

# **STUDENT HANDBOOK**



**2013-2014  
POCOLA SCHOOLS  
Grades 6-12**

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## CONTACT NUMBERS & OFFICE HOURS

436-2424.....Superintendent, Monty Guthrie  
436-2042.....High School Principal, Randy Ragland  
436-2091.....Middle School Principal, Mark McKenzie

**Office Hours:** The Middle School, High School, and Superintendent's Offices are open from 7:45 A.M. to 3:30 P.M. on school days during the school year. Summer hours may vary.

## *Pocola Public Schools*

# 2013-2014 Schedule

AUGUST 2013						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 19 Professional Development  
 August 20 Professional Development  
 (Parent Involvement 6:00-7:00pm)  
 August 21 Professional Development  
 August 22 First Day of School  
 Sept 2 Labor Day (**NO SCHOOL**)  
 Oct 16 End of 1<sup>st</sup> Nine Weeks

JANUARY 2014						
S	M	T	W	Th	F	S
			X	X	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2013						
S	M	T	W	Th	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days Taught = 38 x 6.5hrs = 247hrs  
3 Professional Days X 6.5hrs = 19.5hrs  
 Total hours 1<sup>st</sup> Qtr = 266.5hrs

Oct 17 & 18 Fall Break (**NO SCHOOL**)  
 Oct 21 Begin 2<sup>nd</sup> Nine Weeks  
 Oct 24 Full Day Parent/Teacher Conference  
**after School Day Ends (3:00-9:00)**  
**(NO SCHOOL)**  
 Oct 25 Thanksgiving Break (**NO SCHOOL**)  
 Nov 25-29 Thanksgiving Break (**NO SCHOOL**)  
 Dec 20 End 2<sup>nd</sup> Nine Weeks

FEBRUARY 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	X	15
16	X	18	19	20	21	22
23	24	25	26	27	28	

OCTOBER 2013						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	X	X	19
20	21	22	23	24	X	26
27	28	29	30	31		

Days Taught = 40 x 6.5hrs = 260hrs  
 PTC 1x6 = 6hrs  
 Total school hours 1<sup>st</sup> Semester = 532.5hrs

Dec 23-Jan 3 Christmas Break (**NO SCHOOL**)  
 Jan 6 Begin 3<sup>rd</sup> Nine Weeks  
 Jan 20 MLK Day (**NO SCHOOL**)  
 Feb 14 Professional Day (**NO SCHOOL**)  
 Feb 17 President's Day (**NO SCHOOL**)  
 Mar 7 End of 3<sup>rd</sup> Nine Weeks

MARCH 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	X	15
16	X	X	X	X	X	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2013						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X	X	30

Days Taught = 42 x 6.5hrs = 273hrs  
1 Professional Day X 6.5hrs = 6.5hrs  
 Total hours taught 3<sup>rd</sup> Qtr = 279.5hrs  
 Total school hours = 812hrs

Mar 10 Begin 4<sup>th</sup> Nine Weeks  
 Mar 13 Full Day Parent/Teacher Conference  
**after School Day Ends (3:00-9:00)**  
**NO SCHOOL**  
 Mar 14 Spring Break (**NO SCHOOL**)  
 April 18 Good Friday (**NO SCHOOL**)  
 May 2 Snow Day (**NO SCHOOL**)  
 May 15 End of 4<sup>th</sup> Nine Weeks  
**(LAST DAY OF CLASSES)**  
 May 16 Staff Development/Graduation  
**(NO SCHOOL)**  
 May 19 Snow Day (**NO SCHOOL**)

APRIL 2014						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	X	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	28
29	X	X				

Days Taught = 41 x 6.5hrs = 266.5hrs  
 1 Day Taught PTC X 6 hrs = 6 hrs  
 1 Professional Day x 6.5 = 6.5hrs  
 Total hours 4<sup>th</sup> Qtr = 279hrs  
 Total school hours = 1091hrs

MAY 2014						
S	M	T	W	Th	F	S
				1	X	3
4	5	6	7	8	9	10
11	12	13	14	15	X	17
18	X	20	21	22	23	24
25	26	27	28	29	30	31

Total School hours required = 1080hrs  
 Banked hours = 11hrs / 1Day 4.5Hours  
 161 Days Instruction, 2 PTC Days, 5 Prof. Dev. Days.

## **PHILOSOPHY OF THE SCHOOL**

We believe that each student should develop skills of critical thinking and independent reasoning so he/she can be responsible to the needs of a changing society. We believe that the functions of Pocola Schools are to guide and instruct the youth in his/her quest for knowledge, and to develop his/her capacity to assume more responsibility after he/she leaves Pocola Schools.

## **OBJECTIVES OF POCOLA SECONDARY SCHOOLS**

The objectives of Pocola Secondary Schools are as follows:

1. To impart knowledge on academic subject awareness in all areas.
2. To impart knowledge useful to common sense judgments for everyday living.
3. To provide a climate which promotes mental, physical, and spiritual growth?
4. To inspire and develop a healthy appreciation of music and art.
5. To teach a sense of fair play, honesty, and high purpose.
6. To make students aware of self-worth by accepting them as they are regardless of race, color or creed.
7. To develop a sense of cooperation and pride for common endeavor.
8. To stimulate ambition as a spur for success.
9. To inspire wise use of leisure time.
10. To create dedication and loyalty to one's school, community, and nation.
11. To instill in students an appreciation of various deeds, lofty ideals, and high purposes.

