

# TALOGA STUDENT HANDBOOK



2017-2018

**INDEX**

<b>POLICY</b>	<b>PAGE</b>	<b>S.L.O</b>	<b>Okla. Stat.</b>	<b>Standards Accreditation</b>	<b>OSSAA</b>	<b>Fed. Statutes</b>
Academic Team	11					
Accreditation	4					
AG Farm Rules	4					
Alcohol/Chemical Abuse	15	515	70-24-138			
Announcements	5					
Arson	15					
Assault & Battery	15					
Assault School Employee – Student	15	1041.1	21-650.7			
Assemblies	5					
Athletics	11					
Attendance	5	232	70-10-108	210-35-17-2		
Bus Rules	6, 15					
Cafeteria Rules	6					
Care of School Grounds	6					
Cheating/Plagiarism	15					
Checking Out of School	6					
Cheerleading	11					
Child Abuse Reporting	6	823	10-7101	210:35-19-2		
Class Honors & Officers	11					
Closed Campus	6					
Closing School (Bad Weather)	6					
College Visitation Days	6					
Contagious Disease/Head Lice	6	815	70-1210.194			
Corporal Punishment	13	808 153		21-844 70-6-113.1		
Course Offerings	11					
Detention – Lunch	13					
Discipline Policy	13, 14					
Disruptive Behavior	15					
Dress Code	15, 16	154	70-6-114			
Electronic Devices	16	488	70-24-101.1		Rule 3	
Eligibility Academic	7				Rule 2	
Emergency Drills	7	1043				
Enrollment Requirements	7	14	70-1-113	210:35-25-2		
End of Instruction Testing	12					
Failure/Refusal to Serve Discipline	16					
Fees	7	342(B)(2)	70-16-121			
FFA	11					
Fidget Spinners	13					
Fire Drills	7	1043	63-176			
Focus	12					
Fund Raisers	7					
Grades	12					
Grading Scale	12			210: 35-3-69(f)		
Graduation	7					
Graduation Requirements	17					
Grievance Procedures	7					
Hall Passes	7					
Harassment (Bullying)	16 & 19	487	7-24-100-2			
Hazing	16	826	21-1190			
Homework	8			210: 35-3-69(f)		
Honor Rolls	13					
Honors Program	12					
Immunization	8					
In-School Detention	13, 14					
Insubordination	16					
Ninth – Twelfth Banquet & Prom	11					
Late Assignments	8					

Library	8	1040	21-1739		
Lockers & School Property	8	489	70-24-102		
Make-Up Assignments	12				
Mandatory Tutoring	8				
Medication	8	20 & 816	79-1-116.2	210:35-3-47	
Misinformation	17				
Nondiscrimination	3, 8				42 U.S.C. 1983
Notice Regarding Asbestos	17, 18				
Obscenity/Profanity	16, 17				
Oklahoma Honor Society	13			210-35-23.1	
Proficiency Based Promotion	12			210:35-27-2	
Promotion/Retention	9			210:35-25-2	
Promotion Ceremonies	8				
Public Display of Affection	17				
Retaking a Course	13				
Royalty (Homecoming, etc.)	11				
School Day Schedule	4				
Schedule Changes	9				
Scholarships	9				
School Messenger	9				
Semester Test Exemptions	9				
Search & Seizure	17	489	70-24-102		
Special Education	13	264	70-13-101		IDEIA
Spirit Week	11				
Student Classifications	9				
Student Council	11				
Student Planners	9				
Student Records	9	503, 553	7-24-114, 51-24A.16		FERPA
Student Records – Noncustodial Parent	9	822	10-5.2		
Student Suspension Policy	14, 15	488			
Telephone Use	10				
Testing	10	886	70-1210.505		
Textbooks	10	342			
Theft	17				
Tobacco Products	17	827	21-1241		
Transfer Student	10				
Truancy	10	510	70-124-120		
Valedictorian & Salutatorian	13				
Vandalism/Destruction School Property	17				
Vehicles	10				
Visitors	10				
Weapons	17	1028 et seq.			

## WELCOME

Welcome to the “Home of the Panthers” where spirit, pride and tradition are the bywords in which the entire community takes pride. To students: along with increasing your knowledge and developing your skills, your major responsibility while at Taloga Schools will be to respect your fellow students, teachers and staff members. They in turn will respect you. No individual at Taloga Schools has the right or privilege to infringe or deny the rights of others. We hope that you will get acquainted with the facilities, policies, schedules, organizations, etc. and that you will make an effort to know your teachers and make new friends. By taking part in school, you are helping to preserve the tradition and spirit of Taloga Schools.

## PREFACE

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, parents, administration and Board of Education to provide the best possible education for the students of Taloga Schools. This information was carefully prepared and presented so that it will be of great value in helping students to be an important part of our school.

Any organization must have regulations to function smoothly. This is true of a school, but when students, parents, and teachers are working cooperatively, fewer regulations are needed.

In our ever-changing society, it is difficult to make hard and fast rules and still be honest and fair with students, parents and faculty; so this handbook serves in most part as a guide to follow. If changes are made during the school term, they will be posted on the bulletin boards adjacent the school offices.

## TALOGA PUBLIC SCHOOLS NONDISCRIMINATION POLICY

Taloga Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries should be directed to the *Superintendent's Office* at (580) 328-3586.

## SCHOOL SPIRIT

School spirit means loyalty to all functions of this school. Loyal students support their school. They do their utmost to keep their scholastic and activity standards at the highest possible level. Taloga students are courteous toward teachers, fellow students, guests from other communities and the officials of school academic, music and athletic contests. Taloga students demonstrate pride in everything our school endeavors to accomplish and has accomplished. Taloga students have the ability to win and lose in co-curricular contests gracefully.

## TALOGA SCHOOLS VISION STATEMENT

America needs young people who know how to learn, as well as how to read, write, speak and compute. America needs young people with strong interpersonal skills, the ability to contribute to economic productivity and social progress and justice. America needs young people who can acquire, analyze and apply information to think creatively and solve problems.

As they become involved in the world of work as parents and citizens, members of the next generation should know how to question, invent, anticipate and dream.

We, of the Taloga School community, should work every day to help young people do these things, so that they can move beyond the previous generation, each prepared to make a living, make a life, and make a difference.

## TALOGA SCHOOLS MISSION STATEMENT

All employees of Taloga Schools should challenge and guide students to reach their maximum potential.

## COMMUNITY EXIT OUTCOMES

1. EFFECTIVE CITIZENS are cooperative individuals who are responsible, honest, productive, knowledgeable, and respectful of new ideas, cultures and family wellness.
2. CREATIVE PROBLEM SOLVERS are individuals with confidence and skills to make decisions, solve problems, function and compete in an ever-changing society.
3. COMPETENT COMMUNICATORS are individuals who are effective listeners and have a practical knowledge of the English language; who are capable of understanding, evaluating, and exchanging ideas in written, oral, and technological form.

## SCHOOL DAY SCHEDULE

7 <sup>th</sup> -12 <sup>th</sup> Grade		PK - 6 <sup>th</sup> Grade	
7:45-8:05	Breakfast	7:45-8:05	Breakfast
8:10-9:00	1 <sup>st</sup> Period	8:10-11:20	Reading
9:03-9:48	2 <sup>nd</sup> Period	11:25-11:45	Lunch
9:51-10:36	3 <sup>rd</sup> Period	11:50-12:20	Recess
10:39-11:24	4 <sup>th</sup> Period	12:25-1:35	Specials
11:27-12:20	5 <sup>th</sup> Period	1:40-3:21	Math
12:20 – 12:45	Lunch		
12:50 – 1:40	ENCORE		
1:43 – 2:28	6 <sup>th</sup> Hour		
2:30 – 3:21	7 <sup>th</sup> Hour		

**\* All students must report to cafeteria when they arrive on campus prior to 8:10.**

**ACCREDITATION** - Taloga Public Schools are accredited with the Oklahoma State Department of Education.

**AGRICULTURAL BARN/FARM RULES** -Animals kept at the school barn/farm, whether by 4-H or FFA students, are subject to the following rules and regulations as set forth by the Taloga Agriculture Education Instructor and approved by the Superintendent and Board of Education. It is a privilege, **not a right**, to keep animals at the school farm. Please don't lose that privilege.

