

# DICKSON PUBLIC SCHOOLS

2019-2020

Student Handbook

Pre-K through 5th Grade

[www.dickson.k12.ok.us](http://www.dickson.k12.ok.us)

**DICKSON PUBLIC SCHOOLS  
BOARD OF EDUCATION  
2019.2020**

Mr. Kent Donica, President  
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**ADMINISTRATION**

Mr. Jeff Colclasure	Superintendent	223-9557
Mr. Matt Krimmer	High School Principal, Grades 9=12	226-0633
Mr. Jake Melton	Middle School Principal, Grades 6-8	223-2700
Mr. David Gardner	Upper Elementary Principal, Grades 3-5	223-1443
Mr. Steve Day	Athletic Director	223-9557
Mrs. Debby Custer	Lower Elementary Principal, Grades PreK-2	223-9509
Mrs. Lea Colclasure	Special Education Director	223-2700
Mrs. Jan Chavers	Business Manager/Treasurer	223-9557
Mrs. Hope Hawkins	Cafeteria Manager	223-9557

**DICKSON PUBLIC SCHOOLS**  
**Jeff Colclasure, Superintendent**  
**4762 State Highway 199 Ardmore, OK 73401**

“COMET PRIDE STARTS INSIDE”

Dear Parents,

School is a place where 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. A genuine concern for their progress in school and their work is a great help. 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, respect themselves, school property, and school personnel. This will provide the best possible school setting.

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

Sincerely,

Debby Custer  
David Gardner  
Jake Melton  
Matt Krimmer.

Lower Elementary Principal  
Upper Elementary Principal  
Mid High School Principal  
High School Principal

## **PHILOSOPHY**

The Philosophy of the Dickson School System is based upon the idea that our future depends upon the education of our youth who must accept responsibility for our society.

Students must first become aware of their own moral and common-sense beliefs that express their everyday life and thought. In doing so, they can evaluate personal experiences in order to achieve a purpose in life. We encourage that each student should think creatively and independently and should be encouraged to accept the responsibility for his/her own personal behavior.

It is the school's responsibility to make available facilities, materials, resources and methods that are necessary to teach individual students effectively. Our responsibility is also to help students realize their fullest potential as those potentials relate to basic academic skills, physical education, and the arts and to society.

Most importantly, we believe in the philosophy that education is best acquired through interaction of the home, school and community which are our basic institutions.

## **Goals**

It is our goal at Dickson Public Schools to:

Develop the desire for achievement, academically, intellectually, physically, socially, and morally.

Increase the students' knowledge in basic curriculum areas.

Provide for each student the proper environment, equipment, materials, and assistance needed for the learning process.

Meet the needs of special students' strengths and weaknesses.

Present experiences that will encourage students to think creatively and independently.

Provide an extensive curriculum that is easily adaptable in preparing students for further educational experiences.

Provide experiences that will help the students accept the responsibilities of a democratic society.

Provide experiences for students that will help develop a positive self-concept, both intellectually and emotionally.

Provide experiences that will help students adapt to and utilize technological changes as they occur.

## **THE AMERICAN CREED**

"I BELIEVE IN THE UNITED STATES OF AMERICA AS A GOVERNMENT OF THE PEOPLE, 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 of many sovereign 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.”

## **STATEMENT OF NON-DISCRIMINATION**

It is the policy of Dickson Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, religion, qualified handicap, or veteran in its educational services, financial aid, and employment.

### Subchapter 25 – Student Entrance and Progression throughout the System

210:35-25-2. Student entrance and progression through the system.

The Local Board of Education shall develop local policies, procedures, and requirements for entry 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:

All children between the ages of 5-21 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. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum. 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.

Beginning with the 1995-96 school year, pursuant to 70 O.S., Section 24-114, as amended, 1995, 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

### **School Time**

School starts at 7:50 a.m. and ends at 3:20 p.m. **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.** It is vital that your child be in school. Parents picking their child to avoid long pick-up lines even 10 minutes early each day is equivalent to over 4 days missed of school. Those picking up their child 30 minutes early cause their child to lose over 12 days of school time. The lines go quickly. We ask that parents not pick-up their child early unless there is an extraordinary need. (Appointment, etc.)

