification (i.e. elementary, seventh grade, senior)
- Student’s participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance, dates of enrollment, withdrawal, and re-entry
- Diplomas, certificates, awards, and honors received
- Picture publications (i.e. newspaper, internet, etc.)

Each year the Springer Public School District will give public notice of the categories of information which it considers information regarding students in the district. The school will allow ten days from the date of such public notice for parents to inform the Superintendent in writing of specific information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will classify as information until the beginning of the next school year. (Reference: 51 O.S. 24 A 16-17)

#### **STUDENT INSURANCE**

Students are offered low cost accident insurance as a school service. All athletes must have verification of insurance to participate in school sponsored competitive activities. Neither the school nor anyone associated profits from the insurance plan. Whenever a student is injured while under the supervision of a member of the school staff, the faculty member will file an accident report. The school will give the student or their designee a copy, which is to be filed with the student’s personal insurance agency.

#### **STUDENT SCHOOL TELEPHONE USE**

The office telephone is for school business and emergency calls only. Students will not be called to the telephone during class time. Emergency calls will be delivered promptly and discretely. Messages will be delivered at the end of the period.

Students will not be allowed to use the school telephone to make personal telephone calls or calls to parents unless it is deemed an emergency. Students must have permission from the classroom teacher to be in the office during instructional time. All long distance calls must be made collect by the students. Phone privileges will be revoked for violations of telephone use.

#### **SUSPENSION**

The principal, upon determining suspension, shall notify the parent as soon as possible. A conference will be set to take place as soon as possible.

Offenses which may place a student on suspension would be, but not limited to, one of the following:

- Acts of immorality
- Violation of policy or regulations
- Possession of an intoxicating beverage, low point beer (37 O.S. & 163.2)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
- Possession of a firearm may result in out-of-school suspension of not less than one calendar year
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property
- Adjudication as a delinquent

In some instances, suspended students will be given the opportunity to make-up their work. Students suspended out-of-school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates. This decision will be made by the administration.

Any student who has been suspended out of school from Springer may not be entitled to attend SOTC until the terms of the suspension have been met or the time of suspension has expired. The same may also be true if the student is suspended from SOTC.

#### Appeal Procedures

A suspension appeals committee is hereby established which will consist of five (5) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Only parents or legal guardians of the student may be present during appeal hearing. Questioning will only be done by appeal committee members.

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s) may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appeal process:
  - A. The student or student's parents shall notify the superintendent in writing within three (3) days following the suspension or the notice of the intent to suspend with their intent to appeal.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent or his/her designee shall advise the suspension appeals committee. The appeals committee shall hear the appeal in a timely manner not to exceed ten (10) days from the date the notice of appeal is filed

with the superintendent. The superintendent at his/her discretion may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parents shall have the right to provide evidence as to why the suspension or the duration thereof is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parents shall be notified within three (3) days of the decision.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above or the student's parents may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appeal process:

A. The student, or the student's parents, shall notify the superintendent in writing within five (5) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent at his/her discretion may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parents shall have the right to present evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parents shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

### **Internal Activities Review Committee**

The Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local Board of Education. This same committee will be used to appeal excessive absences.

### **TEXTBOOKS**

Students at Springer Public Schools are provided free textbooks for all classes where required. Once a student is ISSUED a textbook, he/she is expected to keep and care for the book until it is returned. In the event a textbook becomes lost or damaged beyond use, another will not be ISSUED until the first one is paid for. The same is true for books not returned to the library. A student may temporarily lose checkout privileges of library books for failure to return books already checked out and not returned. The school also has the authority to retain a student's school records until all financial obligations are met.

### **TOBACCO/E-CIGARETTE**

The use of tobacco, tobacco products or e-cigarette by any persons at any time on the premises of Springer Schools is prohibited. Springer Schools is a 24/7 Tobacco Free School District.

Students can neither possess or use tobacco products or e-cigarette in any form on the school grounds, buildings, or at school-sponsored activities.

### **TUTORING**

Tutoring will be provided by teachers before and after school as needed by arrangement. Teachers can give academic assistance to students when needed prior to school from 7:40 am until 7:55 am and after school from 3:00 pm until 3:30 pm.

### **VALEDICTORIAN AND SALUTATORIAN**

The high school valedictorian and salutatorian will be determined by the cumulative grade point average of the first seven semesters of high school. A student must begin classes on the first day of school of their junior school year to be considered for valedictorian or salutatorian.