1. The Taloga Ag Instructor is the authority on your animals.
2. The instructor will assign the pens. The current feeder's name and contact information must be attached to the pen. Empty pens will be given on a first come-first serve basis. Animals should be contained to the pens that they are assigned.
3. Animals kept at the school farm will show as a part of the Taloga FFA or Taloga 4H.
4. The feeding and care of animals will be under the direct supervision of the instructor. Pens are to be cleaned weekly, and waste should be disposed of in the appropriate areas or removed in accordance with the Taloga Ag Instructor's directions. Do not feed any other exhibitor's animals unless instructed.
5. All animals may be used in judging contests for a learning experience to other members and guests.
6. You are expected to keep all equipment in working order (do not abuse any equipment.) If it does not work, tell the instructor.
7. You are expected to clean up the fitting barn after each use.
8. Pens are to be cleaned within one week of the departure of the animal so proper sterilization procedures may be done.
9. No improvements/construction of any kind may be done without the consent of the instructor.
10. Any malicious destruction of the facility, public, or private property stored at the facilities will be compensated by the responsible party.
11. Taloga Public Schools is not responsible for any loss or destruction of personal property stored at either facility.
12. All trash, loose wire, paper, and any waste should be gathered and disposed of daily.
13. If animals appear to be sick, it is the exhibitor's responsibility to contact the Taloga Ag Instructor or a Veterinarian. If such action is not taken, the Taloga Ag Instructor will contact a Veterinarian at the expense of the exhibitor.
14. Portable heat lamps, or any other electric appliances are permitted only with the approval of the Taloga Ag Instructor.
15. No one can utilize Taloga Ag equipment or facilities without the approval of the Taloga Ag Instructor.
16. All expenses charged to the school for care of the animal will be charged to the exhibitor such as medication and vet services.
17. Any money won or earned from the Taloga Local Livestock Show can be held until the exhibitor's bills are paid, and the facilities are cleaned.
18. Do not use another exhibitor's supplies or equipment without prior permission.
19. The school farm is considered an extension of the classroom and all handbook rules and regulations apply.
20. No person may bring or consume alcohol or tobacco on any property.

Failure to comply with these rules will first result in a verbal warning. The second offense will result in a written warning. The third offense will result in the animals being moved to the school far. The fourth offense will result in the animals being placed in an outside pen. After the fifth violation, you will have one week to remove the animal from Taloga Public School property. If the animal is not removed, it will be sold at market. The student will receive payment from the sale after any outstanding bills are paid.

The above listed consequences are suggestions, and the final punishment is at the discretion of the administration.

**ANNOUNCEMENTS** - All materials for distribution or display on Taloga Public School property must be approved by the principal or designee. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

Student and personnel publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the principal for review for accuracy and compliance with district policies before publication.

**ASSEMBLIES**- School assemblies are provided to the school, and students are expected to attend and behave courteously. There will be no food, drinks, caps or hats allowed in the auditorium. Disruptive behavior will result in disciplinary action and could result in cancellation of future assemblies. Students should remember that while programs are sometimes entertaining and relaxing, the primary purpose of assemblies is education. All students are required to attend assemblies unless excused by administration. Teachers will sit with the class that they sponsor at all assemblies.

**Behavior at Assemblies:**

1. Students will go to the assembly in an orderly manner. Running or shoving will not be tolerated.
2. Students will seat themselves immediately upon entering their section of the auditorium and may talk only in a low voice until the program begins.
3. When the program leader comes to the podium or when the opening exercised begin, all talking must cease.
4. Students should give their full attention to the program.
5. Loud cadence, clapping, whistling, cat calls, booing, or other related behavior will not be tolerated.
6. If you enjoy the program, express yourself by a good round of applause.

**ATTENDANCE** – A student may have no more than 9 absences per semester. (Ex: Automobile mechanical problems, parent is late, family trip, etc.) A student who misses more than 20 minutes of class time is counted as absent for the class. A student who has 10 absences or more in a class, and is passing the class will receive a grade of No Credit. **TARDIES** - Students who receive three tardies in any class will receive one day of ISD.

Absences may be excused at the discretion of the principal for medical, court, or emergency reasons. An absence will only be excused for the reasonable time necessary for the absence. (Ex: Optometrist appointment at 10:00 a.m. will not be an excused absence for the afternoon classes.) If the student has 10 absences in a class, the principal will refer the case to the Attendance Review Committee. The Attendance Review Committee may (1) uphold the suspension of credit, (2) waive documented absences, or (3) recommend that the student make up time, after school hours, for periods missed over eight absences. The number of absent periods over eight will be doubled for make up time. (For example: If a student has 12 absences in a class, that student is 3 absences over the limit. If make up credit is allowed, the 3 absences will be doubled to 6. Six hours of make up time would be required to receive credit for the class.) Failure to make up time will result in no credit in subjects that are affected by excessive absences. Twelve absences per class period are the maximum number to be eligible for make up credit. Three unexcused tardies will equal one unexcused absence and tardies are cumulative by semester, not by the period, for students granted make up time. Students who appear before the committee for a third consecutive semester will not be allowed to make up credit. The only exceptions granted would be for required hospitalization or a physician's letter stating an extended illness or medical condition.

Documentation for excusing absences must be presented to the principal's office **upon their return to school** or the absence(s) will not be excused.

A student who is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s) and the Dewey County District Attorney. The Taloga Board of Education will notify in writing the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Dewey County District Attorney. (70 O.S. 10-1-5)

**STEPS TO FOLLOW WHEN ABSENT**

1. The student's parent/guardian must call the office the day that the student is absent. The office will be open at 8:00 a.m.
2. If the parent/guardian could not call, the student must bring a note signed by the parent explaining the absence. An unexcused absence will be recorded if a phone call or note is not received.
3. Students must check out through the office for doctor appointments. An appointment card or note signed by the doctor must be provided to the office upon the student's return.
4. Students who become sick while at school must report to the office to be dismissed from school.
5. Students must always check out through the office in order to leave school for any reason. Failure to do so will result in an unexcused absence.

#### UNEXCUSED ABSENCES -

The following are examples of an unexcused absence: skipping class, hair appointment, leaving school without checking out through the office, car trouble, three unexcused tardies, etc. A student that receives an unexcused absence will receive a "zero" recorded for any work assigned during the absence as well as one day in IHR, corporal punishment, or after-school detention.

#### UNEXCUSED TARDIES -

3 unexcused tardies per class = 1 unexcused absence & 1 day in detention.

5 unexcused tardies per class = 2 absences & 2 days in detention.

7 unexcused tardies per class = Loss of credit in that class and 3 days in detention.

7 unexcused tardies (overall) = 5 days detention.

Each unexcused tardy after 7 tardies = 5 days detention.

**ACTIVITY ABSENCES (10 Day)** - A student shall not be absent for activities from any class period more than 10 days in one school year. The following activities are exempt: State & National levels of school-sponsored competitions, field trips, interscholastic meets, serving as a page in the State Legislature, school assemblies, and other activities approved by the Board of Education.