### **Attendance Policy**

Oklahoma has state laws that govern school attendance. All children are required by the state to attend school, and laws are set in place to ensure that they do so regularly. Excessive absences from school will lead to serious repercussions for the student, and possibly for parents. A

student is absent from school if they do not attend a class that they are registered to attend. Oklahoma schools are bound by law to keep records of student attendance. Students who are excessively absent will be reported to the district attorney's office. Being tardy is defined as not being in class when the last bell has sounded and the class has begun.

### **Exemplary Attendance**

The following exceptions will not count against a student's attendance: civic club meeting, Oklahoma Secondary School Activities Association approved play-offs, days served as a page and/or approved class trips.

### **Absences**

For all absences, students need to report to the office before school to receive an absentee slip. To secure an excused absence, students must have a parent/guardian call the principal's office. When under direct orders from a physician to stay home, a doctor's note will be taken for only ten (10) school days after the student returns. If a parent/guardian is unable to call, a written note signed by the parent may be accepted if the note contains the following information:

Name of Student

Number of days and/or hours missed

Specific cause of absence

Without this information the absence will be unexcused. An absence will be unexcused if the parent/guardian does not check the student out of the office (in person or by phone) before the student leaves campus.

Students are allowed no more than twelve (12) absences per semester.

Parents are expected to notify the school when the student is absent.

Parent phone calls or written notifications will be accepted for contact to the school.

It will be the administrator's discretion to determine if a student should repeat a grade if the student has more than 12 absences.

Official documentation in the areas of medical, judicial, religious or family emergency must be submitted in order for an absence to be exempt. After confirmed absences have been reviewed by the principal, they may be exempted or combined.

In case of extenuating circumstances, the principal or his/her designee may intervene.

On the thirteenth (13th) absence a student will receive a "no credit" on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may lose privileges or may be suspended from school for noncompliance with a school policy.

The school will send out attendance letters on the fifth (5th) and the tenth (10th) absence. On the thirteenth (13th) absences a N/C (no credit) letter will be sent.

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). Any other documentation 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.

### **Tardy Policy**

Students getting to school after the tardy bell will need parents to sign them in. Students are tardy if they are not in their seat when the tardy bell rings.. Students missing 15 minutes or more of a class will be considered absent from that class period.

### **Make-Up Work**

If a student has an excused absence for illness or a school function, the student has one day for each day they were absent to do make-up work. A long-term assignment, (10 or more school days), may be an exception to this. 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 to request homework assignments.

### **Visitation Procedures**

All parents and other adults are invited to come to the Dickson Public School campus at any time. EVERYONE MUST REPORT TO THE OFFICE UPON ARRIVAL. All visitors must wear a visitors pass provided at the office check-in. This ensures the safety of students from strangers. Parents picking student(s) for appointments must sign student out in office and provide a note from dr. when student returns to school.

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, rather than during lunch or recess periods.

Students are not to bring visitors (a friend, cousin etc) to school because of the lack of space and the interruption of classroom routine.

### **Head Lice Policy**

Students will be prohibited from attending school if the student has live head lice. All children that demonstrate nits will receive a note home to alert parents of the need to treat students in prevention of an outbreak. Any child prohibited from attending school due to head lice shall present the appropriate school authorities, before the child may re-enter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice. Written certification must be presented to the principal's office or the school health professional.

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

Parents will be called to pick up any students with fever, throwing up, or diarrhea.  
Oklahoma State Administrative Code Title 310:520-1-4

The superintendent, teacher, or other official in charge of any school may exclude any child suffering from or exhibiting the following symptoms:

- Fever alone, 100< degrees Fahrenheit.
- Sore throat or tonsillitis.
- Any eruption of the skin, or rash.
- Any nasal discharge accompanied by fever.
- A severe cough, producing phlegm.
- Any inflammation of the eyes or lids.

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 is responsible for administering first aid as prescribed by the School Health Department. 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 hospitals.

### **Parents checking students out of school**

Any adult checking a child out of school for appointments, field trip, funeral etc. must be a parent or a designated person on student's pick-up list.

### **Medications Brought To School**

Both prescription and non-prescription, brought to school must be brought to the office of the principal. Parent or guardian must complete a form allowing school to dispense medication to their child. In order for us to administer these medications safely and accurately, the following guidelines must be strictly followed:

If the medication is an "over the counter" type, a note signed by the parent must accompany the medication, The note must state the student's name, the name of the medication to be given the dosage, and at what time it is to be given. (If the medication is liquid, please send something to give med to child)

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.