# **POLICIES, PROCEDURES, & DISCIPLINE**

## **MORNING ARRIVALS**

- A. Regardless of method of transportation, once a student arrives on campus he or she becomes the responsibility of the school and may not leave the school grounds without permission from the principal's office
- B. Upon arrival, students will remain in the designated areas until the bell rings. At the High School, these areas include the student commons front porch and the student lobby; no students should be in their vehicles or hanging out in the parking lot. At the Middle School, these areas include the open area in front of the building, or the Middle School gymnasium in case of inclement weather.  
**Note:** Students are NOT to enter classroom areas in either building including the east and south hallways in the High School, until home room begins or an administrator or duty teacher has granted permission.
- C. Students who come to school by car are to leave the car and come to the building immediately after arriving on campus. Students may not remain in their cars or in the parking lot.
- D. Students who choose to sit down while waiting for homeroom may do so only in the designated areas.
- E. Students should not arrive at school before 7:50 A.M., with the exception of morning career tech students.
- F. Students will report to homeroom at 7:55 A.M, when on campus.

## **AFTERNOON DEPARTURE**

No student is to stay after school unless the student is taking part in an activity sponsored by a teacher who will have those students under direct supervision at all times.

## **ATTENDANCE POLICY**

10 day per semester rule:

1. No distinction is made between "excused" and "unexcused" absences. If a student is not at school, he or she is absent.
2. During the 10 allowed absences all work may be made up.
3. On the 11<sup>th</sup> day of absence, the student automatically fails that class. (NOTE: Attendance records will be kept for each class on an individual basis. For example, if you have 15 absences in Spanish 1, you fail that class, but if you have only 2 absences in Geometry, you will receive the grade you have earned.)

4. Appeals may be made to a grievance committee for extreme cases, such as major surgeries, extended hospital cases, etc.
5. Student absences due to school-sponsored activities will not count against the student. Each office will determine which absences are for a school-sponsored activity.
6. Some absences must be cleared with the Counselor BEFORE the absence, and are already included in the 10 allowable days. They are therefore NOT an addition to the 10 days. Proof of the educational merit of these absences must be supplied if requested. These absences include, but are not limited to college visits, religious absences, and education vacations.

Make-Up work for absentees will be required in the manner that student has one school day per one day absent. Eg.: If student is absent two days, work will be due on the third day or return. Some work may require more time at the teacher's discretion.

**NOTE: Ill-advised use of days that add up, followed by an illness that causes you to go over the limit is NOT considered an extreme case.**

## **TARDIES**

A tardy will be recorded if the student is not in his/ her seat ready for instruction when the bell rings. A tardy will also be assigned for leaving class during instruction time.

If a student is tardy three times to any class; (1) detention will be assigned, and (2) it will count as one absence if the occur in the same class. The detention is to be after school for one hour. Detention must be served within 24 hours of assignment unless alternate arrangements are made with the principal.

Students must arrive at the detention room no later than 3:25 for it to count as a full hour. If detention is not served, the student will face added detention and/ or suspension. **NOTE:** A student who is more than 15 minutes late for class will be marked absent. Middle School detention will occur Thursday-Friday, 7:30-8:10.

## **ABSENCE FROM SCHOOL (PROCEDURE TO FOLLOW)**

Telephone the school on the day of the absence regardless of the reason. A parent or guardian must make this call. This is a most important parental responsibility. **NOTE:** Telephone calls from students are not acceptable. Attempts to deceive the office may receive in suspension.

## **LATE TO SCHOOL (PROCEDURE TO FOLLOW)**

Who are late for school must report to the office to sign in. Please remember that in addition to the fact that a student is late for school, tardiness involves the loss of actual class time, especially during the first period. Also please remember that a student who is more than 15 minutes late to a class will be counted absent.



## **EARLY DISMISSALS (PROCEDURE TO FOLLOW)**

Before a student can be given an early dismissal from school the student must submit a note from a parent. The office may verify the validity of a note through contact with the parents. If the early dismissal cannot be verified and approved, permission for student to leave the school will be denied.

Early dismissal requests should be made only when the situation is so critical that it cannot be taken care of after school hours or on a day when school is not in session.

If a student misses more than 15 minutes of a class, that student will be counted absent for that class period, and the student will be counted tardy when less than 15 minutes.

## **THE RIGHTS OF STUDENTS**

Members of the Board of Education, administrators, and other faculty members of the Pocola Public Schools recognize that students must be given the opportunity to participate in their school with the basic rights that are guaranteed by *The Constitution of the United States*. The range in age and maturity of school students and the educational function of ingredients are part of school life. The problem that arises is how to maintain the rights of students while at the same time teaching a sense of responsibility and guarding against the excesses that the inexperience or immaturity of students might lead to.

It is the responsibility of each faculty member, under the leadership of his/her principal, to determine when a situation requires a limit on freedom in order to protect the students and the school. The major guideline is that freedom implies the right to make mistakes and to learn from them, so long as the consequences of the acts are not dangerous to life and property, do not infringe on the rights of others, and do not disrupt the academic program.

It is important for students to understand their rights within their school. These rights are discussed in the following sections of this handbook. Although the rights extend to all grades and ages, their application is greatly restricted for the younger students and increases as the students grow in their ability to exercise their rights in a responsible manner.

## **FLAG SALUTE AND OATH**

The salute to the flag and the Pledge of Allegiance will occur daily, usually during first period. Students have the right to abstain from compulsory flag salute and from reciting the pledge. Although this right is protected, it by no means indicates that the school encourages abstinence.

## MEETING OF STUDENT GROUPS

Students meetings in the school building or on school grounds are limited to groups recognized as part of the school's educational program – including student activities. As such, these groups must have a faculty sponsor or supervisor appointed by or recognized by the school's administration. No school club or group meeting may be announced without the approval of the faculty supervisor. This includes practices and group activities.

## EMBLEMS

The wearing of emblems, buttons, or other insignia to express a point of view cannot be restricted provided obscene language or obscene or repulsive pictures are not included. The message cannot mock, provoke, or demean others because of race, religion, or national origin. The time and place of distributing insignias can be determined by the administration. Those distributing will be required to remove any resultant litter. If threat of disruption is serious, insignias may be prohibited.