No student may take an activity absence beyond 10 days unless the absence has been pre-approved by the Board. Absences taken beyond the 10 days without Board approval will be unexcused absences. The Board will not approve absences beyond 10 days that have been taken without pre-approval from the Board.

**BUS TRANSPORTATION** - Students participating in a school sponsored activity off-campus must ride to & from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parents upon signing out with the sponsor.

**CAFETERIA RULES** – Lunch bills will be printed on the last school day of the month. Bills will be due on the 15<sup>th</sup> of the following month. If the 15<sup>th</sup> falls on a weekend, bills are due the Friday prior to the 15<sup>th</sup>. If payment is not received by the 15<sup>th</sup>, students will be given the alternative meal of a sandwich and milk. Students who bring money to eat daily will be allowed to eat the hot meal served on those days. Bills not brought current by the next month will be turned over to small claims court for collection. At the end of the school year, students with an outstanding balance will not be allowed to participate in summer activities.

Eating areas are to be left clean and all litter placed in the trash. Students may not allow other students to cut in line. Ear buds are not allowed in the serving line. Students wearing ear buds will be moved to the end of the line.

**CARE OF SCHOOL GROUNDS** - Trash should be placed in the containers provided. Every student has the responsibility to do their part to help maintain a clean campus.

**CHECKING OUT OF SCHOOL** - Students must check out of school through the office. (Failure to do so may result in lunch detention/noon campusing or ISD.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

**CHILD ABUSE OR NEGLECT** - School officials must report incidents of child abuse or neglect to the proper legal authorities. 25 O.S. 846 A(1)(c).

**CLOSED CAMPUS** - K – 9<sup>th</sup> grade is closed campus. Grades 10<sup>th</sup> – 12<sup>th</sup> will have open campus during lunch. For grades 7-9, only parents or grandparents of students may come to the office and check students out to go to lunch off campus. Parents or grandparents must come to the office and check students out for lunch between 8:00 a.m. and the beginning of the lunch period.

**CLOSING SCHOOL (BAD WEATHER)** - Announcements regarding school closings & delayed opening times due to bad weather will be made on local radio (K101FM) and TV stations.

**COLLEGE DAYS** - (Applies to Seniors only during the school year in which the Senior will graduate.) A Senior student will be allowed a reasonable number of days (limit 2 days) to visit post-high school institutions in which the student is interested in attending after graduation. (\*A student may visit more than one institution in a day.)

The college day visitation must be **pre-approved** by the counselor to be excused. A student who visits a post-high school institution without receiving prior permission from the counselor will receive an absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

**CONTAGIOUS DISEASE - Head Lice** - Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice. **(70-1210.194)** Students will be checked by school personnel upon return to school. Students must be nit free to attend class.

**ELIGIBILITY** - A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, student activities outside the normal school day; and, non-classroom activities. A student who is ineligible will not suit up, travel with the team group, organization, nor sit on the bench or stand on the sidelines of the event. Students that are ineligible may not leave class to attend a school activity. Violators will receive an unexcused absence for each period missed and detention as assigned by the principal.

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

Teachers must provide eligibility information beginning on the fourth week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 3:30 p.m. on the last day of the school week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be allowed regarding this policy.

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

Academic Probation & Ineligibility

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

**EMERGENCY DRILLS** - Fire Signal: One Continuous Bell. Storm Signal: Series of Short Bells.

Fire Drill Procedure:

1. Don't run or push, but leave the building as quickly and quietly as possible. Teachers, take class roster, turn off lights, and close door.
2. Gymnasium – Use lobby doors and exit doors at the west end by the dressing rooms.
3. Industrial Arts and Vocational Agriculture – Use the east and west doors.
4. Each teacher in charge of a group of students will stay with that group to see that all students are clear of the building.

Storm/Tornado Alert: All students and teachers will proceed immediately to the elementary basement as orderly and quickly as possible. Students and teachers will remain there until the all clear is sounded.

**ENROLLMENT REQUIREMENTS** - To gain admission to Taloga Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Taloga Board of Education.

**FEES** - No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

**FUND RAISERS** - Fundraisers must be presented to the board of education, for approval, through the principal's office. A copy of all fund raisers approved by the board will be kept with the principal's secretary.

**GRADUATION PROCEDURES** - A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. The Senior Class must provide graduation stage decorations. Graduation ceremonies are under the direction of the Senior Class advisor subject to administrative and board approval.

**GRIEVANCE PROCEDURE for STUDENTS and PARENTS** - (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal. (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

**HALL PASSES** – Students are expected to be in class, with their books and supplies, for the entire period. Time is allowed for socialization and rest room breaks between classes. Therefore, teachers are encouraged not to issue hall passes unless it is an emergency or medical necessity. In the event a student needs to leave class, they must obtain permission from their teacher and have their planner properly endorsed. The student must go directly to and from the activity that has been authorized.

**HOMEWORK** - Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (EX: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero (0) for missed class assignments including homework.

**IMMUNIZATION** - No student shall be allowed to enter Taloga Public Schools until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life long contraindication.

If the student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

Lost immunization records are not ground for an exemption to the Oklahoma Law. Parents who have lost their child's records should be referred to their local health department or family physician.

The Certificate of Exemption Form must be completed and signed by the parent/legal guardian. This form must then be submitted by the parents to the school. The School will submit the form to Immunization Service. Forms submitted by the Parent/Guardian will not be considered. A copy of the Certificate of Exemption Form is located at the back of this handbook.

A disease outbreak in school will very likely result in exposure of children attending on the basis of an exemption. These children are likely to be susceptible to the diseases, and therefore may be excluded for the duration of any outbreak for their own health and for the health of the other children.

**LATE ASSIGNMENTS** – The following policy applies to students in grades 7 -12. Students will be given 70% credit for papers turned in one day after the assigned due date. Students will be assigned FOCUS in the event that they do not have a 70% late assignment completed at the time that it is due. After that one day, papers will be recorded as a zero.

**LIBRARY** - Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

**LOCKERS & SCHOOL PROPERTY** - Lockers are the property of the school and are assigned to the students for use. Students hold neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School employees have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. Students who choose to place a lock on their locker must present the office with a spare key or the combination.

**MANDATORY TUTORING** – Students who have a D, F, or a zero in a class will be required to attend morning tutoring from 7:45 – 8:15. If they do not attend, they will go to in-school detention for the day. Elementary students who are on Tier 3 are required to work in the computer lab from 7:45 – 8:15 for additional computer based reading instruction.

**MEDICATION** – In order for a child to take medication in school, the following procedure must be followed:

1. Written authorization from the family doctor.
2. Written permission from the parent.
3. Labeled bottle of medication including child's name, dosage, and time medication is to be given. Any possible side effects and precautions should be listed. This labeled bottle of medication must be hand delivered to the office by the parent.
4. Aspirin or Bufferin will not be given out at school by any personnel. These medications will also fall under categories 2 and 3 above. **STUDENTS CANNOT KEEP MEDICATION WITH THEM AT SCHOOL.**

**NONDISCRIMINATION** - Taloga Public Schools does not discriminate on the basis of sex, race, color, religion, national origin or handicapping condition.

**PROMOTION CEROMONIES (ELEMENTARY & EIGHTH GRADE)** - Nice dress wear and footwear are required for promotion. Tuxedos, formals, prom-wear, t-shirts, or shorts are NOT acceptable.

**PROMOTION and RETENTION of ELEMENTARY STUDENTS** - It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documental evidence as to the student's ability, level of academic achievement, social and emotional characteristics. Students will normally spend one year in each grade. It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be students, who for reasons consistent with their ability or due to excessive absences, would benefit by repeating a grade. Factors to be considered for repeating an elementary grade are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work & study habits, (6) attendance record; (7) 3<sup>rd</sup> grade reading proficiency. The final authority for retention or promotion rests with the administration.

