

## INTRODUCTION

**This handbook is a general description of a few of the most important rules and policies that govern our school. It would be impossible to address all rules and policies within this handbook. In the final analysis, each principal will address rules and regulations on a case by case basis. It is our goal to provide the best education possible and keep our students and faculty members safe. In addition, it is our goal to provide a classroom setting that is characterized by high expectations in academic teaching and learning.**

## WELCOME

Welcome to the home of the SHS Tigers where spirit and tradition are the by words of a school in which the entire community takes pride. While increasing your knowledge and developing you skills, your major responsibility while at SHS will be to respect your fellow students, teachers, and staff members. They in return should respect you. No individual at SHS has the right or privilege to infringe on or deny the right of another individual.

## ATTENDANCE PROCEDURE

Regular attendance is a must. No single factor will do more to aid your progress in school than regular attendance. While a student is enrolled in school, his number one job is attending classes regularly and fulfilling all class requirements. Excessive absences, even though excused, are bound to affect one's grades. Any student missing more than twelve days per semester will not receive credit for those classes in which they missed more than twelve days. Admits must be picked up in the principal's office before the 8:10 bell.

**Excused Absence** – Excused absences will be granted for the following reasons: Illnesses, medical appointments, (Please try to make after school appointments), legal matters, extenuating circumstances deemed necessary by the principal.

**PARENTS SHOULD CALL BEFORE 8:30 A.M. THE DAY THE STUDENT IS TO BE ABSENT.**

**Unexcused Absence** – Unexcused absences are any that do not fall within one of the above Categories. Examples of unexcused absences: Picking up or returning tux or prom dresses, haircuts, birthdays, working and/or working on automobiles.

**Truancy** – Issued when the student is absent without approval of parents and/or is found to lied about an excuse.

**First Offense – 1 Day of in-school detention.**

**Second Offense – 3 days of in-school detention.**

**Third Offense – 5 days of out-of-school suspension.**

**Tardies** – Students who are tardy will need an admit from the office. Three unexcused tardies will be required to spend one period of after school detention. Students will be required to make their detention up the next day. Being late fifteen minutes or more will constitute an absence in that class.

**Make-up Work** – Students will be allowed one full day to make up work for each day missed after returning to classes. Make-up work is permitted for excused and activity absences only. Students knowing they will be absent prior to an activity will be required to make their work up before the activity. (Teacher discretion). Failure to do so will result in the student not being excused from class for the activity in that class or organization.

**Appeals Committee** – Will consist of an administrator, counselor, and three (3) faculty members. Purpose of the committee will be to hear an appeal by the student concerning his or her violation of the absentee policy. The committee will render decision and if the student is not satisfied he or she has the right to appeal to the Stroud Board of Education.

**Illness at School** – If you should need special care at school due to some condition such as: diabetes, epilepsy, asthma, etc., we will be able to give you special attention if you will give us the necessary information before the emergency arises. If you become ill during the day, you should go to the office so that your parents can be notified and your absence cleared.

## PRINTED MATERIAL

All printed or written materials, signs or posters not sponsored by SHS must have clearance

through the principal's office. Failure of students to obtain proper clearance may constitute disciplinary action.

### **STUDENT CONDUCT/DRESS CODE (REGULATION)**

In accordance with the policy of the Board of Education, the following regulation shall establish address and grooming code for the public school system. Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Revealing or sexually provocative clothing, or clothing of extreme style may not be worn. Principals, in conjunction with sponsors, coaches or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary corrections. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action. Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases students may be suspended until the violation is corrected.

Students are permitted to wear shorts and skirts no shorter than finger tip length as arms are placed down to their side.

The following articles and types of apparel are not considered suitable for school purposes and will not be permitted:

1. Hats, headbands, caps, and jeans or pants with holes or slits above the knee.
2. Tank tops, muscle shirts exposing the arm pits, see-through shirts and blouses

3. Any article of clothing or attire that tends to be disconcerting to the learning process.
4. Articles of clothing that advocates the use of or advertises for the use of any tobacco, sex, alcohol, or illegal drug.
5. "Sags" or extremely baggy pants.
6. No shirts or blouses that expose the midriff area.
7. **Student Piercing** – No visible piercing with the exception of the ears will be allowed during any school day or school activity. (Tongue piercing is considered by the medical field to be unhealthy and may cause health complications but will be allowed).

### **STUDENT CAR REGULATIONS**

Automobiles driven by our students present a major problem as far as public relations and safety are concerned.

