

# Dickson Public Schools

*Secondary Student Handbook 2019-2020*



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# Dickson Public Schools

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Lower Elementary Principal  
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#CometGRIT

Dear Parents,

School is a place students come to get an education. We are happy to have the privilege of teaching your child this school year. We hope that each and every one had a safe and pleasant summer vacation. Your continued cooperation and interest throughout the coming year will make this a good year for all concerned.

We at Dickson will try to provide the best learning situation for the development and growth of every student, both mentally and physically. To accomplish this goal, we have provided a quality staff and programs to meet the needs of each child. Open and honest communication with you is the best way we know to achieve this goal.

Students must learn to take responsibility for their actions; students need to respect themselves, school property, and school personnel. This will provide the best possible school setting.

If at any time you have questions, please feel free to call or visit your student's principal. Our numbers and building locations are posted on the first page of this handbook.

Sincerely,

Matt Krimmer, High School Principal  
Jacob Melton, Middle School Principal

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# **Administration and Organization**

## **Dickson Public Schools Board of Education**

Kent Donica, President  
Mary White, Vice President  
Janie Herriot, Clerk  
Jack Jones, Member  
Todd Meyers, Member

## **Central Office Administration**

Mr. Jeff Colclasure, Superintendent  
Mrs. Jan Chavers  
Mrs. Donna Mobley  
Mrs. Hope Hawkins  
Mrs. Karli Bumpass  
Mr. Kevin Caldwell  
Mrs. Cindy Stinson

## **High School and Middle School Administration**

Mr. Matt Krimmer, High School Principal  
Mrs. Terri Householder, High School Attendance Secretary  
Mrs. Gayla Jackson, High School Counselor  
Mr. Steve Day, Athletic Director  
Mrs. Mary Garner, High School Counselor Secretary/Registrar  
Mr. Jacob Melton, Middle School Principal  
Mrs. Bev Billings, Middle School Secretary  
Mrs. Leah Colclasure, Special Education Director/Middle School Counselor/Psychometrist

# General Information

## **Vision**

At Dickson Public School we strive to teach our students to have Goals, Resiliency, Integrity, and Tenacity (GRIT). This is done by focusing on the four pillars of the whole child: social, emotional, physical, and academic well-being.

## **Mission Statement**

The faculty and staff at Dickson Public School is committed to educating each child to the fullest of their potential. In order to do so, we are committed to providing:

1. A safe environment
2. Quality character education
3. Modern, rigorous instructional practices
4. Research-based and appropriate curriculum
5. Ongoing and thorough communication

Our faculty and staff recognize that the best way to teach our students is to continue to learn by participating in high quality professional development in those areas. As educators, we focus our practices on being both proactive and reflective in order to foster an individualized experience for each student. Through having Goals, Resiliency, Integrity, and Tenacity (GRIT), we encourage our students to discover their potential and achieve readiness for work or further education.

## **The American Creed**

I believe in the United States of America as a government by the people, for the people, whose just powers are derived from the consent of the governed: a democracy in a republic; a sovereign nation in many states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; support its Constitution; obey its laws; respect its flag; and to defend it against all enemies.

## **The Pledge of Allegiance**

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

## **Oklahoma Flag Salute**

I salute the flag of the State of Oklahoma. Its symbols of peace unite all people.

## Bell Schedule

Students should not be on campus before 7:30 a.m. and should be out of the buildings no later than 3:30 p.m.

Middle School		High School	
1st Bell	7:50am	1st Bell	7:50am
1st Period	7:55-8:50	1st Period	7:55-8:50
2nd Period	8:55-9:50	2nd Period	8:55-9:50
3rd Period	9:55-10:50	3rd Period	9:55-10:50
MS Lunch	10:50-11:20	4th Period	10:55-11:50
4th Period	11:25-12:20	HS Lunch	11:50-12:20
5th Period	12:25-1:20	5th Period	12:25-1:20
6th Period	1:25-2:20	6th Period	1:25-2:20
7th Period	2:25-3:20	7th Period	2:25-3:20

## Lockers

It is suggested that all students furnish and place locks on the locker that is assigned to them. Students are not allowed to change lockers without permission from the office. Dickson Public Schools is not responsible for items lost or stolen from lockers.

## Campus Visitation

All parents and other adults are invited to come to Dickson Public Schools' campus at any time. Everyone must report to the building office and sign in upon arrival. This ensures the safety of students from strangers.

## Classroom Visitation

Teachers welcome parent visitors into the classroom. Prior arrangements with the classroom teachers for a specific visiting time should be made in the office. This enables parents to visit a specific activity. Students are not to bring visitors to school because of the lack of space and the interruption of classroom routine.



# Attendance

## **Attendance Policy**

Students are expected to attend school every day. Students are allowed no more than twelve (12) absences per class per semester. Parents are expected to contact the school via phone or written notification when their child is absent. The school will send out attendance letters on the fifth (5th) and the tenth (10th) non-exempt absence. On the thirteenth (13th) non-exempt absence a “no credit” (N/C) letter will be sent and a Notice of Non-Attending Student will be sent to the District Attorney’s Office.

## **Exempt, Exempt School Activities, Excused, and Unexcused Absences**

Official documentation of medical or family emergency, judicial summons, or religious observance must be submitted and reviewed by the principal in order for an absence to be exempt (EX). Authorized school trips including athletic and other extracurricular events are considered exempt school activities (ES). Documented absences that are not school related nor official documentation of an emergency, summons, or religious observance will result in an excused absence (AE). Undocumented absences will result in an unexcused absence (AU). Exempt and exempt school activity absences do not count against a student’s twelve absences per semester. Excused absences and unexcused absences do count against a student’s twelve absences per semester.

## **Activity Absences**

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes students from the classroom, shall be ten (10) for any one class period of each school year. Excluded from this number are state/national contests and those which the students must earn the right to compete.

Students may be granted five (5) more exempted absences (for a total of fifteen(15)) upon reaching their tenth (10th) absence by the Activity Absence Committee. This Committee will be established yearly by the High School principal and will consist of: the High School principal, the athletic director, an activity sponsor/coach, and two core subject teachers. Should a student reach ten (10) activity absences, the student must submit in writing to the High School principal why he/she should be permitted five (5) more absences. Once this letter is received, the principal will meet with the Committee who will discuss the student’s letter, attendance, grades, and other relevant factors and determine whether the student will be granted additional absences and any conditions that may be required for the student to be permitted the additional absences. The Committee’s decision will be final.