In grades PK-6 promotion or retention will be determined by the teacher and principal after consultation with parent. The decision of the school is final. In grades 7 & 8 a student must pass 5 of the 8 semesters of core subjects to be promoted.

**SCHEDULE CHANGES** - No schedule changes are permitted after the 5th day of each semester without express consent of the principal and counselor.

**SCHOLARSHIPS** – A number of scholarships to post-secondary institutions are available to graduating seniors. Interested students should contact the counselor's office early in the school year to start the application process.

**SCHOOL MESSENGER** - Taloga Public Schools has implemented a program called Blackboard Connect. This system will allow us to notify parents and guardians of student absences, lunch bills, school closings, important announcements, and emergency situations. Messages and phone calls will come from the school's phone number 580-328-5586. We will notify you based on your preferred method of phone call, email, or text messages. Please help us by verifying and updating your contact information with your child's school office. We believe this resource will become a valuable tool communicating school events with you.

**SEMESTER TEST EXEMPTIONS** – Students in grades 7 – 12 may earn semester test exemptions. Students with 1 absence and a C in the class may be exempt from that class. Students with 2 absences and a B in the class may be exempt from that class. Students with 3 absences and an A in the class may be exempt from that class. Students must NOT have been in ISD or OSS in order to be eligible for an exemption.

**STUDENT CLASSIFICATION -**

Freshman	0 - 6 credits
Sophomore	6 ½ - 12 credits
Junior	12 ½ - 18 credits
Senior	18 ½ + credits

**STUDENT PLANNERS** – Each student (7-12) will be responsible for obtaining a planner. It is the student's responsibility to record all of their assignments in their planner. Additionally, the students must have the planner with them at all times during the school day. When properly endorsed by staff, this planner will serve as the student's hall pass; therefore, any student caught without a planner during the school day is in violation of school rules and will face disciplinary action. If a student planner is lost, it is the responsibility of the student to purchase a replacement.

**STUDENT RECORDS - Family Education Rights & Privacy Act (FERPA).** Parents and students over 18 have the following rights under FERPA: (1) The right to inspect and review the student's educational record. (2) The right to exercise a limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language. Copies of student records are available to the parents/legal guardians or students over 18 at a cost of \$.25 per page.

Parents may be denied copies of a student's records

- When the student is attending an institution of post-secondary education.
- After the student reaches 18 years of age.
- If the parent fails to follow proper procedures and pay copying charges.

Nondirectory Educational Records are private or confidential records maintained by the school regarding a current or former student.

*Student Directory Information.* The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance

- Degrees and awards received
- The public or private school most recently attended by the student
- Student picture(s) on the school website

**Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.**

**TELEPHONE USE AT SCHOOL** - Students may only use the telephone with the permission of the principal or designee for necessary, school-related business. Students may place local calls. Long distance calls must be made collect or by credit card. Phone messages will be delivered to students at an appropriate time.

**TESTING** - Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to the class, or the day following the student's return to the class at the discretion of the teacher. Otherwise, the student will receive a grade of zero (0) on the pre-announced test. The same policy applies for pre-announced major projects such as term papers, reports, or projects.

**TEXTBOOKS** – Textbooks are furnished by Taloga Public Schools and the State of Oklahoma. All books are to be returned when a student withdraws from school or at the end of the class session. If a book is lost or damaged, the student is responsible for replacement of the book. If the book is not replaced, the administration may use all avenues available, including but not limited to legal action, to obtain the missing school property.

**TRANSFER STUDENTS** - A student whose parents are not legal residents of the Taloga school district must obtain a legal transfer to attend Taloga Public Schools.

**EMERGENCY TRANSFER APPLICATION PROCEDURE:**

(1) Submit a transfer application from the receiving school district in person to the principal's office. (2) The principal will recommend or not recommend the student transfer to the superintendent based on the reason for the transfer application. (3) Superintendent will accept or not accept the transfer application. (4) Principal will notify the student or parent/legal guardian of the transfer request.

Before the transfer request can be accepted, the parent/legal guardian & the student must sign the **Cancelable Transfer Student Agreement** form. The enrollment & attendance of the transfer student at the Taloga Public Schools is conditional upon the academic performance, regular attendance, and behavior according to the student handbook and Taloga school board policy. A student on a **Cancelable Transfer Student Agreement** will be suspended without further notice given for any violation of Taloga School's code of student conduct. The determination of a violation and the length of suspension [up to the current semester and the following semester] will be determined by the suspension committee.

**TRUANCY** - A student who is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s) and the Dewey County District Attorney. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) The Taloga Board of Education will notify in writing the Department of Human Services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

**VEHICLES** – PK-8<sup>th</sup> grade students may not drive vehicles to school. Students may only drive to school, during lunch, and away from school at the end of the school day unless the principal authorizes otherwise. 9<sup>th</sup> – 12<sup>th</sup> grade students must be licensed drivers in order to drive on school property.

1. Students are not allowed to go to their vehicles during school hours unless permitted by school personnel.
2. Students must honor speed limits and crosswalks around the campus.
3. Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities.
4. When automobiles and cycles are driven to school, they must be parked in the parking lot designated by the principal and not moved except by special permission until school is out for the day. Safety first should be practiced at all times by drivers while arriving and leaving school. Bicycles must be parked in the bicycle rack on the elementary playground on the east side of the elementary building.

**VISITORS** - All visitors (including parents/legal guardians) must check in at the principal's office immediately upon entering the building & sign the visitor's log. Visitation by non-enrolled students is not permitted. Non-enrolled students are not allowed to attend classes at any time and are not permitted on school property.

## **CO-CURRICULAR**

**ACADEMIC BOWL TEAM** - Membership is by try-out test score, academic record, and student interest.

**Annual** – The Taloga School will publish a yearbook annually under the supervision of a sponsor appointed by the administration. Students are urged to participate in this fine program as much as possible.

**ATHLETICS** - Students at Taloga have the opportunity to participate in the following competitive sports: baseball, basketball, and track. Students may Letter in each sport in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades upon completion of criteria established by the coach for participation at the varsity level. An athletic physical is a requirement for all students electing to participate in athletics.

**CHEERLEADING** - Junior High & High School cheerleading squads are selected each year at open try-outs. Participation is subject to the rules outlined in the cheerleading constitution. Members must comply with squad rules promulgated by the coach as approved by the Taloga Board of Education.

## **CLASS ACTIVITIES**

**CLASS HONORS & OFFICERS** - Pres., Vice-Pres., Sec.-Treas., and 1 Student Council representatives will be elected for each grade, 7-12.

**FFA** - Students who are enrolled, or have been enrolled in Vocational Agriculture classes are eligible to participate in FFA, pursuant to the local chapter constitution, subject to academic and attendance eligibility.

**NINTH – TWELTH GRADE BANQUET/PROM** - The Jr.-Sr. Banquet/Prom will be held near the end of the school year. The Junior class is responsible for the banquet and prom honoring the graduating seniors. The banquet will be for members of the Freshman, Sophomore, Junior, and Senior classes and their approved dates; faculty/staff and spouses, and the Board of Education and spouses.

Attendance at the prom is limited to 9<sup>th</sup>-12<sup>th</sup> grade class members and their pre-approved dates/guests. Students may bring up to two guests. Dates who are not students at Taloga Public Schools must have the prior approval of the principal. It is the responsibility of the 9<sup>th</sup>-12<sup>th</sup> grade class member to request the approval. No students below the ninth (9<sup>th</sup>) grade may attend the Taloga school prom. All dates must be under 21 years old and in good standing in their community. Dates may not be convicted of a felony or currently facing charges. Dates must be currently enrolled in a public/private school or graduates of a public/private school.