## PUBLIC ANNOUNCEMENTS

Announcements for the student body or portions of it may be made on specified bulletin boards, in printed school bulletins, and on the public address system. Generally, announcements will be made on only those subjects concerning school life.

**Principals are to approve announcements regarding school organizations and will do so when the information meets the general guidelines for student rights the follows the prescribed procedure for presenting announcements.**

## SCHOOL DISCIPLINE

Each student of Pocola Public Schools is automatically one of its citizens and entitled to the full benefits of citizenship and to the obligation of good citizenship. Pupils shall conduct themselves in keeping with their level of maturity, acting with due regard for all regulations of the school and displaying appropriate respect to teachers and their schoolmates.

A school is considered to have good discipline when its students behave in a responsible manner. Self-discipline is the goal. As an educational institution, it is imperative that acceptable behavior be reinforced and that misbehavior be discouraged. When students exhibit unacceptable behavior, effort should be made to help students see the error, and if possible, correct their misdeed. When counseling fails, disciplinary action may be required.

To maintain the orderly administration of a school, minor infractions of school rules may be handled in a summary fashion. In each case, the student should be told of the misbehavior of which he/she is accused. Faculty members should be certain of the guilt of a student before subjecting the student to disciplinary action. The penalty given should be commensurate to the

offense. Students may appeal long-term suspension to the Board of Education and short-term suspension to a hearing committee.

When an appeal of a student suspension reaches the level of the Board of Education, the procedure takes on the nature of a formal hearing. Appeal to the Board of Education should be made in writing through the Superintendent of Schools. The student will be advised that he/she is entitled to representation or advisement during the proceedings. The student will be informed of the procedures to be followed at the hearing, and he/she will be given a reasonable time to prepare for the hearing. During the hearing, the student or his/her representative will have the opportunity to examine evidence and question witnesses. The decision of the Board of Education will be final.

**Regardless of the cause of any pupil difficulty, no teacher of school-sponsored groups is ever required to tolerate any act of gross misconduct including flagrant discourtesy, abusive or vile language, and/or deliberate insubordination such cases shall be dealt with immediately when possible by the teacher and then referred to the principal for appropriate action.**

## DISCIPLINE POLICES AND CONSEQUENCES

**Problems:** Teachers are to handle problems as far as possible. However, when help is needed, it is the responsibility of the principals to handle such problems. Support personnel who have a problem with a student should also go to the principals.

1. Improper conduct at Activity, Game or Contest = Suspension from attending activity for up to the remainder of the activity season. Risk suspension from school. 2<sup>nd</sup> or more offense is principal's discretion.
2. Under the Influence, inhalants, alcohol, drugs = Up to 45 days suspension, police notified, counseling suggested. 2<sup>nd</sup> offense possible long-term suspension.
3. Bus Incident (Depending on degree of infraction) = 1<sup>st</sup> offense – detention\*; 2<sup>nd</sup> offense – suspension or loss of riding privilege. *Note: Transportation by school bus is a privilege and may be revoked at any time.*
4. Car/Motorized Vehicle, Improper Use of = 1<sup>st</sup> offense – Loss of driving privilege for 1 month; 2<sup>nd</sup> offense – Loss of driving privilege for the rest of the school year.
5. Cheating = 1<sup>st</sup> offense – Any student caught cheating by a teacher will receive a “0” for the assignment/test. Parents will be notified. Members of the National or Oklahoma Honor Society will be placed on probation.
6. Disruption, Classroom = 1-3 days detention.
7. Violation of Dress Code/Unacceptable Attire (Teacher/Administration Discretion) = 1<sup>st</sup> offense – change attire. Continued violation will result in detention\*/In School Suspension.
8. Possession, Distribution, or Sale of Drugs/Controlled Substances or Look-A-Likes = Suspension for remainder of semester plus one additional semester, police notified, counseling required to re-enter school after suspension. *Note: HB 1442 addresses this issue and sets 1,000 feet from any school site or activity as the perimeter of control. Violation of this act is a felony with a mandatory sentence of not less than five years and not more than twenty years, plus a fine not to exceed \$100,000.,*

9. Distribution or Sale of Medicines (Prescribed or over the counter) = possible long-term suspension for 1<sup>st</sup> offense and report to police/call parent.
10. Fighting or instigating a fight = Up to 10 day suspension.
11. Forging the signature on a parent/guardian note = Up to 5 days detention\*/suspension.
12. Possession of gun or other weapon (including look-alike) [Including pepper spray and tazers = No less than 10 day suspension.]  
Immediate suspension for a calendar year, police notified, counseling required before re-entry at end of suspension.
13. Sexual Harassment = Up to 10 days detention = 1 hour\*. Further offenses = Up to 5 days suspension.
14. Insubordination = Up to 5 days detention. Further offenses = Up to 5 days suspension.
15. Possession of Knife (Pocket) = Confiscated and returned to the parent; Refer to Rule 12 if administration deems as weapon.
16. Gambling/Lying = Up to 5 days detention.
17. Lacking Paper/Pencil/Book (or other classroom supplies) = Tardy consequence. Three tardies = one day detention.
18. Persistent Violations of any policy or rule (3 or more) = Suspension for up to the remainder of the semester.
19. Profanity/Vulgarity or use of Racial, Ethnic, or Sexual Epithets = Up to 10 days suspension.
20. Public Display of Affection = Warning given by administrator or staff member, parents notified, detention = 1 hour.
21. Tardies: 1<sup>st</sup> set of 3 tardies = 1 day detention (1 hour); 2<sup>nd</sup> set of 3 tardies = 2 days detention (1 hour); 3<sup>rd</sup> set of 3 tardies = 1 day in school suspension. Each set of 3 thereafter = 1 day suspension (suspension days will count as absences towards exemptions and failure.)
22. Theft = Up to 10 days suspension, restitution recommended, parents called, and police may be called. Further offenses = Possible expulsion.
23. Possession of Tobacco, Smoking/Dipping/Chewing = 3-10 days suspension automatic, notify parent/guardian of the offense verbally and/or in writing, police notified.
24. Leaving without permission = Class – 3 days detention (1 hour); Campus – 3 days ISS; 2<sup>nd</sup> offense – possible suspension.
25. Vandalism = Up to 10 days suspension, report to police, restitution recommended.
26. Terroristic threatening, verbal or physical abuse of other students or members of faculty, staff, or administration = up to 10 days suspension, possible charges filed, possible counseling required from professional services before returning to school.
27. Harassment, Intimidation and/or bullying – dependent on degree of infraction = detention (1 hour)/suspension.
28. Classroom Food and Drink = Students are not allowed to have food or drinks in the classroom. 1<sup>st</sup> Offense – the items will be confiscated; 2<sup>nd</sup> offense – detention or ISS.
29. Electronic Paging Device, Cellular/Digital Phone, Musical Devices = Confiscated and returned to the parent; 2<sup>nd</sup> offense = ISS and/or Saturday School and further offenses no less than 5 days ISS up to 30 days and/or suspension