Should a student miss additional days beyond those granted by the Committee, the student's absences will be counted as excused and will count towards the student's total absences.

### **Make-Up Work**

If a student has an excused absence for illness or a school function, the student has one (1) day for each day they were absent to do make-up work. After those days have passed, the student will receive a zero for all work not turned in. Homework requests are welcome. Please call before 9:00 am to request homework assignments. Students may receive a zero for work assigned on days in which they have an unexcused absence. A long-term assignment, (ten (10) or more school days), may be an exception to this.

### **No Credit**

On the thirteenth (13th) non-exempt absence, a student will receive a "no credit" (N/C) on his/her transcript for the semester if they pass the course. If the student fails the course, they will receive the failing grade.

### **Checking in and out of School**

It is the students' and parents' responsibility to see that the student attends school on a regular basis. A parent or guardian must come to the office and sign out their student.

### **Perfect Attendance**

To be eligible for the Perfect Attendance Award given out at the end of the year, a student must have perfect attendance in every hour, with the exception being school exemptions and exempted absences.

### **No Credit Consequences**

Due to the competitiveness of valedictorian, salutatorian, and honor graduate, any student who receives No Credit (N/C) for a class will not be considered for these honors. It is important to remember that the attendance policy cannot lend itself to be abused for personal gain. This policy is set to encourage students to improve attendance.

### **Tardies**

Students have sufficient time to change classes without being tardy and students are expected to be to school on time. Students are tardy if they are not in their seat when the tardy bell rings. Classroom teachers will handle the first three (3) tardies per class period. Office referral will be warranted after the 3rd tardy per class period and the student will be assessed an absence. Students missing 15 minutes or more of a class period will be considered absent from that class period. Students will immediately be assigned lunch detention upon receiving a tardy.

## **Withdrawal from School**

Students withdrawing from school must complete a checkout form before grades or records will be released. Checkout forms are available from the building secretary. These forms must be signed by all of the student's teachers, the librarian, and the cafeteria supervisor. All books and equipment must be returned as well as fees paid. Once the checkout form is completed, it must be returned to the building secretary.

# **Policies/Guidelines**

## **Equal Opportunity Statement**

It is the policy of Dickson Public Schools District No. I-77 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

## **Administrative Discretion**

Cases may arise which are not explicitly outlined in this document. In such cases, school administration will have sole discretion in interpreting said cases and ruling on them.

## **Address/Telephone Change**

In order to keep parents and students informed, students are to report any change in address or telephone number to the school office.

## **Closed Campus Policy**

Dickson Public Schools is a closed campus. Students are allowed to leave the campus only by following the checkout procedure: a parent/guardian must come to the appropriate office and sign out the student with the secretary, counselor, or principal. The closed campus policy has one paramount goal: the safety and welfare of our students. Students leaving campus will be given an unexcused absence if not checked out at the office by their parent/guardian prior to leaving.

## **Student Vehicles**

1. All motor vehicles shall be parked in the student parking area or designated parking space. This area is located on the west side of the high school.

2. All students should be of the appropriate age to drive with a valid driver's license; verification is required.
3. All students must register all vehicles with the school that may be used during the school year. Failure on your part to register the vehicle will cause the vehicle to be towed at your expense. Registration materials are available in the office.
4. No sitting in parked cars during any part of the school day (this includes the lunch period).
5. No vehicle shall be moved from the parking lot during or between classes without the permission of the principal.
6. Speed limits and driving rules are to be obeyed at all times. The speed limit is 5 MPH in the parking lot and on all school grounds.
7. Students may not drive to athletics or other activity classes unless prior approval has been granted by the principal. Students are required to drive with care and may lose the privilege if not driving carefully. Without prior approval, students may move their vehicles after school has been released for the day.

Students leaving the school grounds without approval, students driving in an unsafe manner on any school property, and students parking illegally will be subject to losing their driving privileges.

1st Infraction- 3 day suspension of driving privilege

2nd Infraction- 5 day suspension of driving privilege

3rd Infraction- possible suspension of driving privilege for remainder of semester.

Note: The principal may omit any of the above steps and immediately suspend driving privileges of any student depending upon the seriousness of the offense. This does not preclude the student's right to a hearing. It does, however, allow for immediate removal of the student's driving privilege until such reasonable time that a hearing can be set (not to exceed three school days).

### **Office Telephone**

Students must have permission from office personnel to use the telephone. Outgoing calls are to be made only in cases of emergency such as illness; permission to visit friends does not constitute an emergency. Students will be called to the telephone only in cases of emergency; please make after school arrangements prior to coming to school.

### **Student Dress Code**

The dress code will be strictly enforced. If students are caught violating the dress code, parents or guardians may be called to come pick up their child from school. The student will be sent home with an unexcused absence. Dickson Public Schools is not responsible for confiscated items (hats, electronic devices, etc.). Dress code offenses may result in disciplinary action.

1. Students are to refrain from wearing halter tops, midriff blouses, or see-through garments.
2. Shoulder straps must be a minimum of three fingers width determined by the fingers of the person wearing the garment.
3. Shorts, skirts, etc. must be at least mid-thigh in length. Holes are not permitted on pants/shorts/leggings/etc. above mid-thigh.
4. Blankets are not allowed.
5. All pants and jeans must be worn at proper levels with no underwear showing.
6. All students are required to wear shoes. Cleated shoes or shoes with rollers, heeies, are not permissible in the school buildings.
7. Clothing with advertisements of alcoholic beverages, drugs and/or paraphernalia, vulgar or implied slogans, vulgar or implied images, including any type of gang related signs, insignias, etc., may not be worn.
8. Hats, hoods, sunglasses, and other headgear will not be permitted inside any building except for medical or religious reasons.
9. Jewelry, earrings or similar items may have to be removed in certain classes where students' health and safety may be endangered. No large chains will be permitted on school premises. Any jewelry that is considered by the administration to be inappropriate or a distraction to the educational process will not be allowed.