The following rules and regulations have been approved by the Taloga Board of Education:

1. The prom will be well chaperoned by the high school principal and class sponsors.
2. Sponsors have the right to refuse entry to anyone.
3. Appropriate dress will be required. (Determined by sponsors.)
4. The prom will end at 12 midnight.
5. No alcoholic beverages will be allowed.
6. No smoking will be allowed.
7. Once students leave the dance, they will not be allowed to re-enter under any circumstances.
8. The prom will be held in the town of Taloga.

**SPIRIT WEEK** - Spirit week activities are organized by the Student Council and must be approved by the student council sponsor and principal.

**STUDENT COUNCIL** – A student council will be in operation at Taloga High School to work with and for the student body, teachers, and administration. Eligibility for Taloga Student Council is as follows:

1. Officers: President, Vice-President, and Secretary/Treasurer, while holding office, must have a grade average of “B” or above in the previous semester of his/her term in office. These officers must be a Sophomore, Junior, or Senior at the time of election. These officers will be elected at large from the student body.
2. Representatives: There will be one representative from each class, 9-12. The representatives must have a grade average of a “C” or above the previous semester of his/her term in office.
3. Grade points must be maintained throughout the term of office for all student council officers and representatives.

**HOMEcoming** – Homecoming festivities will be the responsibility of the Junior and Senior classes and their sponsors. The music for the dance will be provided by the 9-12 grade classes, and the refreshments provided by the 7-8 grade classes. Only students in grade 7-12 will be permitted to attend the dance.

1. High school students will vote on who will be the Homecoming candidates. The students receiving the top four votes both male and female will be the homecoming court.
2. Homecoming attendants will be selected by random drawing from the current Kindergarten class.

**High School Testing Requirements:** Juniors will be tested in the spring utilizing the ACT for their ELA including writing and math scores. They will also take a separate science test. There will be no US History test in 2017-18.

**FIDGET SPINNERS** – Fidget Spinners will NOT be allowed at school unless a student can provide a doctor’s note stating a medical need for it’s use.

**FOCUS** – Taloga Public Schools will implement a no Zero policy for students in grades 5-12 called FOCUS. FOCUS will be a mandatory after-school tutoring program assigned daily to students who show up to class without their assignments completed on the day they would receive 70% credit. By attending FOCUS, students will be able to complete the assignments and still receive 70% credit, instead of 0% credit.

FOCUS will be Monday through Thursday after school from 3:30 -4:30. There will be a teacher there to help students with their work. Students must stay the entire hour of FOCUS, regardless if they finish the assignment. Students should be prepared to work for the entire hour. If students do not show up for FOCUS, they will be assigned ISD.

**GRADES** - Test grades shall count for 60% of the student’s cumulative average, daily work will account for 35% of the average, and planners will count for 5% of the average to total 100%, at the discretion of the teacher. No grade above 100 points shall be given for a 9 weeks grade. GPA’s will be calculated using the 4 point letter grade scale below for honors (Honor rolls and societies, valedictorian/salutatorian.)

**GRADING SCALE -**

- A=90 - 100
- B=80 - 89
- C=70 - 79
- D=60 - 69

**MAKE-UP WORK** - The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and principal. Assignments may only be one day late and will receive 70 percent credit. The assignment is due the next day when the student walks into class. Students will be assigned FOCUS in the event that they do not have a 70% late assignment completed at the time that it is due. If a student receives two zeroes in a two-week period, the teacher will call the parent regarding the problem. After a second such violation, the student will be sent to the principal for disciplinary action.

**PROFICIENCY BASED PROMOTION (PBP)** - PBP tests may be taken in December and May each year. The student must notify the counselor at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, the Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit. Limit 2 tests per semester. The student should contact the counselor for additional information.

**RETAKE A COURSE** - A student may not retake a class or course for credit, or to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the student’s transcript.

**SPECIAL EDUCATION** - Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Taloga 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.

**HONORS**

**Honors Program** - Graduating seniors who meet the following criteria will be considered Honors Program Graduates and wear a Gold Honor Cord at their commencement.

- Students must maintain an unweighted cumulative grade point average of 3.50. Grades are based using the first seven semester grades.
- No grade lower than a “B” will be allowed. A semester grade lower than a “B” will result in the removal of the student from the honors program.
- Must complete all requirements for the College Preparatory Diploma.

**Oklahoma Honor Society** - Students in the top 10% GPA of Taloga High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year and the first semester of the current school year.

**Principal's Honor Roll** - A student must receive no grade lower than a "B" in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

**Superintendent's Honor Roll** - A student must receive no grade lower than an "A" in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

**Valedictorian/Salutatorian** – Students will be required to take a minimum of two honors courses to be considered for Valedictorian and Salutatorian. Students, who have completed honors courses, will have their weighted GPA calculated and the student(s) with the highest weighted GPA over 3.0 will be the Valedictorian(s) and the next highest weighted GPA over 3.0 will determine the Salutatorian(s). Honors Courses includes: Algebra III, Trigonometry, Calculus, Pre-Calculus, Spanish III, Chemistry, Physics, Biology III, Botany, Zoology, Anatomy, and Physiology, all concurrent classes.

8<sup>th</sup> Grade Students must have a minimum GPA of 3.0 to be considered for Valedictorian or Salutatorian for 8<sup>th</sup> grade graduation.

## **DISCIPLINE POLICY**

The goal of any discipline policy should be to correct the misconduct of the individual and to promote adherence to that student and by other students to the policies and regulations of the school district. Such policies and regulations are established to ensure that each student has the opportunity to receive a quality education. Toward this goal, the administration and teachers of Taloga Schools will not tolerate conduct which is detrimental to the educational climate of the school, threatens the safety of any member of the school community, or is destructive to property. All teachers have authority at all times and places during school and school activities and will be fully supported by the administration and Board of Education. **Contained in the handbook are scenarios of violations and guidelines for punishment; however, these are only suggestions and the final punishment is at the discretion of the principal, once the evidence has been considered.**

### **Forms of Discipline:**

**CORPORAL PUNISHMENT** - Corporal punishment may only be given when authorized by the student's parent/guardian or authorized by a student that is 18 years or older. Swats will be given and witnessed only by certified personnel in a school office, room, or other place out of the presence of other persons. No more than 2 swats will be given in a school day. The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

**LUNCH DETENTION - NOON CAMPUSING** - Lunch Detention includes noon camping. The student will not leave the campus. Lunch detention is served during the student's normal lunch break as assigned by the teacher or principal. A student who is absent from, or tardy to Lunch detention will be subject to the policy for **Failure/Refusal to Serve Assigned Discipline**. Two lunch detentions served equal one afterschool detention period.

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

ISD is during the regular school day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor.

Teachers will turn in ISD assignments to the office before 8:00 a.m. on the day the student is to begin ISD. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISD.

### **ISD Rules**

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. The ISD teacher will give additional assignments if the student completes the regular teacher's assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher that prohibits contact with students in the regular educational setting.

Failure to comply with these rules will result in additional ISD or up to 10 days of out-of-school suspension per the circumstances.