\*Detention = After School Detention (1 hour)

At the lowest level of disciplinary action, the student has been given a 3-2-1 option:

3 days of ISS 2 swats or 1-Day of suspension (This day counts toward the 10 day absentee policy as well as exemption policy)

This gives the matter to the student and parents' discretion. Of course we know a parent may not think their child is in need of any discipline at all, but if we stick to an option plan based on handbook policies and state law we can be consistent.

NOTE: Offenses for which suspension of 1 to 30 days will be imposed = Extortion; Immorality; Gambling; Hazing, Failure to serve detention; Improper, Violent, or Unruly conduct on school property or at any school functions; Disruption of educational process or operation of school; Inappropriate public behavior; and any conduct in violation of the generally accepted moral standards of the community.

The principal of a school shall have the initial responsibility and authority to order a student suspended for misconduct. In a situation where the student's continued presence poses danger to person or property, or an on-going threat to disrupt the academic process of the school, said student may be immediately removed from school.

Educational services may be provided for students suspended from school for more than 45 days for nonviolent offenses. This service is provided to help the students stay current on information in their classes. This is not a guarantee that a grade will be given for work completed while under suspension.

Students under suspension will be counted absent on the class roll. Parents must return with students returning from suspension.

**NOTE: Administrators reserve the right to modify consequences based on individual circumstances.**

***For the 2013-2014 school year the choice of SATURDAY SCHOOL will be used at the discretion of the administrator as a discipline procedure before suspension.***

***SATURDAY SCHOOL can also be used as a disciplinary procedure for lack of or unacceptable work or effort in the classroom. The decision will be made in consultation by the instructor, parent, and administrator. The decision of the administrator is final.***

## BUS BEHAVIOR

All students are under the direct control and supervision of the bus driver while on the bus.  
**Transportation by school bus is a privilege and may be revoked at any time.**

### A. **Previous to loading (on the road and at school)**

1. Be on time at the designated school bus stops; keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching the bus stop. While at the loading spot, do not move toward the bus until the bus has been brought to a complete stop.

### B. **While on the bus**

1. All parts of the body must be kept inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Vulgar and offensive language will not be tolerated.
4. Willful damage to the seats or any bus equipment must be paid for by the offender.
5. Leave no books, lunches, or other articles on the bus.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. Help look after the safety and comfort of small children.
8. Do not throw anything out of the bus window.
9. The use of tobacco in any form is prohibited.

10. In case of a road emergency, children are to remain in the bus.
11. Bus riders, as all students, are expected to be courteous and respectful to everyone.
12. The emergency door is not to be opened except at the direction of the bus driver.

C. **After leaving the bus**

1. When crossing the road, go at least ten feet in front of the bus, check traffic, watch for bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately move away from the bus and stay clear of traffic.
3. Students should look after the safety and comfort of small children
4. The driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school official.

D. **Extracurricular trips**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Students are to respect the wishes of a competent chaperone appointed by the school officials. (The parent must assume a major portion of the responsibility for the conduct of his/her child while riding the bus. If permission to use school transportation is revoked, the parents must provide transportation for his/her child.)

E. **Release of students on activity trips**

Generally, a student participating in a school activity that requires travel will go and return with the group. Such trips have educational merit, and traveling as a group promotes spirit and unity within the group. Exceptions are permitted as follows:

1. Students may be released to their parents to return home. A parent must secure the release from the sponsor or principal.
2. Students may travel to an activity with their parents if conflicts or family situations make it impossible for them to travel with the group. Permission to participate when a student travels with his/her parents will be given only after a conference between the sponsor or principal and the parent has occurred.
3. In special cases, the student may be released from an activity to adults other than the parents, provided the parent makes the arrangements with the principal or sponsor by telephone or a personal contact prior to the trip.

## DRESS CODE

High School and Middle School Dress Code  
(Discretion is given to the building administrators):

- A. Shorts must cover the knee and must be hemmed. *NO CUTOFFS*.
- B. Shoes must be worn at all times.
- C. No torn or tattered clothing above the knee that exposes skin.
- D. No head coverings in the buildings.
- E. Pants/Skirts must be worn below the knee.
- F. Sleeves are required on shirts. The "cap sleeves" that are common on many shirts are permissible, but they are the LEAST sleeve allowed on a shirt.
- G. No items with profane/repulsive language/pictures or advertisements of beer, whiskey, tobacco, drugs, or other illegal items.
- H. Appropriate fitting clothing will be required. (**Too baggy or too tight is not acceptable**)
- I. Distracting clothing, jewelry, or physical appearance will not be allowed. (Ex. Distracting hair colors, piercings, or clothing.) Body piercing limited to ears only. Piercing anywhere else must be totally covered.
- J. Personal belongings must be kept in the lockers. This includes backpacks, purses, coats, and any non-classroom items.