Additional modifications or exceptions to the dress code may be enacted as deemed necessary by administration.

### **Cell Phone Policy**

Students will be permitted to bring their cell phone to school. However, maintaining the integrity of the learning environment is the top priority,

1. Students will be permitted to have cell phones in their possession throughout the school day.
2. Students may use their cell phones before and after school, and at lunch.
3. Students are expected to turn off and put their phone away upon entering the building.
4. Students are never permitted to use cellphones in the restrooms or locker rooms. This includes use of camera or video-capable electronic devices.

Safety drills, assemblies, or other school evacuations are considered cell phone blackouts. Students will not be permitted to have their cell phones visible or in use. Administration may determine a cell phone blackout when deemed necessary for any school related activity, event, or evacuation.

Should a student be observed using a cell phone, or a cell phone rings, at an inappropriate time, Dickson Public Schools has the following 4 step policy:

Step 1: Phone will be given back at the end of the day

Step 2: Phone will be given back at the end of the day and student will receive lunch detention.

Step 3: Phone will be given back at the end of the day and the student will receive three days lunch detention.

Step 4: Additional cell phone policy violations will be treated the same as the third violation or a more severe disciplinary action may be imposed, including barring a student from bringing their cell phone to school. Refusal to give up a cell phone upon request will result in suspension.

The district assumes no liability for the damage, loss, or misuse of the cell phone by the student or another person; this includes theft.

### **District Computer and Internet Usage Policy**

A district-wide computer network is provided to students, teachers, and staff to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The District's computers, equipment, and software are intended for administration, education, and academic research purposes only. Access to network services is given to students who agree to act in a considerate and responsible manner. To gain access to these services and resources, all students must obtain parental permission and must sign and return the parent permission form to the school. Users should not expect that files stored on district file servers are private. Network Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. The user in which the account was initially assigned will assume all responsibility for activity on the account. Student use of district computer facilities is subject to supervision by any district administrator and/or staff member. The right to use district computer facilities and equipment may be revoked at any time. The District's computer network shall not be used:

1. To violate an individual's right to privacy;
2. To access passwords, materials, information, or files of another person or organization without permission;
3. To violate copyright laws;
4. To spread computer viruses;
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
7. To campaign for or against any political candidate or ballot proposition or for political lobbying;
8. For any commercial purpose unless authorized by the Administration or Board of Education;
9. To engage in any activity prohibited by United States or Oklahoma law;

10. Also, students may not use the Internet to access: Telnet, FTP, Chat, Usenet/News, private email, Auctions, Instant Messaging, Online Games, social media or any other application not approved by Network Administrators.

Additionally, students may not:

1. Modify the configuration of any computer or application.
2. Install, download, or remove any software or hardware on any computer or application.
3. Add or remove any shortcut to the desktop, taskbar, menu bar, etc.
4. Login, or attempt to login, as an unauthorized user in order to gain access to the network and/or Internet. Students shall not login on another students' login.
5. Access or modify information from an unattended computer that is logged in as another user.

Consequences for Computer Misuse: Students who violate the Internet User Agreement are subject to disciplinary action which may include denial of computer privileges, in-school detention, or suspension.

### **Inclement Weather**

The decision to close school because of inclement weather will be made by the superintendent of schools. Announcements of school closings will be released to the media in the Ardmore area as soon as possible. Please do not call the school regarding school closing; check the local area radio and TV station for information, the web site ([www.dickson.k12.ok.us](http://www.dickson.k12.ok.us)), and your parental contact phone.

### **Emergency Drills**

Procedures to follow in cases of fire, tornado, or other emergencies are posted in all classrooms. Teachers are required to read and explain the procedures to all classes.

### **Field Trips**

During the school year, field trips may be taken as part of the curriculum. It is necessary for students to have signed permission slips in order to participate in educational trips.

### **Textbooks/Library Books**

Assigned books that are lost or damaged will need to be paid for before students can receive their last report card. Other penalties may apply.

### **Fundraisers**

Any student who fails to turn in all money collected for fundraisers within two weeks of due date will not be allowed to participate or attend any extracurricular school activity or function. No

outside group may sell merchandise on campus without approval from building principal. Students will not be allowed to sell or distribute materials and/or food items unless it is approved by the building principals.

### **Baked Goods**

No home baked food is allowed at school functions or parties. Food items must be purchased and sealed from the store.

# **Academics**

### **Grade Reporting Dates**

	End of Grading Period	Grades Due	Reports Distributed
First Nine Weeks Progress Report	Oct. 11, 2019	Oct. 15, 2019	Oct. 17, 2019
First Semester Report Card	Dec. 18, 2019	Jan. 7, 2020	Jan. 9, 2020
Third Nine Weeks Progress Report	Mar. 13, 2020	Mar. 24, 2020	Mar. 26, 2020
Second Semester Report Card	May 13, 2020	May 14, 2020	May 28, 2020 (Approximate Date)

### **Graduation Requirements**

<i>College Preparatory/Work Ready Curriculum</i>				
Graduation Year	2020	2021	2022	2023
Language Arts	4	4	4	4
Mathematics (Algebra I or Above taken 9-12)	3	3	3	3
Laboratory Science	3*	3*	3*	3*
History and	3	3	3	3



Citizenship Skills				
World Languages	2 or 2 Computer Tech	2 or 2 Computer Tech	2 or 2 Computer Tech	2 or 2 Computer Tech
Computer Tech	Computers I + 1 additional or 2 WL	Computers I + 1 additional or 2 WL	Computers I + 1 additional or 2 WL	Computers I + 1 additional or 2 WL
Additional Unit (from above)	1†	1†	1†	1†
Fine Arts	1	1	1	1
Electives	7	7	7	7
Total Number of Units	24	24	24	24

\*One life science, one physical science, one science with rigor above Bio I or Physical Science.

†From above or CTE, concurrent enrollment, AP, IB approved for college entrance.