**STUDENT SUSPENSION POLICY** - The authority to suspend a student from school is delegated to the principal.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any acts which disrupt the academic atmosphere of the school, endangers or threatens fellow students or school personnel or damages property.
2. A full suspension shall not extend beyond the present semester and the succeeding semester.
3. Except under circumstances which require the immediate removal of a student, a parent will be informed before a student is released from school.
4. Make-up work for suspended students must be complete.
5. Procedural steps of suspension:
  - A. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons, therefore.
  - B. In-school detention (ISD) is an alternative to short-term out-of-school suspension. The student's principal will impose ISD.
  - C. Short-term suspension. A student may be suspended from school for up to a ten-day period. Both the student and the parent(s) shall be notified of the suspension, the reason(s) for the suspension and the right to appeal the suspension to the Suspension Appeals Committee.
  - D. Long-term suspension. A student may be suspended from school for a period of time not to exceed 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 reason(s) for the suspension and the right to appeal the suspension to the Superintendent of Schools.
6. Appellate procedures. Any student, who has received a suspension, or his/her parents, may appeal the suspension to the Suspension Appeals Committee, if it is a short-term suspension, or to the Board of Education, if it is a long-term suspension. The following procedures shall govern the appellate process:
  - A. The student or the student's parent(s) shall notify the Superintendent of the intent to appeal the suspension within two school days following the notice of intent to suspend.
  - B. Upon receiving notice of the intent to appeal, the Superintendent shall advise the Suspension Appeals Committee (short-term suspensions) or the President of the Board of Education (long-term suspensions). The appeal shall be heard within ten days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses; and offer other evidence in his/her behalf including his/her own testimony.
  - D. The Suspension Appeals Committee (short-term) or the Board of Education (long-term) shall 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 days of the decision.
7. Appeal for reinstatement. Student(s) who have been suspended for the remainder of a semester, or more, may petition the Superintendent for reinstatement. The Superintendent may, in his discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification that 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.
8. The Suspension Appeals Committee will consist of administrators or teachers or a combination of both. The members of the committee will be appointed by the Superintendent and may include the Superintendent. The Suspension Appeals Committee will hear appeals of short-term suspensions (10 days or less). The decision of the Suspension Appeals Committee is final and cannot be appealed to the Board of Education or any other school official.
9. During the time a student is suspended, he/she is excluded from all school activities, including co-curricular activities. The student is also not allowed to be on campus at any time unless permission is granted by the principal.
10. A student will receive an educational plan of the core curriculum for days suspended beyond five days. The parents will bear the responsibility for monitoring the student's progress until the student is readmitted to school. Full credit will be granted for academic work successfully completed beyond five days.

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

An employee of Taloga schools may check the neurological function of the student by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing, distributing or using alcohol or drugs or other contraband at school or school sponsored activity will receive:

1<sup>st</sup> OFFENSE: Out of school suspension up to eighty five school days.

2<sup>nd</sup> OFFENSE: Out of school suspension for the remainder of the semester and the following semester. Reentry to Taloga Schools may be contingent on appropriate counseling and/or parental intervention.

**ARSON** - Out of school suspension for the remainder of the current semester and the succeeding semester.

**ASSAULT and BATTERY** - Assault - Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats. Out of school suspension for a period of time appropriate for the offense. Report to authorities on first or subsequent offenses where appropriate. **BATTERY**: Offensive, non-consented *touching of another's person*. Includes fighting and throwing objects. 1<sup>st</sup> and **SUBSEQUENT OFFENSES**: Out of school suspension commensurate with the offense including the current and subsequent semester.

**ASSAULT and BATTERY ON A SCHOOL EMPLOYEE** - A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Taloga school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

**BUS RULES** - Students must ride the bus on all school activities unless permission has been given by the administration. **RULES**: (1) Be on time, (2) Observe a safety practices (check traffic both ways before boarding or departing the bus, (3) Keep hands inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on, or out of the bus, (8) Do not leave items on the bus, (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise (10) Be courteous. Violators will be subject to the discipline policy including but not limited to lunch detention or ISD, suspension from riding the bus to school or any school activity up to the remainder of the semester and the following semester.

**CHEATING/PLAGIARISM** - A grade of Zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

Violators will be subject to lunch detention or ISD, parental notification and zero on the assignment. Subsequent offenses could include out-of-school suspension.

**DISRUPTIVE BEHAVIOR** - Failing to follow classroom rules and/or disrupting the educational environment.

1<sup>st</sup> OFFENSE: Lunch detention or ISD.

**SUBSEQUENT OFFENSES**: ISD or out of school suspension.

**DRESS CODE** - Students at Taloga schools are expected to dress appropriately for the school setting. Clothing, accessories or hair styles, that in the judgment of the principal create a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school related activity.

1. Everyone is expected to be as neat, clean and well groomed as possible.
2. Attire that reveals the chest, such as mesh or fish net shirts, see through blouses, no spaghetti strap shirts or dresses. Straps on all shirts must be at least 1 ½ inches wide.
3. Cutoffs
4. Attire that exposes the bare midriff or back
5. Frayed or purposely torn clothing, or clothing with holes above the knee cap
6. Skirts may be no higher than four inches above the knee
7. Gang dress, such as bandanas and other gang associated symbols
8. Satanic cult dress and related symbols
9. Clothing and/or jewelry that relates to violence, gang activity, drugs or alcohol. No piercings other than ears.
10. T-shirts, sweatshirts, and other clothing with profanity or suggestive slogans or logos related to drugs, alcohol, sex, fear, or violence.
11. Any shorts that are more than six inches above the knee when kneeling
12. Any attire that exposes undergarments
13. Any pajama bottoms or house shoes
14. No head gear may be worn in the building without the Administration's approval.

The administration has the discretion to act on any method of personal appearance that it deems as inappropriate or nonconductive to the learning environment. Students may be sent home at the discretion of the office because of violations of the personal appearance code. If sent home, the student will be allowed to return as soon as possible, but will receive an unexcused tardy. If the student does not return during the same class period, the student will receive an unexcused absence. If the student cannot go home to change, the principal may require the student to remain in ISD for the remainder of the day. No warnings will be issued for any violations of the personal appearance code. Violations of the code will be subject to disciplinary action by the principal.

**ELECTRONIC DEVICES / TELECOMMUNICATION DEVICES** – Students in grades 7<sup>th</sup>-12<sup>th</sup> may use their cell phones in between classes and at lunch. Cell phones are to be turned off and put away during class. If a student uses the phone at any other time or if the cell phone disrupts class in any manner, students will be subject to the following disciplinary action:

1<sup>st</sup> OFFENSE: 1 week noon and afterschool detention or ISD and confiscate device for 1 week

2<sup>nd</sup> OFFENSE: 2 weeks noon and afterschool detention or ISD and confiscate device for 2 weeks

SUBSEQUENT OFFENSES: 3 to 10 days Out of School Suspension

If a parent/guardian requests, in person, the confiscated ETD because it poses a danger for the student/family to not have the cell phone in their possession when away from school – then at the discretion of the principal, the student may double the detention in return for the ETD.

\*Taloga Public Schools is not responsible for lost, stolen, or damaged devices.

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

**HARASSMENT (Bullying)** – "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;

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school sanctioned events.

"Electronic communications" 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 telecommunication device, a computer; and "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 indicated potential for future harm to students, school personnel, or school property.

Taloga Schools will not tolerate bullying of any kind. Possible consequences include but are not limited to: restriction of privileges, sports, co-curricular activities, computer use, clubs, travel, etc. Students may be required to complete a behavioral contract, attend a special class, read and report on special assignments, serve detention, serve ISD or out-of-school suspension.

**HAZING** - All forms of hazing and/or intimidation are prohibited by the school and school sponsored activities. (Including as a part of admission to a club or organization.)

1<sup>st</sup> OFFENSE: ISD or out of school suspension per the circumstances.

**INSUBORDINATION** - A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the principal, shall be subject to the following discipline:

1<sup>st</sup> OFFENSE: Lunch detention/noon campusing or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

**MISINFORMATION** - Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

1<sup>st</sup> OFFENSE: Lunch detention/noon campusing or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

**OBSCENITY/PROFANITY** - Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc.

**PUBLIC DISPLAY OF AFFECTION** –PDA in the educational setting will not be tolerated.

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

**THEFT** – The taking of another person's property without that person's freely-given consent. Violators must return the property, and/or provide restitution and/or serve ISD or out-of-school suspension per the circumstances.