- K. No mini-skirts with leggings.
- L. Leggings or Tight fitting “yoga” pants that appear as leggings are **not** acceptable. Yoga pants and/or Jeggings or pants that resemble leggings or Yoga pants can be eliminated dependent on student adherence to appropriateness.
- M. No pajama bottoms or tops
- N. No athletic shorts (includes shorts with elastic waists or tied tops)

## HALL PASSES

A student should have a hall pass from his classroom teacher to be out of the classroom, except during the class changes. No student should go to the main office, guidance, or other areas of the building or campus without a signed pass from a teacher or counselor. **Securing a pass from the counselor or teacher is the responsibility of the student. Failure to have a pas will constitute a tardy.**

## ELECTRONIC PAGING DEVICES AND CELLULAR/DIGITAL PHONES

Any student MAY keep an electronic device in his/her personal vehicle while said vehicle is parked on school property. HOWEVER, the school is not responsible for the safety or security of any such device, and no student is to go to his/her vehicle for the express use of such a device except in an emergency or with the permission of the principal, superintendent, or teacher on duty.

Cellular/digital phones confiscated by a school official will remain in the school office until released to a parent or guardian and further offenses will incur greater penalties as described in the rules.

## SEARCH AND SEIZURE

### **Section 24-102:**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for *\*dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxication beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property\** if said property be reasonable suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have the authority to detain the pupil to be searched and to preserve any *\*see above\** that might be in the pupil’s possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any *\*see above\**.

Any pupil found to be in possession of *\*see above\** may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such

suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

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

## **GAMBLING**

Gambling and /or card playing will not be permitted at any time on any school property including school buses. In addition, students should not have playing cards or dice in their possession while on school property.

## **POLICY ON SEXUAL HARASSMENT**

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

1. "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including Board Members and school volunteers.
2. "Student" means any person who is enrolled in any school or school program in this School District.
3. In the case of an employee of the School District, "sexual harassment: is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as basis for employment decisions affecting that employee or (c) has the purpose of effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. In the case of a student of the School District, "sexual harassment: is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
5. All students, employees and Board members are strictly prohibited from engaging in any form or sexual harassment of any student, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action or termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the School District's "Student Discipline Code."



7. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full complete reporting of such prohibited activities any person may report such incidents in writing and remain anonymous by mailing such reports to the personal attention of any of the above designated persons. The grievance forms to report any complaints may be picked up in any administrative office, and a copy is included in the back of this handbook on pages 38 & 39 for your convenience.
8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Opportunity Commission or the Oklahoma Human Rights Commission.

## **GRIEVANCE PROCEDURES: SEX DISCRIMINATION/HARASSMENT**

In accordance with the policy of the Board of Education, the following regulations govern the processing of sexual harassment grievances in this school district.

1. Any person in this school district who wishes to file a sex discrimination or sexual harassment grievance against another person, be it student or employee of this district, may file a written or oral complaint with the superintendent, any principal, alleged incident. The complaint should be filed no later than ten days after the alleged incident. The administrator, counselor or teacher taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the superintendent. If a grievance form has not been completed the superintendent will ask that such be completed. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employees(s) involved.
2. The superintendent, or appointed administrator, shall initiate an investigation within three days of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions shall be shared with the grievant, unless it violates another students' confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee. The grievant should request a hearing within five days after receiving the recommendation of the superintendent or the investigating officer. The committee shall be comprised of four randomly selected teachers and one administrator.
5. Upon receiving the request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
6. The grievant and the person against who the complaint was made may be represented by legal counsel.
7. The hearing shall allow for the presentation of evidence.
8. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the grievant and the respondent while maintaining confidentiality.

9. The superintendent shall, within five days of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the relevant explaining why the recommendations will not be implemented.
10. Upon receipt of the superintendent's report, the grievant may file a written appeal with the Board of Education within five days. The Board of Education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

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

1. "Harassment, intimidation, and bullying which includes cyber bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another 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, a gesture or written, verbal or physical act' and
2. "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or a school-sanctions events. Cyber bullying interferes with the educational process.

## **GANG-RELATED ACTIVITIES**

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - A. Soliciting others for membership in a gang.
  - B. Requesting any person pay protection or otherwise intimidating or threatening any person.
  - C. Committing any other illegal act or other violation of school district policies.
  - D. Inciting other students to act with physical violence upon any other person.

## **MUSICAL DEVICES**

The Pocola Public School Systems can find no educational value for students to bring portable radios, radio headsets, or the commonly called "Boom Boxes" on our campus. It is now an established school board policy that these musical devices are not necessary for educational purposes on our campus, and will therefore not be allowed.

## **OOPS!**

If you discover that you have brought an item to school by mistake, bring it to the office immediately, otherwise, if we find it in your possession, disciplinary action will be taken.

## CLOSED CAMPUS

Campus will be closed for all students. Students must not leave school grounds during the school day without prior approval from the office.