<i>Core Curriculum</i>				
Graduation Year	2020	2021	2022	2023
Language Arts	4	4	4	4
Mathematics	3	3	3	3
Science	3	3	3	3
History and Citizenship Skills	3	3	3	3
Computer Tech	1	1	1	1
Fine Arts	1	1	1	1
Electives	9	9	9	9
Total Number of Units	24	24	24	24

### **State Test Requirements**

State mandated end-of-instruction tests are required for specified grades and courses for graduation in Oklahoma. All graduating seniors will complete a state test during the course of their high school tenure in Mathematics, English, US History, and Science. Students entering the school district from another state will be allowed to use equivalent tests from their state to meet this requirement. If the student was absent during testing, or their state does not offer equivalent tests, a passing course grade in each subject for which the student did not test will satisfy this requirement.

### **Competency Requirements**

All students are required to complete a competency in both personal financial literacy and CPR/AED per O.S §11-103.6H and §1210.199, respectively. The personal financial literacy competency is built into the Computers I course and a CPR/AED competency is built into Biology I. Students will also be provided opportunities to complete the competencies their senior year if not completed previously.

## Grade Classification

Freshman	Completed less than 6 credits
Sophomore	Completed 6 to 11.5 credits
Junior	Completed 12 to 16.5 credits
Senior	Completed 17 or more credits

## Regular Grading Scale

This is the regular grading scale used for students enrolled in regular curriculum courses. The grades issued will be based on a 4.0 A:

Percent	Letter Grade	Grade Point
90-100	A	4.0
80 to <90	B	3.0
70 to <80	C	2.0
60 to <70	D	1.0
0 to <60	F	0.0

## Weighted Grading Scale

This grading scale will be used for students enrolled in established honor courses and advanced placement courses. The grades issued will be based on a 5.0 A:

Percent	Letter Grade	Grade Point
90-100	A	5.0
80 to <90	B	4.0
70 to <80	C	3.0
60 to <70	D	2.0
0 to <60	F	0.0

## Graduating Classes through 2020 Weighted Grading Courses

Course	Prerequisite	Concurrent Alternative
AP Art IV	Portfolio Completion and Art I, II and III	none
Pre-AP Biology	Biology I	none
AP Biology	Pre-AP Biology	none
AP Chemistry	Chemistry I and Biology I	none
AP Computer Science	Computers I	none
Pre-AP English I	Recommended honors preparation	none
Pre-AP English II	Recommended honors preparation and/or Pre-AP English I	none
AP English III	Recommended honors preparation and/or Pre-AP English II	none
AP English IV	Recommended honors preparation and/or Pre-AP English III	Composition I and II
AP US History	Oklahoma History, World History, Geography, and Government	American History to 1865 and American History from 1865 or Government or Economics
AP Music Theory	Two years of high school music	none
AP Spanish	Spanish I and II	none
Advanced Math (Algebra III)	Algebra I, Algebra II, and Geometry	College Algebra
Trigonometry/Pre-Calculus	Algebra I, Algebra II, and Geometry	College Trigonometry
AP Calculus	Not offered at Dickson; acceptance to OSSM	OSSM AP Calculus
AP Physics	Not offered at Dickson;	OSSM AP Physics

	acceptance to OSSM	
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### **Graduating Classes through 2020 Advanced Placement**

Students who receive university credit by passing an Advanced Placement exam with a score of 3 or above will receive a letter grade of “A” on a 5.0 scale for the courses credited.

Graduating Classes through 2020 OSSM 6 Point Grading Scale. Those students in attendance of Oklahoma School of Math and Science will receive a 6 point (A) on a 4 point scale for both Calculus and Physics and 1.5 credits per year for each course.

### **Graduating Class of 2021 and Beyond Weighted Grading**

The following courses will be weighted on the 5.0 scale: AP; Concurrent; College Preparatory Maths and Sciences beyond Algebra II and Chemistry I (Trigonometry, Pre-Calculus, Calculus, Advanced Mathematical Studies, Statistics and Probability, Chemistry II, Physics I, Physics II).

### **Special Programs**

Many special programs are available for students with special needs, including, but not limited to: educable mentally handicapped, multi-trainable mentally handicapped, learning disabled and gifted/talented. Other special programs include Title I classes, Indian Education, and speech/language therapy.

### **Class Arrangements**

When a scheduling conflict occurs for a senior, arrangements may be made at the principal's discretion.

### **Concurrent Enrollment**

Concurrent enrollment is available to juniors and seniors through Murray State College. A junior must have a minimum ACT score of 21 and a senior a minimum ACT score of 19 in order to enroll. Parents are responsible for all costs. The tuition for seniors is waived up to six hours a semester starting the summer after their junior year. For more information see the high school counselor. If a student chooses to retake a class, any college course counted in their full day will be recorded on their transcript for the semester taken (same course for same course). College courses taken to replace 1st and 2nd semester courses must be taken in the summer.

### **Oklahoma Honor Society and Oklahoma Junior Honor Society**

Students who rank in the top ten percent of grades 9-12 become members of the Oklahoma Honor Society. Students who rank in the top ten percent of grades 7-8 become members of the Oklahoma Junior Honor Society.

## **Honor Rolls**

At the end of each semester, honor rolls will be published. Students earning a 4.0 will be listed on the Superintendent's Honor Roll. Students earning a 3.0 will be listed on the Principal's Honor Roll.

## **Valedictorian and Salutatorian Policy**

The following grade point averages will determine the number of Valedictorians, Salutatorians, and Honor Graduates:

1. Valedictorians: those students with a seven semester grade point average of 4.250 and above. If no student has a GPA at or above 4.250, then the student with the highest GPA will be the valedictorian.
2. Salutatorians: those students with a seven semester grade point average of 4.100-4.249 grade point. If no student has a GPA within the range of 4.100-4.249, then the student with the highest GPA who is not a valedictorian will be the salutatorian.
3. Honor Graduates: those with a seven semester grade point average of 4.000-4.099.

## **Student Entrance and Progression through the System**

The Local Board of Education shall develop local policies, procedures, and requirements for the entrance and progression of students through the educational programs of the local school system. The Local Board of Education shall determine the local graduation requirements for students, which may exceed those of the State Board of Education. Local Board of Education policies and procedures should provide as a minimum, the following provisions:

1. All children between the ages of four (4) and twenty-one (21) on or before September 1 shall be entitled to attend the school free of charge in the district in which they reside or are legally transferred.
2. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum. Underage children may be admitted if class size permits.
3. Students entering an accredited school from a school accredited by the State Board of Education shall be placed according to their level of mastery of the priority academic student skills. All assessments shall be administered by the receiving school and the results shall be kept on file for one year.
4. Beginning with the 1995-96 school year, pursuant to 70 O.S., Section 24-114, as amended, whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.