1. The speed limit for school zones should be observed while in the vicinity of the high school or any other school: **15 MPH**
2. The student parking lot is located north, south and in front of the gymnasium only. Vehicles north and in front of the gymnasium must be parked within the marked spaces. Motorcycles and bicycles must be parked by the rack north of the auditorium.
3. Students are to leave their vehicles as soon as they have been parked in the proper area. They are not sit either in their own car or in other cars while the are parked on the school campus. If it is necessary for you to go to your car during school hours, you must receive permission from the office.

### **DANGEROUS WEAPONS DANGEROUS SUBSTANCES, TOBACCO, & ALCOHOL**

The superintendent or principal of any public school in the State of Oklahoma, or any teacher or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school premises or while in transit under the authority of the school, or any function sponsored or authorized by the school, for dangerous weapons, tobacco, alcohol, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act and hereinafter referred to as controlled dangerous

substances. The superintendent or principal authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The search shall be conducted by a person of the same sex as the person being searched. The superintendent or principal authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons tobacco, alcohol, or controlled dangerous substances that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled dangerous substances. Any pupil found to be in possession of dangerous weapons, tobacco, alcohol, or controlled dangerous substances or alcohol may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the school discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property.

### **DISPENSING OF MEDICINE TO STUDENTS**

The term "Medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine". "Filled prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number and

and directions for the administration of the medication. Only the following personnel shall be authorized to administer medicine at school: The school designated in writing by the parent or guardian as authorized to administer medicine. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall provide the medication to the principal of the school the student attends, and provide the school with written authorization to administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of the medicine which was administered and the time the medicine was administered. A "log of the administration of medicine" shall be used by each school to keep the record of all medicine administered during each school year. The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, section 1-116.2. under this statute administrators and designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity

does not apply to acts or omissions constituting gross, willful or wanton negligence.

### **TOBACCO**

There is to be no use of tobacco in any form by students in any of the high school buildings or on school property during the school day nor during school sponsored activities while a student is acting as a participant or spectator.

### **PAGING DEVICES**

It is the policy of the Stroud Board of Education that no student shall possess or use an electronic paging device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess and use an electronic paging device upon prior written consent of the student's parent or guardian, and the Superintendent or the superintendent's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason as determined by the superintendent.

### **CAFETERIA**

The school cafeteria is located in the elementary building. High school students are to enter West doors of that building. Courteous manners and quiet conversations are as appropriate here as in any home where there are guests, or as in any public place. Meal tickets must be purchased in the cafeteria.

### **ACTIVITIES AND TRIPS**

Activity sponsors are required to check students' eligibility and post a list of students to be excused from class two days prior to the activity in the office. Faculty sponsors or chaperones are required to accompany students on activity trips.

### **ELIGIBILITY**

Eligibility requirements for inter-school Activities correspond with those set by the Oklahoma High School Activities Association. These apply to all Stroud High School activities including student elections. The principal has charge of all athletic contests and determines the

eligibility of the participants.

### **LOCKERS**

Lockers will be assigned at the beginning of school. Students will be expected to use the lockers assigned to them and keep them clean and neat at all times. These lockers are property of SHS and will be examined periodically.

### **SCHOOL SPONSORED DANCES**

These events are planned by the student council and the classes. All Stroud High School students are invited to attend. Teachers will be called upon to chaperone these events. Good conduct is a requirement for dances to continue.

### **WITHDRAWAL FROM SCHOOL**

In order to withdraw from school the student must get a withdrawal sheet from the counselor's office. Each teacher must sign the withdrawal slip and give an estimated grade. All fines must be paid. No credit will be transferred until the student has legally withdrawn. The principal reserves the right to contact parents before official withdrawal is completed.

### **DROPPING A SUBJECT**

If it seems wise for a student to drop a subject, he should have a conference with the counselor first to see if the change is advisable. If the counselor approves, he should discuss the change with his parents and bring written approval from his parents to the counselor. Classes maybe dropped only the first five days of each semester.

### **SPECIAL NOTE**

Students who quit or are removed from a sport will receive an "F" on their nine weeks report card in the nine weeks that they quit or are removed from a sport. If they quit two nine weeks in the same semester, no credit will be given for the course.

### **CONFERENCE PERIOD**

Every teacher has a conference period of 50 minutes during the school day for planning and conferences with parents. In addition to this, the teachers will be available before classes begin and immediately after school to confer with any student who may need help.