1. The school day begins for all students when he/she arrives on school property.
2. Students will not be allowed to leave school grounds for lunch.
3. Students must park their cars immediately upon arrival. Once parked, students must leave the parking lot. Loitering in the parking lot is not permitted.
4. Anyone leaving campus without permission is in violation of the closed campus policy.
5. Visitors are not permitted on campus, and may not attend classes or eat with friends or relatives. The principals may make exceptions.
6. Non-Pocola secondary students picking up Pocola secondary students should remain in their cars until dismissal. Pocola secondary students are responsible for the actions of these visitors.
7. All visitors and students driving cars should not leave the parking spaces until all buses have had a chance to exit.
8. Career Tech must ride the Career Tech bus unless approved by the principal. Morning Career Tech students will be assigned a class to attend upon bus arrival at school. Students will be counted tardy if not in class 5 minutes after bus arrival.
9. If a parent needs students to leave campus at lunch, even with permission, students will serve 1 hour detention.

## DRIVING AND PARKING PRIVILEGES

1. Students are allowed to park only in the student parking lot.
2. Speed limit in parking lot is 5 mpg.
3. Students must park their cars immediately upon arrival. Once parked, students must leave the parking lot. Loitering in the parking lot is not permitted.
4. Campus is closed, and students may not leave the parking lot until the end of the school day without permission.
5. "Cruising" around the parking lot either before or after school is not permitted.
6. The parking lot is off limits during the school day, and cars may not be visited during the day, including lunch periods, without special permission from the administration or a teacher on duty.
7. Any driver found to be driving in a negligent or erratic manner on or about school property may be cited by the Pocola Police Department, and school driving and parking privileges may be suspended.
8. The playing of loud stereos and car radios is not allowed on school grounds.
9. No Four Wheelers or non-street legal vehicles allowed.
10. **Students are to enter and exit by the East gate only.**

## DRIVER'S LICENSE

Any student between the ages of 15 and 18 making application for a drivers' license must have passed a reading proficiency test and be enrolled in school, have graduated, or must meet other special requirements of Oklahoma law.

When a student drops out of school, school authorities are required by law to forward his/her name to the Department of Safety. This will result in the loss of the student's permit or license. Withdrawal from school is defined as 10 consecutive days of unexcused absences, 15 cumulative days of unexcused absences within a single semester, or parental notification of withdrawal.

In order to regain the permit or license, the student must either re-enroll in school or pass three subjects in a grading period, or have reached the age of 18.

# ENROLLMENT, GRADES & GPA, WITHDRAWAL

## OKLAHOMA REQUIREMENTS FOR STATE GRADUATION

- 4 English: (units OR sets of competencies)
- 3 Mathematics: (units OR sets of competencies)
- 3 Science: (units OR sets of competencies)
- 3 Social Studies: ( units OR sets of competencies) *Must include Oklahoma History and American History*
- 2 Arts: (units Or sets of competencies) *Includes Visual Art, General Music, Band, Music Theory, and Vocal Music*
- 8 Electives: (units OR sets of competencies)
- 3 Electives: Additional Units required for graduation from Pocola Schools
- A person financial literacy class will be required for anyone graduating in 2014 and after.

## REQUIREMENTS FOR GRADUATION FROM POCOLA HIGH SCHOOL

Students that will graduate in 2012 and after must meet new testing requirements, as well as completing course requirements in order to graduate from high school. These testing requirements are set by the State Department of Education and are included into the ACE legislation. Students who will graduate in 2012 or after, who take Algebra I, Algebra II, Geometry, English II, English III, U.S History or Biology I are required to take an end-of-instruction assessment for each subject. **These students must take and score satisfactory or above on both the Algebra I and English II End-of-Instruction Tests. They must also pass at least two (2) other End-of-Instruction Tests.** Students will be allowed to retake a test if a score of satisfactory or above is not achieved. The ACE legislation stipulates that all students must meet these testing requirements in order to graduate from high school. These assessments will be given during the testing window that is set by the Oklahoma State Department of Education. Students will be notified of the dates that they will be required to test. The testing schedule will also be posted on the school's website. It is extremely important that all students be in attendance on the scheduled testing dates. If you have question about the end-of-instruction tests, you may contact Mr. Ragland or Mrs. House.

In order to fulfill the needs of each child to the best of our ability, Pocola High School has developed a three-tier plan of education. These plans are neither inflexible or nor exclusive, so some movement between plans will occur. The vast majority of high school students will find that Plan 2, Plan 3, or a combination thereof will satisfy their education needs. Some will want to pursue Plan 1 and vie for Valedictorian, Salutatorian, or Historian. Others will want to take some Plan 1 courses in their areas of special interest. All options are open so that we can serve each student as completely as possible. Students

of Pocola have the opportunity of acquiring credits from the Technology Center at Poteau. Since transportation during school hours is needed, each student may waive a credit per year of attendance. Students also may attend the Oklahoma School of Science and Math (OSSM) also located at the Technology Center. Those students may also waive one credit per year toward graduation.

### **College Preparatory/Work Ready Curriculum for High School Graduation**

(Title 70 O.S §11-103.6)

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/ work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

#### **Plan 1 (College Preparatory/Work Ready Curriculum)**

Students who wish to be considered for the honors and/or to be considered for valedictorian or salutatorian must complete Plan 1.

Plan 1 includes three (3) credits from the following advanced course areas, in addition to the course requirements.

Advanced courses include all Advanced Placement classes, whether taken at the high school or at OSSM, Chemistry II, Trigonometry/ Pre-Calculus, Calculus, and any college course. **Note:** A One semester college course equals ½ credit.

#### **Course Requirements**

(4) *Units* English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

(3) *Units* Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and / or rigor above Algebra I and approved for college admission requirements;

(3) *Units* Laboratory Science limited to Biology, Chemistry, Physics, or any laboratory science course with content and / or rigor equal to or above Biology and approved for college admission requirements;

(3) *Units* History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics Civics, or Non-Western culture and approved for college admission requirements;

(2) *Units* of the same Foreign or non-English language, or 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

(1) *Additional Unit* selected from the courses listed above or career and technology education courses approved for college admission requirements; and

(1) *Unit* or Set of Competencies Fine Arts such as music, art or drama, and Speech.