## **Middle School Promotion and Retention of Students**

In general, students will be placed at the grade level to which they are best adjusted academically, socially and emotionally. Retention may be considered when:

1. The student is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the student totally.

The following will be the criteria for deciding retention or promotion:

1. Chronological age.
2. Academic proficiency.
3. Work and study habits.
4. Attendance records.

## **Retention Process**

The teacher will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the building principal for a final decision. That decision will be forwarded to the superintendent for his/her information and review. Appeals to the decision of the building principal may be brought to the Board of Education through the superintendent. Dickson Public Schools reserves the right to make the final decisions on promotions and retention.

## **Summer School**

It may be determined that the student would be best served by completing work during summer school rather than being retained a full year. These recommendations for summer school will be made by the student's teachers and submitted to the building principal for a final decision. Students who fail to complete summer school requirements will be retained.

## **Proficiency Based Promotion**

Proficiency based promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e. social studies, language arts, math, and science through an assessment process. Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. All students are eligible for proficiency based promotion if they perform at the 90% level on designated assessments. Students not demonstrating proficiency will be allowed to try again during the next assignment period. Failure to demonstrate proficiency will not be noted on transcript. Assessment periods will be in the fall and spring of each school term. Notifications will be posted in the local newspaper.

## **Commencement**

All graduating seniors are required to participate in the commencement exercise. If a graduating senior is unable to attend the graduation ceremony, a written request from the parents/guardians must be received in the High School Office no later than May 1. If a student lacks only one (1) credit or less, the diploma will be granted later upon presentation of evidence of having completed the requirements. Anyone who lacks more than one (1) credit will not be permitted to participate in graduation exercises.

## **Commencement Cords, Stoles, Caps, and Gowns Policy**

- Stoles: Only the stoles handed out by the school will be permitted. Dickson High School will use the following stoles:
  - White Stole: Honor Graduate
  - Black Stole: Non-Honor Graduate
- Cords: Graduation cords affiliated with or sponsored by the school or school organization may be worn at the commencement ceremony. The cord colors will not be recognized in the Dickson High School Graduation Program.
- Caps and Gowns: Only the cap, tassel, and gown handed out by the school will be permitted. Graduation caps and gowns may not be decorated in any way.

# **Student Activities and Organizations**

## **Activities and Athletics Policy**

Dickson Public Schools shall abide by and adhere to all rules and regulations of the Oklahoma Secondary School Activities Association as amended. No group of students shall be allowed to use any facilities unless a coach or sponsor is assigned to that group. The coach or sponsor shall be responsible for opening and closing the facilities and for the supervision of the group using such facilities. The principal of the building in which the student is enrolled shall be chief administrative officer and the official representative for the activities sponsored by each respective school.

## **Participation**

No student shall be allowed to participate in any interscholastic event or activity unless and until the student has met all requirements set forth by the Oklahoma Secondary School Activities Association and the Local School Board Policies or Regulations. Students with physical handicaps may be placed in an activity comparable to their abilities. Students under restriction for disciplinary problems may not be permitted to participate in interscholastic activities.



Extra-Curricular programs that require a fee, such as Driver's Education, are provided as an opportunity for students. These programs are not required and therefore are subject to removal due to disruptive behavior. If a student is removed from a program associated with a fee, then the fee is non-refundable. Removal will be determined by the administration.

## **Activity and Athletic Eligibility**

The following applies to all athletic teams, band, cheer, vocal, academic team, student council, and any other school sponsored or sanctioned group or event.

### **Section 1. Semester Grades**

1. A student must have received a passing grade in any five (5) subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days. (This requirement would also be five (5) school subjects for the 6th, 7th and 8th grade students.) If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six (6) weeks of the next eighteen (18) week grading period they attend.
2. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
3. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.
4. A non-senior student who drops a class after the first three (3) weeks of the semester shall be ineligible for at least a three (3) week period. To regain eligibility after three (3) weeks, the student must be enrolled in the minimum number of classes required for eligibility, and be passing all classes in which the student is enrolled. A senior student may drop a class at any time and maintain eligibility, provided that the dropped class is not required for graduation, and the student is still enrolled in the minimum number of classes required for eligibility and has passing grades in those classes. An exception also is allowed for a student dropping an AP or honors-level course after the first three (3) weeks of the semester. The student may maintain continued eligibility provided that (i) the student had a passing grade in the AP or honors-level course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors-level course in the same subject.

### **Section 2. Student Eligibility During a Semester**

1. Scholastic eligibility for students will be checked after three (3) weeks (during the fourth (4th) week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career-Tech students and all concurrently enrolled

students. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
4. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### Section 3. Special Provisions

1. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four (4). A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four (4) high school units which are accepted by the Oklahoma State Department of Education.
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two (2) weeks is allowed for make-up work.
4. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of spring semester.

### Extra-Curricular Trips

School rules and regulations will apply to any school sponsored trip. Students shall respect the wishes of a chaperon appointed by school officials. All students are required to ride to activities in a school vehicle. Parents must make prior arrangements if students are not returning in the school vehicle.

## **High School Dances**

No middle school or elementary students will be allowed to attend high school dances, proms, etc. If you bring an out of district date, he/she must be signed up in advance of the dance and also be subject to sponsor/administrator approval. All dances are closed once you arrive, and if you leave the dance you will not be allowed to return. Permission to attend all dances (including the prom) will be denied to any person who is 21 or older. Students attending dances may be subject to alcohol testing. Other rules will be explained as needed during the year.

## **Middle School Dances**

Only Dickson Middle School students will be allowed at middle school dances.

## **Non-School Activities**

The school assumes no responsibility for information or management of non-school activities, such as scouts, 4-H clubs, and non-school sports, etc.