**MEDICATIONS BROUGHT TO SCHOOL WITHOUT FOLLOWING THESE GUIDELINES ABOVE WILL NOT BE GIVEN. NO EXCEPTIONS.**

**Immunizations**

All students must be current on their immunizations to enroll in school. If there are extenuating circumstances exemptions can be attained. Please see office for more information.

**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. If your child has asthma our office asks that you let the office know immediately so that our office is aware and can provide you with additional information.

**Additionally:**

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.

The school district will inform the parent or guardian of the student, within, 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.

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.

A student who is permitted to self-administer asthma medication shall be permitted to possess and have a prescribed inhaler at all times.

**Definitions:**

Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

**Administrator or Administrator's Designee will:**

Inform appropriate school personnel of the medication being administered

Keep an accurate record of the administration of the medication

Keep all medication in a locked cabinet except medication retained by a student per physician's order

Return unused prescription to the parent or guardian only

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.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medications.

### **Diabetes**

Okla. House Bill 1051 – Medical Management Plan will 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.

The school employee (volunteer diabetes care assistant), will assist the student with diabetes care.

Each school will make an effort for the volunteer diabetes care assistant to be available.

Students with diabetes will not be assigned to schools based on whether there is a volunteer diabetes care assistant.

Training guidelines are provided for volunteer diabetes care assistants.

Information is provided for bus drivers about the student’s diabetes needs.

Students who are capable of self-care may self-administer diabetes care anywhere at school.

Students may carry diabetes supplies.

The school shall provide a private area for diabetes care.

### **Withdrawal from School**

Students withdrawing from school must complete the checkout from before grades or records will be released. Checkout forms are available from the principal’s office. These forms must be signed by each teacher that the student has, the librarian and the cafeteria supervisor. All books and equipment must be returned as well as all fees paid. Once the checkout form is completed, it must be returned to the principal’s office.

#### **One Call**

District all-call system utilized to call, text, or email primary contact for students to inform them of inclement weather, emergency situations, bus delays, club events etc. This system will also be used to inform small groups and provide reminders. This will be a definite asset to our school/home communication. Please contact your child’s office secretary with any number changes so that the system will work for you.

### **Fund-raisers**

Any student who fails to turn in all money collected for fundraisers within two weeks of the due date will not be allowed to participate or attend any extracurricular school activity or function.

### **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. Make after school arrangements prior to coming to school.

### **Cell Phone and Electronic Devices**

All cell phones and electronic devices must be turned into the office – they may not be in the student's possession. Cell phones, electronic or any wireless communication device should be turned off inside any school building. If a student is using or has their cell phone, electronic or wireless communication device out during class or in the school building and is interrupting the educational process, they may face the following penalties:

1st time: Given back at the end of the day

2nd time: Phone will be taken up for 5 school days

3rd time: Phone will be taken up for 10 school days

Additional cell phone policy violations will be treated the same as the third violation and/or a more severe disciplinary action may be imposed.

Refusal to give up a cell phone upon request will result in suspension.

### **DICKSON PUBLIC SCHOOLS ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN CELL PHONES.**

#### **General School Don'ts**

Do not bring skateboards to school.

Do not bring toys to school.

Do not bring large amounts of money or valuable items to school.

Laser lights and yo-yo's not permitted on the school campus and/or during school activities.

They will be confiscated and not returned.

Dickson Public Schools are not responsible for confiscated items (hats, electronic devices, cell phones, etc.)

#### **Library Books/ Textbooks**

Parents must sign a sheet giving their child permission to check out books that also states that parents will be responsible for the books return or payment for book if damaged or lost.

Assigned textbooks that are lost or damaged will need to be paid for before students can receive their last report card.

**PTO Parent Teacher Organization** is a vital part of Dickson Public Schools. In order for it to serve both the community and the school, it must have active members. Parents and all school personnel are encouraged to become active members.

#### **Fall Carnival Committee**

This committee heads up one of our big fundraisers for improving student quality of education through student incentives, classroom necessities, playground equipment, etc. This committee works hand-in-hand with staff to plan, organize, and reach out to our community.

### **Wellness Committee / Safe School Committee**

Each Healthy and Fit and Safety School Advisory Committee shall study determine best practice for our students on the following areas:

- 1) Health education
- 2) Physical education and physical activity
- 3) Nutrition and health services
- 4) School Safety issues

If you would like to be a part of the organization/committees above please see your child's building principal and they will get you in contact with a representative.