### **HALL PASSES**

Students in the halls during regular class time must receive a pass from their instructor. One pass will be issued per class. No student may leave the school campus during school hours except by permission of the high school principal. Students are not permitted soft drinks in the classroom during the school day unless approved by the teacher of that class.

### **ASSEMBLIES – PEP ASSEMBLIES**

Conduct of students in assemblies will determine if they will continue. If a student does not want to attend an assembly he/she is to report to the principal's office and be assigned to supervised study.

### **IN-SCHOOL DETENTION OF STUDENTS**

A student may be placed in an in-school detention center at school by the principal for actions detrimental to the normal operations of the school. Disobedience insubordination, vandalism, use of tobacco, theft, public display of affection, fighting and failure to attend school detentions are a few examples.

1. Students will be placed in an isolated supervised study area.
2. Students will be required to complete daily classroom assignments. These will be collected at the end of each day for a grade.
3. Breaks will be at different times than the rest of the student body.
4. Lunch will be at the normal time.
5. Students assigned to in-school detention for a second time will be required to bring a sack lunch and remain in the study area all day.

### **OUT-OF-SCHOOL SUSPENSION**

A student may be suspended from school by the principal for actions detrimental to the normal operations of the school. Repeated disobedience, open defiance of a teacher, vandalism, use of tobacco, theft and public display of affection are a few examples.

Fighting, failure to attend after-school detention and sale, use of, or possession of tobacco, alcohol, or a controlled substances are additional examples.

NOTE: Possession, use, sale, or distribution of alcohol is illegal and will not be tolerated at Stroud High School or at any school-related functions. Students in violation of this policy may

be suspended by the superintendent or principal for a period not to exceed the current semester and the succeeding semester.

### **Suspension Appeals**

All students who have been suspended out of school have a right to appeal the out-of-school suspension decision of the administration. Appellate rights in such short-term (9 days or less) are satisfied in an effective and expedient manner by giving the student the right to appeal to a suspension committee. The parent shall notify the Superintendent of Schools of the intent to appeal by letter which must be received within two (2) calendar days after the principal's out of school suspension decision is received by the student or his or her parents. After such time, the out-of-school suspension decision will become final and non-appealable. Upon receiving notice of intent to appeal, the Superintendent shall confirm that the student's out of school suspension falls within the category of an out-of-school suspension to which an appeal to the committee is authorized.

Suspensions of 9 days or less have two appeals. First to the superintendent of schools and secondly to an appointed appeals committee whose decision will be final. Suspensions of ten days or more have three appeals: The superintendent of schools, an appeals committee, and the board of education whose decision will be final. A written letter of appeal for each hearing must be submitted to the superintendent 48 hours after the suspension or after the appeals committee has denied the first appeal.

### **CLASS MAKE-UP WORK**

Any student who has been suspended shall have the opportunity to make up any school work that is missed. If the work is not made up, the grade shall be recorded as zero. Make-up work may be accomplished in two ways:

1. The student with a parent may meet with the available teachers each day at 3:10.
2. The student will be allowed to make up work upon his return to school. If this option is chosen, all work must be made up within five (5) school days.

### **DELIVERY**

Stroud High School will allow deliveries of flowers or gifts to students during school hours, however, these deliveries will be stored until the end of the day for student pickup or delivered. The delivery of flowers and gifts, causes a disruption of classes as well as the school day.

### **STUDENT RECORDS**

Students' permanent records are kept in the counselor's office. Information includes achievement test scores, health record, and complete profile. These records are maintained in compliance with Family Education Rights and Privacy Act of 1974. A copy of this policy is available for inspection in the Superintendent's office.

### **GRADE CARDS**

Grade cards are issued at mid-term and at the end of each nine weeks to inform both students and parents regarding pupil's progress in each class.

### **GRADING SCALE-SYSTEM**

90 – 100	A	Indicates Premium Effort
80 - 89	B	Indicates Strong Achievement
70 - 79	C	Indicates Meeting Course Requirements
60 - 69	D	Indicates Some Progress
Below 60	F	Indicates Little Effort

### **SEMESTER EXAMS**

These will be given at the end of each semester. They will count 10% of the semester grade. All students will be required to take comprehensive semester examinations unless exempted by the Renaissance program.

### **VISITORS**

Parents are invited and encouraged to visit the school anytime. All high school teachers have a 50 minute conference and planning period each day. Conferences with teachers may be made during this time upon request of the parent. No other student, friends, relatives, etc. are permitted to visit SHS during school hours.