# **Standards of Behavior**

## **Unacceptable Behavior**

Behavior considered to be outside the realm of acceptable student conduct shall include, but shall not be limited to, the following:

1. Bullying or harassment.
2. Disruptive actions or conduct during class, between classes, or at any time during school while on the school grounds or at any school activity.
3. Inciting, encouraging, promoting, or participating in an attempt to interfere with the normal educational process.
4. Vandalism, damage or destruction of property.
5. Physical violence, harassment of any kind, or anti-social behavior.
6. Videoing fights, vandalism, or other unacceptable behavior.
7. Being in possession of any type of dangerous items, object, or weapon.
8. Being in possession of and/or using drugs, alcohol, beer, wine, narcotics or drug paraphernalia.
9. Being in possession of and/or using tobacco products or simulated tobacco products (here defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kretks, and vapor smoking with/without nicotine).
10. Breach of the rules of conduct on school buses, in the school cafeteria, or on the school grounds.
11. The use of abusive, vulgar, or profane language, including obscene gestures.

12. Insubordination to, disobeying, or defying any teachers, student teacher, substitute teacher, teacher's assistant, principal, or other authorized school personnel.
13. Showing disrespect to any member of the Dickson Public School staff or to a fellow student.
14. Taking any property without consent or theft of any property, either public or private.
15. Repeated truancy or tardiness.
16. Not doing work.

## **Bullying and Harassment**

It is the policy of this district that bullying or harassment of student by other student, personnel, or the public will not be tolerated. This policy is in effect at any time students are under the supervision of school officials, including times when the student is on school grounds, in school transportation, or attending school sponsored activities. Bullying and Harassment are terms indicating:

1. Intimidation, or abuse, by unwanted physical contact;
2. The creation of by whatever means of a climate of hostility or conditions resulting in intimidation;
3. Such a manner as to be commonly understood to convey hatred, contempt, or prejudice;
4. Acts, or comments, that are insulting, humiliating, demeaning, or stigmatizing to another person;
5. Any other act, verbal or physical or otherwise, which is interpreted by school officials as bullying or harassment.

Acts of bullying/or harassment may be (but are not limited to) those committed on a basis of race, sex, creeds, color, national origin, religion, gender, marital status, or disability. The principal or his/her designee will investigate reported allegations of bullying or harassment and will take appropriate action. The principal or his/her designee will take the steps necessary to protect the confidentiality of those involved in the complaint process, and initiate appropriate corrective action to change the condition of behaviors that are related to the incidents of bullying harassment, Action will be taken to prevent the recurrence of the incident(s), which may include the suspension of students and changes to the student.

## **Sexual Harassment**

It is the policy of Dickson Public Schools to provide a learning and working environment for students, employees and visitors free from sexual harassment. The Board of Education will not tolerate sexual harassment by any of its employees or students. It is a violation of this policy for any administrator, teacher or other employee or any student to engage in or condone sexual harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

## **Public Displays of Affection**

Students who, after being warned, persist in embracing or kissing should be referred to the counselor for discussion regarding proper conduct in public areas. Repeated incidents will result in parents being contacted and further action being taken. Holding hands is not in the violation of the personal behavior rules.

## **Drug Policy**

Any student found on school premises or at school-sponsored activities, in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic, or sedative drugs or any dangerous chemical, alcohol, drug paraphernalia, or stimulant not prescribed by a licensed physician will be suspended from classes and all school premises for up to a “semester plus one” (the remainder of the current semester plus the entirety of the next semester). Possession and/or consumption, or failure to report knowledge of any alcoholic beverages or drugs on school property is forbidden.

It shall be the policy of the Dickson Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or have in their possession, alcoholic beverages, controlled dangerous substances or paraphernalia, prescription or “over the counter” medications, shall immediately notify the principal, or his designee of such suspicions. The principal shall immediately notify the superintendent of schools, a parent or legal guardian of said student, and may notify the appropriate law enforcement agency. Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Dickson Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

Student’s lockers or personal effects may be searched by school personnel and/or police to determine the presence of any of these drugs.

## **Tobacco and Simulated Tobacco Products**

In all cases, the tobacco or simulated tobacco product will be confiscated and turned over to the ABLE Commission or local police and the student will be given an office referral. Tobacco and simulated tobacco products are not allowed on campus at any time, including sporting events and other extracurricular activities.

## **Weapons-Free Schools Policy**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the National Guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC. In order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly, or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use of parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

### **Search and Seizure**

When there is a high degree of suspicion that a student has in his/her possession stolen articles contraband, weapons, alcoholic beverages, or controlled dangerous substances, a school administrator acting in "loco parentis" may require a student to submit to a search of the individual person, his/her locker, book bag, car, desk, or other possessions.

If a student refuses to submit to a search, when a high degree of suspicion is evident, then the administrator shall refer the matter to proper officials.

Any student found to have in his/her possession stolen articles, contraband, weapons, alcoholic beverages, or controlled dangerous substances shall be subject to disciplinary action and his/her parents notified of such action. However, if the student action is contrary to criminal law, then the student will be referred to parents and proper law enforcement officers. School personnel shall not strip search a student.

### **Dickson Public Schools Discipline Policy**

In compliance with Oklahoma School Law 6-114, Dickson Public Schools has adopted a discipline plan. The intent of this plan is to inform students of the procedures followed if their behavior is not acceptable. This policy is in force:

1. During regular school hours (including time immediately before and after school on school premises).
2. While waiting for the school bus, being transported on the school bus, or leaving the school bus.
3. While in transit for SOTC or concurrent enrollment.

4. At all school related activities (i.e. athletics events, assemblies, etc.) where school personnel have responsibility for students, or at any events where Dickson Public Schools are represented.

Student discipline will be administered at the discretion of the Administration in a manner that fits the offense. This may be influenced by number of offenses. Examples could include:

1. Warning
2. Advise parents
3. Parental conference
4. Grade of zero
5. Remove from class, group or activity (temporary or permanent)
6. Written apology or report
7. Lunch detention
8. Withdrawal of privileges (bus, internet, library, gym, driving, etc.)
9. Involve law enforcement
10. Refer to other social agencies
11. In-school detention
12. Suspension
13. Any other disciplinary action deemed appropriate.