To receive the honor of valedictorian or salutatorian, the student must have been enrolled in Springer Schools continuously for both his/her sixth and seventh semesters.

### **VEHICLES ON CAMPUS**

If any vehicle is driven to school by a student, an adequate place will be provided for parking. Driving a vehicle to school is a PRIVILEGE, not a right. Any damages incurred to vehicles are not the responsibility of the Springer School District. Vehicle tag, driver's license and proof of insurance must be on file at the Principal's Office for the students to operate a vehicle on campus. All student vehicles must be parked immediately South of the high school south entrance.

When students arrive at school they should get out of their vehicles and not return to them until they are ready to leave school for SOTC student or at 3:00 for regular students.

### **VISITORS TO OUR SCHOOL**

Students will not be allowed to bring visitors to school with them unless permission is secured from the office prior to the visit. Parents are welcome to visit the school any time provided they check into the office so the office will know that we have visitors on campus. ALL VISITORS MUST CHECK INTO THE OFFICE.

Visitors must state the purpose of the visit for the safety of our students. Students will not be called out of class to see a visitor unless it is a parent/guardian or an emergency. VISITORS SHOULD REMAIN IN THE OFFICE AND THE STUDENT WILL BE BROUGHT BACK TO SEE VISITORS.

### WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which would deface school property or be disruptive to the education process. Instruments such as the following may be considered weapons or items not to bring to school: Water guns, water balloons, knives, firearms (pellet guns, BB guns, hand guns, and rifles are included), explosives (fireworks of any kind), smoke devices, stink bombs, mace/pepper spray, metal objects (chains, fingernail files, metal combs, hair picks), clubs, and sharp pointed instruments. This is not an all inclusive list—if you have any doubt on an item, your best judgment is to not bring it to school. Items may not be in your school vehicle while parked on school property.

Oklahoma Statutes allow the confiscation of prohibited weapons on school property. The Springer School District will have a No Tolerance Policy on weapons at school for the safety of students and staff. If a weapon is confiscated while on school property, no school authority shall return any weapon or firearm removed or otherwise seized from any minor to any person, and shall immediately deliver such weapon or firearm to a law enforcement authority for prosecution and forfeiture.

Any student who violates this policy will be subject to discipline that will include suspension for one year for firearms. Also, suspension will be at least one semester for weapons other than firearms (if ten days or less remain in the semester, the next semester will be the period of suspension).

### WELLNESS POLICY

#### **Purpose:**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

#### **Overall Goal:**

All students in Springer Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Springer Public Schools are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Springer School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

### **Wen-GAGE, SCHOOL CONNECT, SCHOOL REACH**

We encourage every parent and student to use the resources which are made available for communication about your student and Springer MS/HS.

#### **Wen-GAGE**

All custodial parents/guardians have access to their student's grades, attendance, lunch bills, and other items through an internet parent portal. Username and passwords can be accessed through the site secretary.

#### **School Reach**

All custodial parents/guardians will receive automated phone messages as needed from the school. Parents can select the contact phone number that these messages should call at enrollment.

### **WIRELESS COMMUNICATION DEVICES**

It is the policy of the Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students **may not use or have turned on** a telecommunication device upon arriving on campus until the end of the school day and the student has left campus. The regular school day is defined as the time a student is on campus. While riding in a school vehicle during extracurricular activities cell phones can be used only to call for transportation reasons. Students found in violation of these rules will be subject to disciplinary action.

Students should always seek permission to use school phones when needing to contact anyone by phone. Using a cell phone to text or call for any circumstances during the school day is prohibited.

Parents should not text/call their student's cell phones during the school day as it is a violation for the student to have cell phones turned on or to use. Parents should call the office and messages can be given to students.

Students are allowed to carry and use cellular phones while attending extracurricular activities at the teacher's' discretion.

Theft or loss of a wireless communication device, if prior permission has been granted by the school and parent to be in the student's possession, will be the sole responsibility of the owner and is not the responsibility of the school district.

Wireless communication devices include, but are not limited to:

Beeper/pagers  
Cellular telephones  
Walkie talkies, either short or long range  
Portable CB radios  
Portable "Ham" radios  
Portable police scanning devices  
Portable games or toys that transmit a signal more than 20 feet or through walls  
Other emergency electronic devices  
Wireless network cards or wireless modems for pc's or laptops for connecting to the schools network without prior access/permission granted from the superintendent or principal. No wireless cards providing internet from any source other than school is permitted.