### **Insurance**

Dickson Public School, by law, is unable to provide health and accident insurance for students. However, school insurance is available to all students wishing to enroll. Purchase of the insurance is optional. The school does not receive a commission on this insurance. Students participating in sports must be covered by their parent/guardian's policy or purchase school insurance.

### **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.

### **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.

### **Address/Telephone Change**

Students are to report any change in address or telephone number to the school office.

Transfer Students-

Transfer requests must be completed each year that a student is considered and emergency transfer. Emergency transfers do not roll over each year. It is important to remember a student's attendance, behavior, and performance are all considered on a student by student basis each year by administrators before accepting students. Class size is also an important factor on accepting transfers into our district.

### **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; listen to the local area radio and TV station for information, and the web site([www.dickson.k12.ok.us](http://www.dickson.k12.ok.us)), and your parental call number or email provided to the school for One Call.

### **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. These drills are not intended to scare students but utilized to prepare everyone.

### **Closed Campus**

Dickson Public Schools have closed campuses. Students are allowed to leave the campuses 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 of office by parent prior to leaving.

### **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.

#### **School Parties/ Celebrations**

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

### **Proficiency Based Promotion**

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

Proficiency based promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e. social studies, language arts, the arts, languages, math, and science through an assessment process. All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

### **Lower Elementary Skills Checklists**

Lower Elementary, PK-2nd grade, will receive skills checklist instead of report cards. Our skills checklist will be a complete list of skills your child should master by the end of the school year.

### **Grading Scale (Grades 3-12)**

This is the regular grading scale used for students enrolled in regular curriculum courses and based on a 4.0 A.

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59-0	F	0

### **HB1056: 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:**

The student is achieving significantly below ability and grade level.

Retention would have a reasonable chance of benefiting the student totally.

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

Chronological age

Social maturity

Emotional maturity

Physical development

Work and study habits

Attendance records

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.

### **Reading Sufficiency Law Please click the following links to learn more:**

**Section 1210.508C - Assessments for Reading Skills / Good Cause Exemptions**

<http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=440493>

**Section 1210.508E - Grade Promotion - Summer Academy Programs**

<https://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=106304>

## **Provisions of Dress Code**

Students are to refrain from wearing halter tops, midriff blouses, sleeveless or see-through garments that resemble tank tops or muscle shirts. Shorts, skirts, etc. must be within a dollar's length of the knee.

Secondary students are not permitted to wear miniskirts on the school grounds or at school sponsored activities. All pants and jeans must be worn at proper levels with no underwear showing.

All students are required to wear shoes. Cleated shoes or shoes with rollers, "heelies" are not permissible in the school buildings. No pajama clothing or house shoes will be allowed.

Clothing with advertisements of alcoholic beverages, drugs and/or paraphernalia, vulgar or implied slogans, vulgar or pictorial images, including any type of gang related signs, insignias, etc., may not be worn.

All headwear (includes beanies, stocking caps, hoods, sunglasses) must be removed when entering the buildings. No head gear to be worn inside the building unless special occasion such as "hat day", Homecoming, or part of costume for Halloween. Sunglasses will only be permitted inside when dr. notes is provided for medical reasons.

No holes allowed above the end of the individual's 3rd fingertip when standing in an upright position with arms extended down by his/her side.

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.

No facial or visible body piercing will be allowed. Any jewelry that is considered by the administration to be inappropriate or a distraction to the educational process will not be allowed. Bandannas will not be allowed at any time.

Dickson Public Schools is not responsible for confiscated items (hats, electronic devices, etc.)

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. Dress code offenses may result in disciplinary action. This is a "NO TOLERANCE" policy.

## **Bus Rules and Policies**

Students may be required to walk a short distance to the bus stop, usually a few city blocks in the city or a little more in rural areas depending on turn-around access.

Students riding the bus will not be allowed to exit at a stop that requires them to cross a state highway.

Passengers should be prompt in reporting to the bus stop. Usually a five minute arrival before the scheduled stop is ample time. Schedules should normally be consistent, within a minute or two, except, of course, for the first week of school, until routes are "firmed up", in the case of a substitute driver or unforeseen traffic delays, or during severe weather conditions.

"Honk service" or "door to door service" is not feasible. Of course, there may be days, especially during the bitter cold of winter, that passengers should be alert and prepared to board the bus without delay at the regular stop when the bus arrives.