#### **Plan 2 (College Preparatory/ Work Ready Curriculum)**

##### **Course Requirements**

(4) *Units* English to include Grammar, Composition, Literature or any English course approved for college admission requirements;

(3) *Units* Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and / or rigor above Algebra I and approved for college admission requirements;

(3) Units Laboratory Science limited to Biology, Chemistry, Physics, or any laboratory science course with content and / or rigor equal to or above Biology and approved for college admission requirements;

(3) *Units* History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

(2) *Units* of the same Foreign or non-English language, or 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

(1) Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements; and

(1) Unit of Set OF Competencies Fine Arts such as music, art, or drama, and Speech.

### **Plan 3 (Core Curriculum)**

#### **Core Curriculum for High School Graduation**

(Title 70 O.S § 11-103.6 and *State Board of Education Regulators*)

Students who entered the ninth grade prior to the 2011-2012 school year shall enroll in the core curriculum for high school graduation. Beginning with students entering the ninth grade in the 2011-2012 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

#### **Course Requirements**

(4) *Units* or Sets of Competencies Language Arts

(1) Grammar and Composition, and

(3) Which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, advanced English courses or other English courses with content and/or rigor to or above grammar and composition.

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

(3) *Units* or sets of Competencies Science

1. Biology I or Biology I taught in a contextual methodology and 2 in the areas of life, physical, or earth science or technology with may include 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/ Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district of education; science courses taught at a technology center school by a teacher certified in the secondary subject are when taken in the eleventh or twelfth grade upon

approval of the State Board of Education and the independent district board of education; or other science course with content and/ or rigor equal to or above Biology I.

(3) *Units* of Sets of Competencies Social Studies. 1. United States History, ½ to 1 United States Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and / or rigor equal to or above United States History, United States Government, and Oklahoma History.

(2) *Units* or Sets of Competencies in The Arts which may include, but are not limited to, courses in Visual Arts and General Music.

8 Electives

**All plans require 26 credits for graduation, as set by the  
Pocola Public School Board of Education**

### **GLOSSARY OF TERMS**

- A Carnegie Unit of credit is given for the successful completion of a course that meets 40 minutes per day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.
- Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills, or other skills and competencies adopted by the State Board of Education.
- Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards.
- Contextual methodology means academic content and skills taught by utilizing real-world problems and projects in such a way that helps students understand the application of knowledge.

In keeping with the state's requirement that each district's graduation requirements be equal to or greater than those required by the state, and in anticipation of planned future increases in both state and federal graduation requirements, Pocola requires 26 Units or sets of competencies for graduation.

Since Pocola's number of required units is higher than the minimum state requirements, some adjustments can be made in exception circumstances. Each potentially exceptional case must be considered individually on a case-by-case basis. If you have any questions, please make an appointment to see the counselor.

### **COUNSELING**

The school counselor is available for consultation. Appointments will be made through the counselor's office. The number is 436-2042.

### **REPORTING OF STUDENT PROGRESS AND GRADES**

**Progress Reports:** Every secondary student will receive a progress report during the 5<sup>th</sup> week of every 9 weeks, regardless of grade.

**Grade Reports:** At the completion of every nine week period, report cards are issued to each student. Grade sheets will be given to secondary school teachers during the ninth week.

Students' names and grades are to be put on the grade sheets and then on the report cards. The following grading scale is recommended by the administration, but teachers are reminded to use common sense in grading. Reading will be a major emphasis in every curriculum course.

**GPA Conversion Chart:**

Please provide us with your GPA (grade point average) on a 0 to 4 scale.

<u>GPA</u>	<u>Percentile</u>	<u>Letter Grade</u>
4.0	90-100	A
3.0	89-80	B
2.0	79-70	C
1.0	69-60	D
0.0	59-Below	F

**ELIGIBILITY**

To be eligible to participate in extra-curricular activities, a **student must** comply with all OSSAA requirements and school policies. Any student who is under disciplinary action or whose character or conduct is such as to reflect discredit on the school is not eligible to participate in school-sponsored activities. Building administrators are responsible for placing these students on the eligibility list.

Any other rules stated in the Oklahoma Secondary Schools Activities Association Yearbook shall also be binding.

The eligibility grade in each subject is calculated as if it were the final grade for the semester.

**SEMESTER EXEMPTIONS**

High school students will be marked "Exempt" for the semester tests if they have accomplished the following:

1. Students have missed ONE day but have no lower than a "C".
2. Students have missed TWO days but have no lower than a "B".
3. Students have missed THREE days but have no lower than an "A".

**GRADE CLASSIFICATION**

In order to be classified as a sophomore, junior, or senior, students must have passed at least the following number of units:

5 Credits/Units = Sophomore  
 12 Credits/Units = Junior  
 19 Credits/Units = Senior



## STATE HONOR SOCIETY

All students in the top ten percent of their class for the last semester of the preceding year and the first semester of the current year shall be eligible for membership.

### COMPUTING GRADE AVERAGES

The following method of computing grade averages for Valedictorian, Salutatorian and Historian will be used. There are two types of classes; 5 point classes, and 4 point classes.

The following classes are 5 point classes and will be calculated as follows:

A = 5; B = 4; C = 3; D = 2; F = 0

All AP Classes

Algebra II

All College Courses

Calculus

Chemistry I, II

Choctaw II

Physics

Pre-Calculus

Speech

Trigonometry

Spanish II

Physical Education, Music or Band, Drivers' Education and Safety will not be translated.

A Valedictorian must have spent three years as a student of Pocola High School. Grades will be based on those earned in the ninth, tenth, eleventh, and the first semester of the twelfth grade. In the event of a number one ranking of a transfer student, this student will be declared Salutatorian if he/she spent his/her entire senior year at Pocola.