### **STUDENTS DRIVING TO VOTECH**

Due to previous problems and because transportation is provided, no Stroud High school student is permitted to drive to VoTech. If a hardship exists, a student may secure a one-day permit from the high school principal to drive to VoTech.

### **BEHAVIOR AND DISCIPLINE**

Good behavior is a major importance in any classroom. A student should have a sincere desire to work and cooperate with the teacher to the best of his ability. Unfortunately, some students don't agree with this and their behavior becomes disruptive to the educational welfare of the class. In some cases, students will be sent to the office by the teacher. The following policy will be used to handle cases of a student being removed from class by the teacher. First dismissal will result in a conference with the principal in the office. There is also a possibility of a detention being assigned. Second dismissal will result in a three-day suspension from that class to be spent in the office. A conference with the teacher, principal and parent will be held. Third dismissal will result in a three to five day in-school suspension from all classes. Parents will be notified of suspensions. Fourth dismissal: Student will be suspended from school for a period of three to five days.

### **ORDERLY CONDUCT**

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purposes underlying all school activities, for the widely shared use of school property, and for rights and welfare of other students.

### **DISOBEDIENCE AND INSUBORDINATION**

Any disrespectful conduct by a student towards a staff member can result in one or a combination of the following: First offense – removal from class or detention, Second offense – three day class suspension, Third offense – three day in-school suspension, and Fourth offense – three to five day suspension from school. Parents will be notified of all suspensions.

### **FAILURE TO SHOW UP FOR ASSIGNED SCHOOL DETENTION**

First offense – Student’s time will be doubled.  
 second offense – Three day in-school detention. Third offense – Three to five day suspension from school. Parents will be informed of detention assignment and suspensions.

### **SATURDAY SCHOOL**

Saturday school may be used in place of offenses warranting detention or out-of-school suspension. Examples would include truancy, excessive tardies, and fighting.

1. Students would be assigned to two hour blocks at a time.
2. School would run from 8:00 A.M. – 12:00.
3. Student will be required to bring books to study and no talking will be permitted.
4. If student fails to attend or is late the first time, his time will be doubled.
5. If student fails to attend the second time, he will receive out-of-school suspension.

### **UNITS TO ESTABLISH GRADE LEVEL**

This policy shall apply to all grade levels as they advance. To participate in class activities, based upon grade level classification, a pupil must qualify for that grade level by units earned as follows:

- 6 ½ Successfully completed units qualify a student for the 10<sup>th</sup> grade.
- 13 Successfully completed units qualify a student for the 11<sup>th</sup> grade.
- 18 ½ Successfully completed units qualify a student for the 12<sup>th</sup> grade.
- 26 Successfully completed units qualify a student for graduation provided other requirements are met.

### **CORRESPONDENCE CREDIT**

Certain students, with the approval of the principal and/or counselor, may be permitted to enroll in correspondence courses to make up for deficiencies. The student may not take more than two (2) courses per year, and he cannot accumulate more one (1) unit per year. In order for the correspondence courses to count toward

his/her classification, the student must have successfully completed the course with the final grade having been sent to the school before enrollment for the upcoming school or during the upcoming school term.

### **CLOSED CAMPUS POLICY**

Beginning with the 1993-94 school term, the Stroud School closed campus policy went into effect. All school campuses were closed.

### **THE RULES**

1. Cars will not be permitted to move after arrival at school. Student cars must be parked in student parking lot located South and North of the gymnasium.
2. Students will eat lunch at the cafeteria, in the basement, in the hall, or in the court yard.
  - A. Students may walk to the cafeteria.
  - B. Vending machines with soft drinks, snacks, and chips will be provided.
3. EXEMPTIONS
  - A. Parents only may pick up their child and take them to lunch.
  - B. A student who lives within a reasonable distance from the school may walk home to eat lunch.
  - C. Concurrent enrollment students may leave or enter the school if they are coming or going to classes.
  - D. Special board of education exemptions may be granted.
  - E. See Open Campus Privileges on the next page.
  - F. In order to receive an exemption according to policy a student must have an exemption form on file in the office.

### **CLOSED CAMPUS RULE VIOLATIONS**

#### **Violation**

- A. First offense – lose exemption for one semester and a five day in-school suspension during lunch.
- B. Second offense – lose exemption for one school year and a three day out-of-school suspension.
- C. Third offense – three to five days out-of-suspension.