Passengers should remain seated while the bus is in motion. (Upon boarding the bus, the students should be promptly seated. The student should be alert and prepared to depart the bus at the appropriate stop, causing no delay.) The bus driver shall be authorized to assign seats if it is deemed necessary to maintain passenger control, an efficient schedule and/or other reasonable administrative purpose.

While waiting on the bus, students are encouraged to stand a safe distance from the driveway or thoroughfare until the bus has arrived and come to a complete stop.

Students shall cross ten feet (10') in front of the bus (never behind). If it is necessary for a student to cross a lane of traffic in boarding or after departing, they must have eye contact with the driver and should wait for the driver to motion them across.

In case of a bus accident or breakdown, passengers should be orderly and follow the directions of the bus driver.

Students wanting to ride another bus other than their assigned bus must bring a signed note from home and have it signed by the principal of the school. Phone calls only on emergency. Please do not use phone calls on daily basis.

Students cannot get off the bus at any stop but their assigned bus stop without permission from the parent or the principal. Students will then be provided a bus pass.

Several items or activities are not allowed on the bus, including eating, drinking, animals at any time (including show and tell days), glass containers, radios and/or tape players.

Parents and students are responsible for the cost of repairs for damaged bus property caused by vandalism by the students.

When weather conditions in the school indicate a possibility of an existence of dangerous road conditions, every effort will be made to notify the parents by our One Call- system used to call, send text message, or email message.

Student misconduct on a school bus can endanger the lives of the pupils, driver and the general public. The driver shall report such incidents to the Transportation Supervisor by using a conduct report. The Transportation Supervisor shall give each building principal a copy of each report. If more than three reports are issued during the year, it will probably result in suspension from riding the bus. Subsequent notices could result in a conference with students and parents.

### **Transportation Policy of Passenger Discipline**

Bus transport:

1. To insure safety, the driver must be totally in charge. Passengers must respond promptly to given instructions.
2. The use of tobacco, 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. Parent needs to contact 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.

In the event a student fails to follow the above bus rules the following consequences will apply.

Referral # 1- Suspension from riding a school bus for 5 school days

Referral # 2- Suspension from riding a school bus for 15 school days

Referral # 3- Suspension for the rest of the school year

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, smoking, drugs, and verbal, physical or sexual harassment or abuse. Such infractions may result in immediate suspension from the bus.

**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.

### **Student Discipline**

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, and to prepare school administrators for the disciplinary responsibilities. Discipline will be administered according to the severity of the offense. Discipline measures may result in the implementation of the 8 Step Plan. Parents will be notified by phone or referral.

#### **Playground Rules**

1. Do not throw objects such as rocks or sticks.
2. Do not climb up the slides or on fences.
3. Do not jump from swings while swings are in motion.
4. Do not play tag while on the equipment.
5. Do not litter.

## **PK-5**

### 8 Steps Disciplinary Plan

Unless offense is of a more serious nature, as judged by the administrator, the student will be given a general warning in hopes of preventing further more serious offenses.

Detention/ Dirty Duty Parent notified 1 Day

Detention/ Dirty Duty Parent notified 2 Days

Silent Times- 1 day -no recess, silent lunch, no specials

Silent Times- 2 days -no recess, silent lunch, no specials

Silent Times- 3 days -no recess, silent lunch, no specials

In School Detention- 1 day

Parent attend class with child

Time Out

Consequences may be substituted or changed depending on the severity of the student's misbehavior at the administrator's discretion.

\*\*Students in PreK with repeated behavior problems that impede the learning or safety of others will be removed from school to allow time for child to mature as was signed in PK Contract

Students in In-School-Detention (ISD) will not be allowed to participate in extra-curricular activities the day(s) continuing to midnight of the In-School-Detention.

Students suspended from school will not be allowed on school grounds or allowed to participate in extra-curricular activities the day(s) continuing to midnight of the suspension.

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

Disruptive actions or conduct during class, between classes, or at any time during school while on the school grounds or at any school activity.

Inciting, encouraging, promoting, or participating in an attempt to interfere with the normal educational process

Vandalism damage, or destruction of property

Physical violence, harassment of any kind, or anti-social behavior

Being in possession of any type of dangerous items, object, or weapon

Being in possession of and/or using drugs, alcohol, beer, wine, narcotics or drug paraphernalia

Being in possession of and/or using tobacco products

Breach of the rules of conduct on school buses, in the school cafeteria, or on the school grounds

The use of abusive, vulgar, or profane language, including obscene gestures

Insubordination to, disobeying, or defying any teachers, student teacher, substitute teacher, teacher's assistant, principal, or other authorized school personnel

Showing disrespect to any member of the Dickson Public School staff or to a fellow student

Taking any property without consent or theft of any property, either public or private

Repeated truancy or tardiness

## **SEXUAL HARASSMENT POLICY**

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.