**TOBACCO & TOBACCO PRODUCTS** - Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained; who shall refuse to furnish such information shall be guilty of a misdemeanor.

1<sup>st</sup> OFFENSE: Confiscation of tobacco products and 2 days out of school suspension.

2<sup>nd</sup> OFFENSE: Confiscation of tobacco products and 5 days out of school suspension

SUBSEQUENT OFFENSES: Confiscation of tobacco products and long term suspension.

**VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS -**

1<sup>ST</sup> OFFENSE: Restitution, lunch detention/noon campusing, ISD, or out-of-school suspension per the circumstances.

SUBSEQUENT OFFENSES: Restitution, ISD, or out-of-school suspension per the circumstances.

**WEAPONS** - The possession or use of any weapon during the time a student is in attendance in Taloga Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited. A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives, razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon that resembles a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy, but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity when used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy will be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

**NOTICES & POLICIES**

**NOTICE REGARDING ASBESTOS**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The Taloga Schools District has complied with the act. A management plan documenting these inspections is on file for public review. They may be examined, upon request and are located in the Taloga Public School's superintendent's office.

The Taloga Public Schools annually notifies parents, teachers, and other employees by publication contained herein. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts and/or using newspaper public notice statements when they arise.

The asbestos identified in our management plan is checked regularly by a licensed asbestos company and our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by the EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law. If any changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law. The superintendent of schools serves as the asbestos coordinator for Taloga Public Schools.

**GRADUATION REQUIREMENTS**

Twenty-three (23) units will be required for graduation. All required subjects must be successfully passed. It is the student's responsibility to be sure that he/she has enough credits to graduate. Students cannot enroll in English 4 until their fourth calendar year in high school unless approved by the Board of Education.

**CORE CURRICULUM for grades 9-10-11-12**

<b>Language Arts</b>	<b>4 units total</b> 1 units of Grammar and composition	3 units from American Literature, English Literature, World Literature, Advanced English
<b>Math</b>	<b>3 units total</b> 1 unit of Algebra I or Applied Algebra I	2 units from Algebra 2, Geometry, Applied Geometry, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science, contextual math courses which enhance technology preparation taught at a technology center taken in the 11 <sup>th</sup> or 12 <sup>th</sup> grades and taught by a certified secondary mathematics instructor, or other math courses with content and/or rigor equal to or above Algebra I.
<b>Science</b>	<b>3 units total</b> 1 unit of Biology 1	For students graduating in 2018, 2 units in the area of life, physical, or earth science or technology which may include: Chemistry 1, Physics, Biology 2, Chemistry 2, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (such as Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), contextual science courses which enhance technology preparation taught at a technology center taken in the 11 <sup>th</sup> or 12 <sup>th</sup> grades and taught by a certified secondary science instructor, or other science courses with content and/or rigor equal to or above Biology I. For students graduating in 2019 & 2020, 1 unit of Life Science, 1 unit of Physical Science, and 1 unit with rigor above Bio I or Physical Science
<b>Social Studies</b>	<b>3 units total</b> 1 unit of U.S. History ½ to 1 unit of U.S. Government ½ unit of Oklahoma History	And ½ to 1 unit from World History, Geography, Economics, Anthropology or other social studies courses with content and/or rigor equal to or above US History, US Government, and Oklahoma History.
<b>Computer Science or Foreign Language</b>	<b>2 units total</b> <b>2 units of the same foreign language</b> <b>OR</b> <b>2 computer science courses</b>	approved for college admission requirements whether taught at a high school or a technology center school including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.
<b>One additional unit</b>	<b>1 unit</b>	<b>For students graduating in 2018, units must be selected from core classes listed above or career and technology education courses approved for college admission requirements.</b>  <b>For students graduating in 2019 &amp; 2020, 1 unit must be selected from core classes listed above or CTE, concurrent enrollment, AP, or IB approved for college entrance.</b>
<b>The Arts</b>	1 unit or set of competencies	such as music, art, drama, or one unit or set of competencies of speech.
<b>Electives</b>	6 units or sets of competencies	
<b>Total</b>	<b>23 units</b>	

Student Aide will receive ½ unit credit per year.

Beginning with students entering the ninth grade in the 2006-2007 school year, in lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the CORE CURRICULUM upon written approval of the parent or legal guardian of the student.

Beginning with students entering the 7<sup>th</sup> grade for the 2008-2009 school year, in order to graduate from a public high school, students must complete Personal Financial Literacy.

Beginning with the 2015-2016 school year, all students enrolled in public school shall receive instruction in CPR and awareness of the purpose of an automated defibrillator at least once between the 9<sup>th</sup> grade and graduation.

**Taloga Public School District Policy for Prevention of Bullying At School  
(70 O.S. §§ 24-100.4 and 24-100.5)**

*The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying.*

*This model policy is provided to school districts in accordance with the provisions of the School Safety and Bullying Prevention Act at 70 O.S. § 24-100.5(C)(1). Local school districts and local school boards may use this policy as a model or develop their own policies that comply with the requirements of 70 O.S. § 24-100.4 and accompanying regulations at 210:10-1-20.*

## **I. Prohibition of Incidents of Bullying**

It is the policy of Taloga Public Schools to prohibit all bullying of any person at school. This policy shall extend to all schools in Taloga Public Schools. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

## **II. Definitions**

The following words and terms used in this policy shall have the following meaning:

**"At school"** means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

**"Bullying"** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group; and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

**"Electronic communication"** means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone 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.

**III. School Bullying Prevention and Intervention** Every school site in this district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

**A. Bullying Preventing Officers.** The principal of each school site in this district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

**B. Training and education in school bullying prevention and intervention.** All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A)

and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

C. **Safe School Committee.** Every school site in this district shall establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). At least one of the members of the Committee shall be a BPO designated at the school site. The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

D. **Bullying Prevention Programs.** Every school site in this district shall implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to and reporting incidents of bullying

#### IV. Reporting Incidents of Bullying

The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

A. **District Bullying Report Form.** Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The District Bullying Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:

1. Date and approximate time of incident;
2. Location of incident;
3. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior;
4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident, including:
  - (i) Identification of all inappropriate behaviors;
  - (ii) Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
7. A description of the types of behaviors used to harass, intimidate, or threaten a student.

Examples include, but are not limited to the following:

- (i) Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
- (ii) Physical acts (e.g., physical fights, assault, or attack);
- (iii) Electronic communication (e.g., cellphone, instant messaging, email, social networking, audio or visual images);
- (iv) Damage of a student's property (e.g., stealing, hiding, or damaging property);
- (v) Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
8. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
  - (i) Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day);
  - (ii) Detrimental changes in student performance (e.g., student grades, assessments);
  - (iii) Detrimental changes in participation in school activities (e.g., student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);

9. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
10. Any other information which could potentially assist school officials in investigation of the incident;
11. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
12. Relationship of the individual reporting the incident to the individuals involved in the incident.

**B. Individuals who may report incidents of bullying.** Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

**C. Privacy and confidentiality.** Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

**D. Anonymous reporting.** In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying. Reporting forms will be available online and in front of the office. Anonymous reports can be left in the office or mailed to the school.

**E. Tracking reports of incidents of bullying.** All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

**V. Response to Reported Incidents of Bullying** Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

- A. Separately interview with the individuals involved in the incident and witnesses to the incident to assess
- B. and ensure the safety of all individuals involved in the incident pending investigation of the incident;
- B. Locate and secure any records or physical evidence relating to the incident;
- C. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and
- D. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.