## Open Campus Privileges

*Juniors and Seniors only who meet the following requirements will receive an open campus card.*

- A. Be in attendance for the previous 9 weeks (4<sup>th</sup> quarter) for 97% of the time or better.*
- B. Have a Renaissance Card from the last semester.*
- C. Open campus may be earned by proving either of the above criteria after the first five weeks of a quarter.*

**\*New students simply must prove Renaissance standards.**

*In addition, students, parents and/or guardians must sign a contract.*

### Open Campus Contract

1. I cannot receive three unexcused tardies in any class at any time this year. Late because of waiting for food is unexcused.
2. I will not use tobacco products of any kind during lunch period or carry any type of tobacco products at school or school activities.
3. I will not speed or drive carelessly.
4. I will exit the parking lot and turn North to get to my lunch destination.
5. I will not allow any other person who does not qualify for open campus to ride in my vehicle.
6. I will not be sent to the office for any disciplinary action during any part of the school semester or year.
7. I will not go on the Turnpike.
8. No student will ride in the back of pickups or as a passenger on a motorcycle.
9. Anyone caught shoplifting will lose their open campus privilege for the year.
10. No Loud Music.
11. I will dispose of litter properly.
12. Students are not allowed to go to other student's homes.
13. Students are not allowed to drive in front of the middle or elementary school.

It should be understood that any fights, truancy, or any other unacceptable behavior will result in an immediate loss of this open campus lunch privilege.

*In addition, a parent must call Mr. Van Tuyl at 918-968-2542 for confirmation of this application.*

## RENAISSANCE PROGRAM

**The Rules:**

**Students will be exempt from three semester exams provided they have not missed a combined total of 3 absences or unexcused tardies per nine weeks and have a GPA of 4.0.**

**Students will be exempt from two semester exams provided they have not missed a combined total of 2 absences or unexcused tardies per nine week and have a GPA of 3.0.**

**Students will be exempt from one semester exam provided they have not missed a combined a total of 1 absence or an unexcused tardy per nine weeks and have a GPA of 2.0.**

**A form must be completed and returned before semester exams are administered.**

## CONCURRENT ENROLLMENT

High school seniors may enroll in college credit while attending high school if they have or will have the course work necessary to satisfy the high school graduation requirements. Students are responsible for registration fees, books, and transportation. Work completed at the college level may count toward meeting high school graduation requirements upon approval of the high school. You must meet the entrance requirements of the college you plan to attend. **For more information, see your counselor.**

## ATHLETES TERMINATING PARTICIPATION DURING A SEASON

- A. An athlete choosing to end participation (quit) will receive a failing grade (F) for that nine-week period if the first game of that particular sport's season has been played.

- B. An athlete may receive a passing grade (P) for the semester provided that he/she has satisfactory participation in the assigned off-season program.
- C. An athlete may make a schedule change at semester without adversely affecting his/her grade, but may not participate in formal practices in the next sport until the completion of the sport they quit or was terminated.

### MOMENT OF SILENCE

House Bill 815 (Moment of Silence)

Each school site will pledge the American Flag and observe a minute of silence at the start of the school day to allow each student to meditate, pray, or engage in any other silent activity that does not interfere with other students in the exercise of their choice of activity.

### REQUIREMENTS FOR GRADUATION

**Stroud High School requires** 26 units for graduation. The following are required for graduation:

- 4 Units of English
- 3 Units of Math
- 3 Units of Science
- 3 Units of History– ½ unit of OK History  
½ unit of Government
- 1 unit of World History
- 1 unit of U.S. History
- 1 Unit of Computer Science
- 2 Units of Fine Arts
- 10 Units of Electives

**26 Units required for graduation**

***Emphasize Academics  
and Attendance***

### DIPLOMAS AND GRADUATION

Curriculum	Core Curriculum	College Preparatory/ Work Ready Curriculum
Language Arts	4 Units	4 Units
Mathematics	3 Units	4 Units
Science	3 Units	4 Units
Social Studies	3 Units	3 Units
Arts	2 Units	2 Units
Foreign Lang.	2 Units Recommended	2 Units
Technology	1 Unit	2 Units or Humanities
Additional	<u>8 Electives</u>	<u>5 Electives</u>
	<b>26 Total</b>	<b>26 Total</b>

**For more information, please consult your Course Description Guide or Counselor.**

### Proficiency Based Promotion

Students have an option of “testing out” of required courses for high school graduation. The law states: “The State Board of Education shall provide an option for high school graduation based upon attainment of the desired levels of competencies as required in tests. . . .” Tests currently in place to allow for proficiency-based promotion will be administered to students who wish to exercise this option. Tests must be scheduled 2 weeks prior to the beginning of the semester with the Counselor and Principal.