## **HARASSMENT, INTIMIDATION AND BULLYING POLICY**

### Statement of legislative Mandate and Purpose

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The Dickson Public Schools, student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### Definition of Terms

Statutory definition of harassment, intimidation, and bullying:

*70 O.S. 24-100.3(c) of the School Bullying Protection Act defines the terms “harass, intimidate, or bully”, as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:*

*Harm another student;*

*Damage another student’s property;*

*Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or*

*Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.*

### The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended

victim along with the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### **General Display of bullying Acts**

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim.

**Physical Bullying.** Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

**Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, age, maturity, and special characteristics of the students.

**Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group;

**Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Dickson Public Schools.

### **Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

### **Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the assistant superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying- are to report all relevant information to administration or his/her designee.

### **Parental Responsibilities**

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

Report bullying when it occurs; Please do not casually mention to the teacher- call the office and follow up in writing listing names, places bullying is taking place, etc. Each report will be investigated thoroughly.

Take advantage of opportunities to talk to their children about bullying;

Inform the school immediately if they think their child is being bullied or is bullying other students;

Watch for symptoms that their child may be a victim of bullying and report those symptoms- ex. Students feeling sick a lot, crying about having to go to school, grades diminishing, depression  
Cooperate fully with school personnel in identifying and resolving incidents.

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

### **THIS POLICY REQUIRED BY LAW**

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

#### **Definitions**

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's

educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

#### Procedures

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

The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence. If during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students for school personnel.

### **HARASSMENT, INTIMIDATION, BULLYING AND HAZING INVESTIGATING REPORTED INCIDENTS**

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

This policy will be included in the student handbook that is distributed to each student each year.

### Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes but is not limited to, gestures, written or verbal, or physical acts or electronic communications.

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

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone, or other wireless telecommunication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### Hazing

It is the policy of Dickson School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

Note: State law requires that a copy of any hazing policy be given to each student enrolled in the school.

### Drugs Education Policy

Dickson Public Schools will provide two hours of drug education to students in the fifth and sixth grades each year. The instruction is provided by certified personnel education through required health classes each year. Students in grades two through fifth participate in “Growing Healthy

Oklahoma” where drug education is discussed by trained faculty. Grades five and six participate each year in the annual Carter County drug rally. Students in all grades receive commentary from various speakers each year provided by Students Against Destructive Decisions (S.A.D.D.)

**Drug Policy:**

Use or Possession of Tobacco, Alcoholic Beverages, Low Point Beer or Illegal Drugs (JFCG) Possession, use, sale or under the influence of any controlled substances (marijuana, inhalants, alcohol, methamphetamines, cocaine, acid, prescription drugs, etc.) Possession or use of paraphernalia or non-usable drug parts (stems, seeds, etc.), or abuse of over the counter drugs.

First Offense: Forty-five (45) out-of-school suspension days (school days) and referral to law enforcement. (If less than forty-five days are remaining in the semester, at the time of the infraction, response will continue into the next semester.) In a non-distribution case, the suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees that the student will complete a voluntary urinalysis and counseling. The counseling will consist of a Drug and Alcohol Assessment to be paid by the parents, and additional hour(s) to be spent with the school counselor. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). After the second abnormal reading on a US, a student may submit to a blood test at their own expense. If the student refuses a blood test at his/her own expense or if the student fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. Counseling and urinalysis will be at the expense of the parent/guardian. Referral to law enforcement.

Second Offense: Expulsion One Year (1 year) and referral to law enforcement.

**Distribution of any controlled substances or paraphernalia.**

First Offense: Forty-five (45) out-of-school suspension days (school days) and referral to law enforcement (If less than forty-five days are remaining in the semester, at the time of the infraction response will continue into the next semester.)

Ten (10) day option does not apply for a distribution case.

Tobacco:

In all cases, the tobacco product will be confiscated and turned over to the ABLE Commission and the student will be given an office referral.