## **VI. Investigation, Determination, and Documentation of Reported Incidents of Bullying**

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident. The procedure for investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements:

**A. Initiation of investigation.** Within three (3) school days of receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.

**B. Documentation of investigation.** All investigations shall be documented on a form that includes, at a minimum, all of the following information:

1. The date that the report of the incident was received by the BPO;
2. The date investigation of the report was initiated;
3. The name and title of the individual(s) assigned to conduct the investigation;
4. Identification of all individuals involved in the incident;
5. Identification of all individuals who witnessed the incident;
6. A summary of the details of the alleged incident;

7. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);
8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
10. Identification of follow up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation implemented to address harm to the victim(s);
13. Date and method of notification of parents/legal guardians of victim(s) and offender(s) of completion and findings of investigation.

**C. Findings and determination of alleged incident.** Upon completion of review of all facts alleged and available evidence, the school administrator shall:

1. Document all findings of facts;
2. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
  - (i) Occurrence of the incident was verified;

(ii) Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist investigation or provide evidence in support of the allegations); or

(iii) Evidence exists beyond reasonable doubt to support a conclusion that incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.

**D. Notification of results of investigation.** Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

**E. Follow up referrals for the purpose of student support services.** Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

## VII. Remediation and Consequences for Incidents of Bullying

**A. Consequences for Individuals Who Commit Incidents of Bullying.** Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;

2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;
5. Course and/or teacher reassignment;
6. Prohibition or suspension of participation in school activities;
7. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24-101.3 and district policies and procedures pertaining to student discipline;
8. Restitution of a victim's property that has been damaged as a result of the bullying incident;
9. Reassignment, suspension, and/or termination of school employment;
10. Referral to law enforcement.

**B. Factors for Determination of Consequences for Incidents of Bullying Behavior.** Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
  - (i) The age of the student;
  - (ii) The life skills of the student;
  - (iii) The grade level of the student;
  - (iv) The mental, physical and emotional development level of the student; and
  - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including:
  - (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and
  - (ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

**C. Factors for Determination of Consequences for False Accusations.** Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation: 1. The status of the individual (i.e., student, employee, volunteer, etc.);

2. If the individual who made the false accusation was a student:
  - (i) The age of the student;
  - (ii) The life skills of the student;
  - (iii) The grade level of the student;
  - (iv) The mental, physical and emotional development level of the student; and
  - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
4. The nature and severity of the bullying behavior involved in the incident; and
5. The circumstances in which the incident occurred.

**D. Determination of Remediation Measures in Response to Incidents of Bullying Behavior.** Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of bullying as well as all individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more the following:

1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
2. Academic intervention;
3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem solving skills, life skills, social skills, anger management).
4. Parental education programs;
5. Peer support groups;
6. Modifications of student schedules;
7. Modification of hallway traffic at the school site;
8. Increased supervision;
9. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

**VIII. Annual Notice of School Bullying Prevention Policy** Every school site shall implement a strategy for publicizing and distribution of this policy and all accompanying forms and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24-100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.
- B. A copy of this policy shall be posted on the Taloga Public Schools website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.
- C. Each school site shall include a copy of this policy in its student and employee handbooks.

# Reporting Forms

## **Bullying/Harassment Incident Witness Form**

This report can be completed when there is a witness to an incident of alleged bullying. One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying/Harassment Incident Report Form.

### **Reporting Person Information**

- Student
- Parent
- Employee
- Community Member

Name:

Telephone:

E-Mail:

Date of testimony, interview:

**Incident Details**

School Site:

Date: Time:

Student Affected:

Student(s) Initiating Bullying/Harassment:

Description of incident witnessed:

---

Please describe how you responded to the incident:

---

**I agree that all of the information is accurate and true to the best of my knowledge.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Bullying/Harassment Incident Report Form**

Oklahoma School Security Act (70 O.S. § 24-100.3) requires each district to "...adopt a policy for the control and discipline of all children attending public school in that district, and for the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior." This report form will assist districts in collecting reported incidents of such behavior.

**Reporting Person Information (optional)**

Name:

Relationship:

Telephone:

E-Mail:

**Incident Details**

School Site:

Date:

Time:

Room/Location:

Student Affected:

Grade: Class:

Student(s) Initiating Bullying/Harassment:

Grade:

Class:

Grade:

Class:

Witness:

Witness:

**Type of Alleged Harassment**

Racial  Sexual  Religious  Other

If you checked any item above and you are not getting help from the district, contact the US Department of Education’s Office of Civil Rights to file a complaint.

Yes, this is a repeated offence.

No, this is a one-time incident.

Check all spaces below that apply.

Inappropriate behaviors include:

Gesture, written, or verbal expression

- Verbal fight
- Written or verbal threat
- Written note
- Written or verbal rumors
- Seclusion
- Embarrassing the student
- Other:
- Physical fight
- Physical injuries
- Other:

Physical Act

Date:

Dear \_\_\_\_\_,

My child, \_\_\_\_\_ is in the \_\_\_\_\_ grade at *Taloga Public Schools*. (S/he) has been bullied and harassed repeatedly by \_\_\_\_\_ at the school. The latest incident occurred on \_\_\_\_\_. We became aware of this incident when

\_\_\_\_\_. I have enclosed the report form with further details on the incident.

\_\_\_\_\_ was hurt by this bullying and harassment. (She/He) had  
\_\_\_\_\_ My child has  
the right to be in a safe environment at school and does not deserve to be bullied and harassed.

Please send me a copy of the District policies on bullying and harassment, investigate this problem, and correct it as soon as possible. Please let me know, in writing, of the actions you have taken to rectify the situation and to ensure it does not happen again. Please also include a plan for my child to report these types of incidents at school. I expect a response within 5 business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

Enclosure

## **Are You Being Bullied or Harassed?**

**Name:**

**Date:**

**Where were you when this incident happened?  
(Check one.)**

- Classroom
- Hallway
- Cafeteria
- Gym
- Locker room
- Bathroom
- Outside
- Bus
- Other

**What happened? (Check one.)**

- Someone wrote a mean note.
- Someone teased me.
- Someone started a rumor about me.
- Someone called me names.
- Someone left me out.
- Someone purposely embarrassed me.
- Someone told me to do something I didn't like.
- Someone started fighting with me.
- Someone put his/her hands on me.
- Someone said mean things about me on the Internet.
- Someone sent me a mean text message or email.
- Someone took something of mine.
- Someone destroyed my property.
- Someone threatened me.

**Who was that someone? (Check one.)**

- Another student
- A teacher
- Other

**What did you do? (Check one.)**

- I did something wrong.
- I retaliated when someone bothered me.
- I called him/her names.
- I fought with him/her.
- I threatened him/her.
- I reported this to an adult.
- I destroyed someone's property.
- I started a rumor about someone.
- I told my parent(s).
- I talked about this to a friend.

**How I handled my own actions. (Check one.)**

- Well
- Okay
- Could have done a better job
- Need help
- Poorly

**How many times has happened? (Check one.)**

- Once.
- Multiple times.

**Do you need assistance? (Check all that apply.)**

- I need to speak to a counselor.
- I need to speak to the principal.
- I need help with my anger.
- I need an adult to monitor this area.
- I would like an adult to keep this person away from me.
- I would like an adult to stop the bullying.
- Other

**Other Important Information:**

---

---

---

---

## PARENTS RIGHT TO KNOW

### Parent Notification Letter

08/01/17

Dear Parents and Guardians:

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 1111(h)(6) PARENTS' RIGHT-TO-KNOW, this is a notification from Taloga School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have any questions or concerns, please feel free to contact the school principal at 580-328-5586.

Sincerely,

Darci Stephenson  
District Superintendent