### **In-School Detention (ISD) Handbook**

The purpose of this detention is to give the student the opportunity to keep up with his/her class work while being confined to an area that is isolated in a supervised area. The overall objective of this program is to provide an alternative to home suspension for those students who fail to function acceptably in an everyday school climate. The principal will be notified of any infraction of ISD rules. This may result in additional days of in school suspension or out of school suspension. When assigned to ISD, the student will sign a procedural contract.

1. ISD begins at 7:50 a.m. and is over at 3:20 p.m. The ISD supervisor will accompany students to lunch in the cafeteria at regular charge or students may provide their own lunch.
2. Students are responsible for bringing school supplies to ISD.
3. Students suspended for misconduct in ISD will have to finish the remaining days previously assigned to ISD upon completion of suspension and returning to school.
4. Students will not be truant or tardy.
5. Any student who has been assigned ISD for two separate incidents may be home suspended,
6. All regular classroom rules and any additional rules deemed appropriate by the ISD supervisors apply in ISD.
7. Any student placed in ISD will not be allowed on school campus except in the ISD area and is not allowed to attend or participate in any school activity during or after school, home or away, extending to midnight of the assigned days of ISD. Appointments for teacher assistance in subject areas may be scheduled after school hours.



## **Student Suspensions**

It is the philosophy of Dickson Public Schools that no students be suspended from school until every means has been exhausted in trying to teach the students obedience to the rules and regulations of the school. The principal of the school shall have the power and authority to order students suspended for misconduct. A suspended student is suspended to the custody of the student's parents or guardians and is not allowed to be on or near school premises nor attend or participate in any school activity while suspended. Doing so will result in further suspension. Work will be sent home with the suspended student. The principal shall, prior to making any decision regarding suspension of a student, make an investigation of all the facts and circumstances concerning the alleged violation to determine if the conduct justifies suspension.

All suspensions shall take place immediately upon the suspension order unless the principal or the superintendent of schools shall delay the suspension pending the appeal process described below. It shall be general policy to stay the imposition until the appropriate appeal process is completed; however, if the presence of the student at the school poses a risk of danger or harm to the students, their classmates, employees of the school system, or the property of school system, the suspension shall be immediate.

Students receiving out-of-school suspension from school can receive full credit for work done in all classes and turned in as prescribed in the suspension order.

## **Due Process: Method of Appeal to the Board**

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

- The student, or the student's parent(s), shall notify the superintendent in writing within five (5) school days of being notified of the suspension of the intent to appeal the suspension.
- Upon receiving notice of a student's or student's parent(s) intent to appeal, the superintendent shall advise the suspension committee. The appeal shall be heard within ten (10) school days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- Short-term Suspensions (suspension 10 days or less): The decision of the committee is final for short-term suspensions.
- Long-term Suspensions (suspensions 11 days or more): If the student or the student's parents wish to appeal the suspension committee's decision for long-term suspension, the superintendent shall be notified in writing within five (5) days of the receipt of the hearing decision.
- The superintendent upon receipt of notice shall notify the Board of Education and the appeal shall be heard at the next board meeting or within ten (10) school days of receipt

of the intent to appeal, whichever comes first. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- During the hearing of the appeal, the student may be represented by legal counsel or another adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses; and offer other evidence in his/her behalf including the student's own testimony.
- The Board of Education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board of Education, or of the hearing officer, if applicable, shall be final.
- The suspension committee, Board of Education or hearing officer may uphold the suspension, modify the terms of the suspension or overrule the suspension. The student and the student's parent(s) shall be notified within five (5) school days of the decision.

## **Records and Reports**

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

## **Disciplinary Measures for Students with Disabilities**

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

## **Suspension Committee Make-up**

The suspension committee will be made-up of an administrator from another site, a counselor, and a teacher at the site at which the student attends.

# **Transportation**

## **Transportation Passenger Rules and Procedures**

1. To insure safety, the driver must be totally in charge. Passengers must respond promptly to given instructions.
2. The use of tobacco, simulated tobacco products, food, or drink on the bus is prohibited; animals and oversize objects, as well as glass containers are not permitted,
3. Passengers must observe classroom conduct. No loud voices, horseplay, unruly behavior, obscene gestures, throwing of any object, or obscene language.
4. Keep aisles and stair well clear at all times.
5. Never extend any objects out the windows.

6. Do not attempt to get off or move about bus while it is in motion.
7. If you damage a bus, you or your parent will be responsible for repairing the damage.
8. Regular schedules must be observed as the bus driver cannot wait for tardy passengers. Students must be waiting for the bus at the designated stop.
9. Students should not wait in the roadway.
10. Never cross road behind the bus. Students should wait for signal from driver to cross in front of the bus.
11. Driver will not unload passengers at places other than the regular stops near their home or at school without proper authorization from school. Parents must contact the school with a note or a phone call (if last minute changes are needed) so that student may be given a bus pass designating the change.

### **Transportation Discipline Policy**

1. The first time a student notice is issued: suspension for 5 days.
2. The second time a student notice is issued: suspension for 15 days.
3. The third time a student notice is issued: suspension for the rest of the school year.
4. Severe Clause: A severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers. Examples of severe behavior could include fighting, weapons, alcohol/tobacco/simulated tobacco/drug use, and verbal, physical or sexual harassment or abuse.

### **Transportation Appeal Procedure**

A parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the transportation supervisor. The supervisor shall notify the Building Principal of such a request. The appeal shall be heard within five (5) school days of the request unless an extension is requested in writing by the parent. The request for an appeal hearing shall temporarily restrain the implementation of a suspension unless the Transportation Supervisor or the Building Principal determines that, in the interest of bus safety and/or good order, the suspension is necessary or the hearing cannot be conducted in a timely manner.

## **Health**

### **Medications Brought to School**

All medications, prescriptions or non-prescriptions, brought to school must be brought to the office of the principal. It will not be permitted for a student to administer his/her own medication. The administration of medication during the school day by school personnel is highly discouraged. However, we realize that some medications will have to be given at school. In order for us to administer these medications safely and accurately, the following guidelines must be strictly followed:

1. If the medication is over-the-counter, a note signed by the parent must accompany the medication. The note must state the student's name, name of the medication to be given, the dosage, and at what time it is to be given.
2. If the medication is prescription, the medication must come in the original container with the student's name, doctor, date and dosage on the label.
3. If the medication is liquid, please send something with which to administer the medicine.
4. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The principal or principal's designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
4. Return unused prescription to the parent or guardian only.