**Reporting Suspected Drug/Alcohol Abuse**

It shall be the policy of the Dickson Board of Education that any school employee who has reasonable cause to suspect that a student may be under the influence of, or said student has in his/her possession intoxicating beverages, alcoholic beverages, or a controlled dangerous

substance, as the above are now defined by state law, shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student.

Suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

All staff persons employed by the Dickson Board of Education who have reasonable cause to suspect that a student is under the influence of, or has in his/her possession 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.

#### 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, telephone paging devices 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.

#### **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. However, when it is evident that the student has no interest in education, is a troublemaker or chronic truant, then the administration must take action to expel said students for the best interest of the school. It is not fair to the student body or faculty to force upon them juvenile delinquents whose only purpose is to disturb the normal learning sequence in our school program.

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 any school activity while suspended. Doing so will result in further suspension. 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.

Tobacco use and possession will be turned over to the ABLE Commission and the student placed in the discipline plan

If the suspension is for 10 days or less, the principal shall inform the student of the alleged misconduct and the rule or rules which have allegedly been violated. The principal shall advise the student of the facts and circumstances surrounding the alleged misconduct. The student shall then be given the opportunity to advise the principal of his/her statement or version of the facts. The principal shall, after considering such evidence, decide whether the facts justify suspension. If suspension is justified, the student shall be informed of the decision being made for suspension and of the length of the suspension. The principal shall make immediate contact by telephone or in person, with the parents or guardians of the suspended student and advise those persons of the cause and duration of suspension as well as written notice to the parents or guardians as soon as possible thereafter, again stating the cause and duration of the suspension. A copy of this written notification will be forwarded by the building principal to the superintendent of schools.

If it is contemplated that the suspension will be for more than ten days, the principal shall inform the student, in writing, of the alleged misconduct and the rule or rules the student is alleged to have violated. Immediately upon delivery of this notice, the principal shall conduct a hearing as set out above. The principal shall permit the student to state his/her view of the facts in the case and consider those in making the decision of suspension of the student. The principal shall immediately contact the parent or guardian of the student and give written notice as set out above.

If the principal shall order a student suspended, an appeal may be made to the principal, by the student or by the student's parent or guardian, and the principal shall thereupon provide the opportunity for a new hearing, and the students and parent to guardian may be present at such new hearing and take part herein. At this appeal hearing, the principal need not call witnesses but shall advise the student and parent/guardian of the facts that have been determined. The principal shall give the student and/or parent or guardian the opportunity to present evidence on behalf of the student, including calling witnesses. There shall be no right to legal counsel at the appeal hearing. After considering all the evidence together with any new evidence submitted by the student and/or their parent or guardian the principal shall decide whether the suspension order shall remain in effect and advise the student and/or guardian of the decision. The student and/or parent or guardian may appeal this decision of the principal to the superintendent of schools. The superintendent shall, as soon as possible thereafter, conduct another hearing at which time the student and/or parent or guardian may be present and may take part and present evidence on behalf of the student including calling witnesses. Upon conclusion of the hearing by the superintendent, the superintendent shall make a decision whether to leave the suspension order of the principal in effect, to modify the suspension order by either increasing or decreasing the suspension time, or by reversing the decision of the principal and extinguishing the suspension order. In any event, the student parent/guardian, and the principal shall be advised orally or in writing of the superintendent's action.

In the event the student or the student's parent or guardian are not satisfied with the ruling of the superintendent of schools, then an appeal may be made to the Board of Education in writing

through the superintendent of schools., Prior to the hearing before the evidence upon which the charges are based, that they are entitled to be present in person at the time of the hearing to act on their behalf will be informed of the procedure to be followed at the hearing and will be given a reasonable time to prepare for such a hearing. The student or representatives shall have the right to examine evidence, examine and cross-examine witnesses, and present evidence and testimony on behalf of the student.

At the conclusion of such hearing before the Board of Education, the decision of the Board of Education shall be final.

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. 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 the school system, the suspension should be immediate.

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

### **Public Displays of Affection**

Public displays of affection are not appropriate for school and will not be tolerated. Repeat offenders will be suspended pending a parental conference.

### **Athletics**

The Dickson Public Schools shall abide by and adhere to all rules and regulations of the Oklahoma Secondary School Activities Association as amended.

The principal of the building in which the student is enrolled shall be the chief administrative officer and the official representative for the activities sponsored by each respective school. 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 and for the supervision of the group using such facilities.

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.

## **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 athletes 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.