### Senior Work-Study Program

The purpose of the program is to provide senior students in good standing an opportunity to pursue employment during the course of the school day. Students accepted to the program will be released from school at 2:15 P.M. each day. They will receive one-half elective credit for each semester they are involved in the program.

Applicants must meet the following guidelines:

1. Must apply for and be granted permission to be a part of the program by the counselor and principal.

2. Must have completed or be enrolled in all courses necessary to meet local and state graduation requirements.
3. Students must have gainful employment with a regularly schedule hourly wage earning. Students may not work for parents unless special permission is obtained from the principal's office.
4. Must have parent/guardian permission.
5. Must be able to provide proof of involvement/attendance.
6. Students that abuse the privilege of being in the program will be removed, assigned to a class, and a grade of "F" will be entered on the student transcript.
7. This work study program will be a pass "P" or Fail "F" grade.
8. Students have only 7 days at the beginning of each semester to make a class change. Absolutely no class changes after this date.
9. In the event students may lose their employment, they will have two weeks to obtain another job. If no job is attained in this length of time, the student will be placed in a classroom for the remainder of the semester. If students miss more than 12 class periods without proving extenuating circumstances, no credit will be given.
10. Students will be released at 2:15 each day. Work-study release will not be granted if their job begins after 4:00 P.M.

**The Supervisor Agrees To:**

1. The supervisor at the job location agrees to notify the school if and when the student is no longer employed at this position.
2. In addition, the supervisor and the principal will visit either in person or by phone to establish this working relationship.

3. Lastly, the supervisor will be contacted by the principal on a quarterly basis to insure that this agreement is still in effect.

**RACIAL, SEXUAL, OR PHYSICAL  
DISABILITY HARRASMENT OR  
VIOLENCE**

It is the policy of Stroud Public Schools that racial, sexual, or physical disabilities harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, or physical disabilities harassment and violence refers to unwelcome and unwanted behavior related to sex, race or physical disability group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job. Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcoming patting, pinching or physical contact, obscene gesturing or calling someone gay; racial slurs; or threats, insults, derogatory remarks or assaults against some due to their sex, race or physical disability. If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her Principal. For additional information, please Contact the Stroud Board of Education.

**CIVIL RIGHTS POLICY AND  
GRIEVANCE PROCEDURES**

The District complies with the Civil Rights Laws (including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and Employees of the District that the District does

not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board of Education to coordinate the District's efforts to comply with this assurance.

Pre-filing procedures: Prior to the filing of a Written complaint, the Grievant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

**Procedures for Filing Complaint:**

- A. If the Grievant desires to proceed with a complaint, then, within thirty (30) days of an alleged violation, the Grievant shall submit a Complaint to the Compliance Officer. The Complaint shall state the Grievant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, and the requested action.
- B. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.
- C. Within ten (10) days of notification, the respondent shall submit to the Compliance officer an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Grievant's requested action, and/or outline alternatives.
- D. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall schedule a hearing with the Grievant and the Respondent.
- E.. Within ten (10) days of the hearing, the Compliance Officer shall render a written Decision and shall provide a copy of the written Decision to both the Grievant and the Respondent.
- F. Within ten (10) days of receipt of the Compliance Officer decision, if either the Grievant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a hearing before the Board.

- G. Within ten (10) days of receiving a request for a hearing before the Board, the Compliance Officer shall notify the Board of the request and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within thirty (3) days of the date on which the Compliance Officer receives notification of the request for a Board hearing.

Extension of Time: Any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved. However, the total number of days from the date that a complaint is filed until the complaint is resolved shall not exceed one hundred eighty (180) days.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any complaint shall be documented in an employee's personnel file.

However, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public in accordance with law. Information pertaining to complaints shall be maintained for three (3) years after resolution of the complaint.

Office of Civil Rights: Interested parties can file a complaint or obtain additional information about Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at the following address:

**United State Department of Education  
Office for Civil Rights  
Southern Division-Dallas Office  
1999 Bryan Street, Suite 2600  
Dallas, TX 75201-6810**

**STROUD PUBLIC SCHOOL  
BULLYING PREVENTION GUIDELINES**

**1. STATEMENT OF PHILOSOPHY**

Stroud Public School is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students. Stroud Public School is committed to creating and maintaining a learning environment that is free from bullying and harassment.