Medications brought to school without following these guidelines will not be given; no exceptions.

### **Care of Student in Case of Illness**

In case of sudden illness or if an accident resulting in injury occurs at the school, the student is cared for as well as possible. The school will administer first aid. The principal, teacher, secretary, or other employee will notify the parent or guardian. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or another properly designated person takes charge of the student. No student will be released from school upon their own request. If severe emergency develops, the student will be sent to the emergency room at one of the local clinics or hospital. The district does not assume responsibility for payment of hospital, ambulance, or doctor fees.

### **Homebound Students**

Should a student be hospitalized, incapacitated, or ill for an extended period of time, parents are advised to contact the counselor's office for information about placing the student on homebound study program.

### **Immunization Requirements**

Oklahoma Immunization Law states that parents of a minor child, kindergarten through 12th grade, present certification that their child is adequately immunized before initial admission into a public, parochial, or private school in the State of Oklahoma. Oklahoma law requires all school

children must have received or be in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, and rubella , or be determined as likely to be immune as a result of an exposure to a disease. To comply with the above state law you will need to present an immunization card signed by a physician of the Health Department before your child is enrolled in school. Oklahoma's School Immunization Law does allow exemptions to immunization based on medical, religious, or personal objections. If a parent chooses to exempt his/her child, that parent must fill out an Oklahoma State Department of Health Exemption Form. Students in grades sixth through eighth grades must have documentation on file to support immunization in accordance with state law.

## **Asthma**

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and have a prescribed inhaler at all times.

## **Diabetes**

Oklahoma House Bill 1051 requires that a Medical Management Plan be developed for each student with diabetes. The plan will be developed by the personal health care team, which will include the principal, parent or guardian, and, if possible, the student's doctor.

## **Concussions and Head Injuries**

The Dickson Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports. On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the

receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at the time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

### **Insurance**

Dickson Public Schools, by law, is unable to provide health and accident insurance for students. Optional student insurance is available through an independent agency. Students participating in sports must be covered by their parent/guardian's policy or purchase school insurance.

# **Annual Notification of the Rights of Students and Parents Under Public Law 93-380**

The Dickson Public Schools guarantees the confidentiality of testing information and the records of its students under the guidelines of the Family Education and Privacy Act of 1974. (PL 93-380). In compliance with the April 6, 1977, memorandum regarding the Public Notice and Confidentiality of Records, each building principal is responsible for the records of handicapped children.

The building principal is the official custodian of cumulative records, responsible for storing, filing, distribution, and maintenance of such records.

The school district has a policy of "Controlled Access" to student records. Those educators who have a legitimate need and parents and students eighteen years of age and over shall have access to their child's or his/her cumulative record for the purpose of seeing and/or reviewing official records.

The official custodian of a student's records is authorized to release such records to either parent, whether custodial or non-custodial parent. If there is a legal decree prohibiting the release of a student's records to a non-custodial parent, proof of such decree must be filed by the custodial parent with the official custodian of the student's record.

The following educational student records are maintained by the Dickson Public Schools in the following locations:

Type	Location	Custodian
Cumulative	HS Secure Files Office; Central Admin Secure Files Office; MS Office	School Principal
Health	HS Secure Files Office; MS Office	School Secretary
Confidential	HS Secure Files Office; MS Office	Special Services Director
Transportation	Central Receiving	Transportation Director

The procedure for parents or eligible students to review or examine student records as provided under PL 93-390, Subpart C, Sections 99-20 and 99-22:

1. Parent or eligible student makes a written request to review or examine student records to person in charge of records as published.
2. Person in charge of student records notifies parent, or eligible student within ten (10) days of receipt of request of time and date for the review of student record.

The procedure for parents and eligible students to review or examine student records as provided under PL 93-380, Subpart C, Sections 99-20 and 99-22:

1. Parent or eligible student makes a written request to building principal requesting an informal hearing.
2. Building principal must notify parent, or eligible student of time and place of hearing within ten (10) days from receipt of written request.
3. If the matter cannot be resolved at steps 1 and 2, then the parent or eligible student may make a final written request to the Superintendent of Schools requesting a formal hearing before a committee composed of the President of the School Board and the Superintendent.
4. If the matter still is not resolved to the parent or eligible student's satisfaction, then they may file a complaint with NEW under PL 93-390, Subpart E, Section 99-63.

It is the policy of Dickson Public Schools that the charges for reproduction of educational records not exceed the actual cost of copying, if it is determined that a cost should be charged. The Dickson Public Schools does not designate any student record information as a public directory information.

Official records, files, and data of handicapped children will be maintained as confidential and shall be made available to the child's parents or guardians to see and/or review in the presence of the teachers, school counselor, or principal. The rationale for this policy is that misinterpretation of school records, test results, or school personnel comments can be as damaging to the student as incorrect or misleading information.

The Dickson Board of Education has appointed each building principal as records custodian who will be responsible to see that all personal identifiable information is secure and that no unauthorized individual or agency will be given such information without written parental permission.

Records of handicapped children will be kept in a separate folder and not in the child's regular school cumulative folder.

All confidential records, except the information needed on transcripts, will be destroyed when their usefulness is over (as soon as possible, but no later than five (5) years). This would be at the end of the student's public school education (twelve years of school or twenty-one years of age), death of the student, or other legitimate reason. Parents will be notified sixty (60) days before destruction and will be offered the opportunity to obtain a copy of the documents.

Additional copies of the foregoing policies concerning educational records will be available in the principal's office of each school.



# Student Handbook Verification Certificate

DICKSON PUBLIC SCHOOLS  
2018-2019 School Year

As a parent/guardian of a student who attends Dickson Public Schools, I have read and discussed the Dickson Public Schools Secondary Student Handbook with my student. The handbook is posted on the Dickson Public School website located under the "Administration" tab. Furthermore, I understand that my student will adhere to the rules, procedures, and policies described within the Dickson Public Schools Secondary Student Handbook as my signature below will verify.

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Student Signature

Date

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Parent/Guardian Signature

Date