FOR MORE INFORMATION VISIT:

[www.cdc.gov/TraumaticBraininjury/](http://www.cdc.gov/TraumaticBraininjury/)

[www.oata.net](http://www.oata.net)

[www.ossaa.com](http://www.ossaa.com)

[www.nfhslearn.com](http://www.nfhslearn.com)

## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Dickson Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is

under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

#### Personal Responsibility

By signing this policy in the enrollment packet, the user agreed not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

#### Term of the Permitted Use

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

#### Acceptable Uses

Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance and possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user

is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

Netiquette. All users must abide by rules of network etiquette, which include the following:

Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

Cyber Bullying – Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

Sending mean or threatening messages via email, IM (instant messaging), or text messages

Spreading rumors about others through email, IM, or text messages.

Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).

Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.

Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Dickson Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action, including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

The term "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that-taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

-depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

-taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

## Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

## Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing the internet policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and

staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

**THIS POLICY IS REQUIRED BY LAW.**

*Policy Notification*

*It is the policy of the Dickson Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, religion, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to the superintendent, Coordinator of Title IX, and Section 504 responsibilities.*

Dickson Public School  
4762 State Highway 199  
Ardmore, OK 73401

NOTICE OF PUBLICATION  
ANNUAL NOTIFICATION OF THE RIGHTS  
OF STUDENTS AND PARENTS UNDER PUBLIC LAW 93-380

The Dickson Public Schools guarantees confidentiality of testing information and 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 record 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 School Records	Principal's/ Counselor's Office	School Principal
Health Records	School Principal's Office	School Secretary
Confidential Records 94-142	Locked File Cabinet	Special Services Director
Transportation Records	Central Receiving Office	Transportation Co-Director

### **Open Records**

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:

Step 1 Parent or eligible student makes a written request to the building principal requesting an informal hearing.

Step 2 Building principal must notify parent, or eligible student of the time and place of hearing within 10 days from receipt of written request.

Step 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.

Step 4 If the matter is still 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 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 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.

### **Grievance Procedure**

#### Section 1: Students

Students who have academic or disciplinary problems shall take such problems to their teacher or the building principal for action and disposition. However, if such problems cannot be resolved at that level, then the problem may be referred to the superintendent's office for action and disposition.

#### Section 2: Parents and Patrons

Parents and patrons who have problems that pertain to the academic achievement of their children or disciplinary problems of their children shall first refer such inquiry to the teacher of their child or the building principal for action and disposition. If satisfactory adjustments cannot be made at this level, then the problem will be referred to the superintendent's office for action and disposition.

#### Section 3: Board of Education

When satisfactory adjustments cannot be made at Section 1 or 2, then the problem may be referred to the Board of Education for action and disposition through the superintendent of schools. After hearing all the evidence submitted by the superintendent, the Board of Education, if it deems it advisable, will grant a hearing to the parties interested, provided such a hearing is requested in compliance with policy governing public participation at board meetings.

This section does not prohibit any person or group of persons from appearing before the Board of Education at any of its regular or special meetings to present their grievance or case provided they follow the rules and regulations governing public participation at board meetings.

## Due Process and Procedure

All procedures and policies in this handbook are subject to due process. The first step in due process would be a meeting with the building principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due process meetings. The first step of due process requires that the complaint be submitted to the building principal within ten days from the date of infraction.

## Equal Opportunity Statement

*The Dickson Public Schools adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Educational Amendments Act of 1972), handicapping condition (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures. If you have questions or concerns regarding your rights under these laws please contact Dickson Public Schools superintendent at 223-9557 for immediate assistance. For additional information concerning the right of individuals under Federal Civil Rights Laws you may contact the Office of Civil Rights US Department of Education, 1200 Main Tower, Dallas, Texas, 75201.*

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DICKSON PUBLIC SCHOOLS  
 STUDENT HANDBOOK VERIFICATION CERTIFICATE  
 2019-20  
 School Year

As a parent/guardian of a student who attends Dickson Public Schools, I have read and discussed the Dickson Public Schools Student Handbook with my student. Furthermore, I understand that my student will adhere to the rules, procedures, and policies described within the Dickson Public Schools Student Handbook as my signature below will verify.

The handbook may also be found on our Dickson Website at [www.dickson.k12.ok.us](http://www.dickson.k12.ok.us) -click under Administration. A drop down box will open allowing you to choose Student Handbooks.

Student

Student's Signature