**1. DEFINITIONS  
BULLYING**

1. Bullying is aggressive behavior or intentional harm doing.
2. Bullying can be physical, verbal, emotional or sexual.
3. Bullying is carried out repeatedly over time.
4. Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

**SEXUAL HARASSMENT**

1. Sexual harassment is a form of discrimination based on sex.  
Discrimination based on sex means treating someone differently because she or he is female or male. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964.
2. Sexual harassment is unwanted and unwelcome sexual behavior.
3. Sexual harassment can be physical, verbal, including gestures.
4. Sexual harassment can happen once, several times or on a daily basis.
5. Sexual harassment interferes with the victim's academic or social life.

**2. BULLYING ON CAMPUS CAN HAVE LONG-LASTING RESULTS FOR MANY STUDENTS.**

These acts cause feelings of anxiety, fear, and shame in the students who are targets. They can interfere with concentrating, inhibit full participation in class and interrupt academic

and social learning. Witnesses and bystanders also experience similar feelings, as they know they could be the bully's next target.

Bullying can trigger violent responses in some students with other risk factors as have been seen in schools across the nation.

Bullying can be the early warning signs for further anti-social aggressive and increasingly violent behavior.

**3. EXAMPLES OF PROHIBITED BEHAVIOR:**

Bullying: name calling, racial slurs, pushing, crowding, coercing, hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, shooting the finger at someone, biting someone, or taking things without permission.

Sexual Harassment: Touching someone in ways that are not okay with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, and pressuring someone for sexual touches.

**4. BULLYING AND SEXUAL HARASSMENT WILL NOT BE TOLERATED ANYWHERE AT STROUD PUBLIC SCHOOLS.**

This includes school facilities, premises, and non-school property if the student is at any school sponsored, school approved or school-related activity, event or function (i.e. field trips, or competitive athletic events) where students are under the supervision of staff.

**5. SPEAK UP WHEN POSSIBLE**

If possible, the target should tell the bully/harasser to stop, to the extent that a person feels safe and comfortable doing so. A target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome.

## 6. REPORTING

Reporting bullying and sexual harassment to school staff is encouraged. Anyone may report bullying and harassment. They may report it to any school staff member. (Schools have specific protocol that indicate the proper “chain of command” for reporting procedures). The staff is expected to act on all reports and to pass the report on to the school administrator.

## 7. TATTLING VS REPORTING

Stroud Public Schools define tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble.

Stroud Public Schools defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation, (i.e., one that is threatening or hurtful).

## 8. CONFIDENTIALITY

Stroud Public School staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

## 9. NO RETALIATION

Stroud Public School will not tolerate retaliation for reporting bullying or sexual harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies, or assists in any investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment, whether physical or verbal.

## 10. STUDENT ACCOUNTABILITY

Stroud Public School expects students to

demonstrate respectful behavior throughout campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

## 11. STAFF ACCOUNTABILITY

All school staff is expected to model respectful interaction with all students and staff at all times. Staff is expected to respond to bullying and sexual harassment incidents immediately and in a manner consistent with school policy. Training will be provided on an annual basis to provide education and to enhance staff skills for responding effectively to bullying and sexual harassment.

Staff who witness an incident among students are expected to intervene by:

1. Responding immediately
2. Establishing the safety of the target
3. Educating both students by identifying the unacceptable behavior and explaining its harmful impact on the target and other students.
4. Setting a logical, reasonable and educational consequence for the bully or harasser which promotes the safety of the target. Targets will not receive consequences.

### Stroud School Board Adopted March 2002

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights And Privacy Act (34 CFR Part 99), you as a parent of a Currently enrolled student at Stroud Public Schools (or as an eligible student of 18 years of age) have the right to:

1. Inspect and review your child's educational records.
2. Request the amendment of your child's educational records to insure that they are not inaccurate, miss-leading, or otherwise in violation of the child's privacy or other rights;

3. Consent to the disclosure of personally identifiable information contained in your child's educational records, except to the extent that the Act and its regulations authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act.
5. Obtain a copy of the district's policies adopted under the Act. Copies of these policies are located in the Superintendent's office at Stroud Public School.
6. Have an explanation of these policies in your own language if it is other than English.
7. The identification, location, and evaluation activities Under Child Find are included in the Family Educational Rights and Privacy Act.

## *Stroud Student Health Section*

### **Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from The Oklahoma State Department of Education and the Oklahoma State Department of Health**

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

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

#### **Who is at risk from meningococcal disease?**

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 – 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

#### **How is the disease spread?**

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm-anything an infected person touches with his or her mouth.

#### **Is meningococcal disease dangerous**

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

#### **Signs and Symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

#### **How can meningococcal disease be prevented?**

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11 – through 55-years of age.

There is a shortage of both vaccines because the company that makes the vaccines has not been

able to keep with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10 years old and adults over 55 who are at risk.

## **Cell Phone/Camera Policy**

**Realizing that cell phones can be a valuable tool for parents and students and the need for this communication can be very important to the daily lives of our families. However, class time should be uninterrupted and student's attention should be directed towards the instruction during this time.**

- 1. All cell phones should be turned OFF in class. (Silent or vibrate is not acceptable as most phones still make a noise when a message is left or when batteries become low.**
- 2. 1<sup>st</sup> Violation of this rule will result in the cell phone being taken and a parent must come to retrieve. Students refusing to give up their cell phones will face an immediate five (5) day out of school suspension.**
- 3. 2<sup>nd</sup> Violation of this rule will result in a three (3) day out of school suspension. All other violations will result in a three (3) day out of school suspension.**
- 4. Any inappropriate pictures and/or**

**videos will result in an immediate five (5) day out of school suspension. All other subsequent inappropriate pictures or videos will result in additional five (5) day out of school suspensions.**

- 5. All student cell phones may be viewed by any faculty member during the school day or during a school activity. Failure to comply with this viewing will result in a five (5) day out of school suspension.**
- 6. Stroud Public School recommends that all cell phones be turned off at all banquets, ceremonies, and especially during vocal performances as the frequencies often interfere with the schools cordless microphones.**

## **Stroud Public School Fight Policy**

**Introduction/Philosophy/Rationale**  
It is the belief of this administration that our school should have the highest expectations regarding the educational process of our students. We believe that our teachers and students should work together, follow the rules set forth by our policies and benefit from our high morals and expectations. We believe that students should be prepared for class and conduct themselves in a manner that promotes a quality educational system. We believe that students should be mannerly in their conduct when dealing with problems. Our faculty and administrators are considered to be highly professional and

well trained in the education of our students.

We believe that students should work through problems in a respectful and mannerly method. At no time should students harass or bully any student or school official in any way whether it be sexual, racial, physical appearance, or in any manner. In addition, students should never threaten school employees or students even to the slightest degree. To accept such conduct from one student would simply allow all students to behave in this manner. This type of behavior, if not corrected would flourish in the classrooms, hallways, and administrative offices.

It is the belief that we should all work together to insure the ideal school; a school where students and teachers work together. Students who learn to accept the many cultural differences of a society that continues to grow together yet apart based on belief and cultural differences. Our goal is to provide a school where students are well prepared for class and respect teachers and administrators. A school in which people work together in resolving issues not by raising their voices or making threats or teasing or harassing each other.

The conduct of our students in our school is of the utmost importance to teaching. It is this conduct that sets the climate of education. Naturally, all teachers want a good, positive, and learning atmosphere which would be conducive to learning as well as teaching. In dealing with the actions of

one student, we must ask ourselves what would be the outcome if all students conducted the same action. In addition, we must ask ourselves is this conduct acceptable for promoting our desired education or is it disruptive to our teachers and students educational process. We must ask ourselves, is this type of behavior the type of high standards we want in our classrooms. With this philosophy in mind and in regards to fighting and assault; school officials will do their best to determine who is guilty and who is not. School officials will do their best to insure that right wins over wrong and that justice will be served to the best of our ability. With this in mind; both parties or only one party may be suspended depending on the situation.

In the event of a fight or assault of any kind during any school day or school activity, the guilty party(s) will be suspended automatically for a period of nine (9) days on the first offense and an entire semester on the second offense.

**Appeals:** The usual appeals process will be in effect according to Oklahoma School Law.

Nine days or less – only one appeal – an independent appeals committee made up of an administrator, counselor, and teachers.

Ten days or more –  
 First appeal – an independent appeals committee made up of an administrator, counselor, and teachers.  
 Second & Final Appeal – The Stroud School Board of Education