Grade point averages for transcripts and class rankings are computed on a 4-point scale of all subjects taken: A = 4; B = 3; C = 2; D = 1; F = 0. Plus and minus are disregarded.

All grades will be translated into points on the scales above and divided by the number of units/credits on record/courses that receive a "P" or "S" will not be counted when calculating the grade average for the honor graduates.

### CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

1. A twelfth grade student enrolled in an accredited high school may, if he or she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of High Education as a special student. Students should be aware that individual colleges may have different admissions requirements.

#### High School Seniors\*

University of Oklahoma

24 ACT or 1090 SAT and  
3.0 GPA or top 50% class rank or  
3.0 GPA and top 25% class rank

Oklahoma State University

24 ACT or 1080 SAT or  
3.0 GPA and top 33% class rank

Regional Universities	20 ACT or 940 SAT or 3.0 GPA and top 50% class rank
University of Science and Arts of Oklahoma	22 ACT or 1020 SAT or 3.0 GPA and top 50% class rank
Two Year Colleges	19 ACT or 900 SAT or 3.0 GPA

\*After qualifying for admission, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area. The ACT and SAT scores are set by the Oklahoma State Regents for High Education and are revised annually if needed.

2. A student must have a signed statement from the high school principal stating that the student is eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.
3. An eleventh grade student enrolled in an accredited high school may, if he or she meets requirements of No.2 above and the additional requirements below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.

#### **High School Juniors\***

University of Oklahoma	25 ACT or 1130 SAT or 3.5 GPA
Oklahoma State University	25 ACT or 1130 SAT or 3.5 GPA
Regional Universities	23 ACT or 1060 SAT or 3.5 GPA
Two Year Colleges	21 ACT or 980 SAT or 3.5 GPA

\*After qualifying for admission, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area. The ACT and SAT scores are set by the Oklahoma State Regents for Higher Education and are revised annually if needed.

4. Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college as defined by State Regents' policy.
5. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit hours. A student may enroll in a maximum of nine semester-credit hours, during a summer session or term at a college or university of the state system.
6. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement.

Concurrently admitted high school students will not be allowed to enroll in any zero level courses offered by colleges and universities designed to remove high school deficiencies.

7. A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if she/he achieves a college cumulative grade point average of 2.0, or above, on a 4.0 scale. Following high school graduation, a student may continue at the institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards. Appropriate placement will be made. Questions should be directed to the school principal.
8. All other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the State Regents' Opportunity Admission Category.
9. Each high school senior who meets the eligibility requirements shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of six (6) credit hours per semester. Tuition waivers shall be granted without any limitation on the number of waivers granted in any year other than the amount granted in any year other than the amount of funds available for the program and the number of eligible applicants. The Oklahoma State Regents for Higher Education shall establish an application process and criteria for prioritizing applicants on the basis of need, timeliness of application, or other factors as determined by the State Regents (Senate Bill 982). (Contact the local college or university for information on the application process).
10. To meet minimum graduation requirements, local options may include courses taken by concurrent enrollment (House Bill 2728).
11. A student must notify the counselor and/or high school office before withdrawing from a concurrent enrollment class. Failure to do so may result in loss of credits needed for graduation. Students who attended classes on a college campus will be allowed one hour of travel time each semester. This will result in a reduction of one required credit per year.

## **PROFICIENCY BASED PROMOTION**

Upon the 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. Tests will be given in October and April of each school year. Registration must be made fourteen (14) days prior to the test date. Contact your counselor for information and registration forms.

## **STUDENTS ENTERING FROM OTHER SCHOOL DISTRICTS**

A STUDENT ENROLLING IN Pocola School District from another school district will be placed in the same grade level that he/she would have been in at the last school attended. The last school attended will be called before enrollment. Arkansas competency test placement will be counted. A **current immunization record and a copy of withdrawal grades or a transcript are required before**

**enrollment.** All dues and disciplinary actions must be settled with the previous school before enrolling in Pocola Schools.

## **TRANSFERRING ENROLLMENT FROM UNACCREDITED SCHOOLS OR FROM HOME SCHOOL**

Students enrolling in the school district from home school or an unaccredited public or private school will participate in testing to determine appropriate grade placement. For such students in secondary grades, the school district will determine the subjects for which academic credits will be awarded by reviewing the student's curriculum, books, school work, and any other information deemed relevant to that determination. Questions should be direct to the school principal.

## **NON-RESIDENTS**

Non-residents may attend Pocola Public Schools only after receiving a transfer pursuant to the procedures established by state law.

**Out-of-state students may attend only if a tuition fee equal to the amount of state aid received per child is paid.**

**The residence of a child shall be determined by reference to state law. Any question shall be decided by the procedures required by the school district's Student Residency Policy.**

Resident students who meet other qualifications are eligible to attend the Pocola Public Schools.

## **WITHDRAWAL FROM SCHOOL**

A student who is withdrawing from school should present a request from his/her parents, obtain a withdrawal sheet from the office, check in textbooks and library books, pay all debts, and receive withdrawal grades and signatures from all teachers and the librarian. Records will not be released until this procedure is followed.

## PROCEDURES FOR CHANGING SCHEDULES OR DROPPING A CLASS

1. Students may change their class during the first week of school by contacting the counselor. Schedules will not be changed after one week.
2. Dropping class after one week requires:
  - a. Schedule changes after the first five (5) days of class will be made only under extreme circumstances and on a case-by-case basis. Some changes may result in a loss of credits.
  - b. Conference with student, parents, counselor and principal.
    - i. Explanation given to parents concerning: Is this a required course for graduation or college admission?
    - ii. Class will remain on transcript as WF.
    - iii. If the class needs to be taken again the following year, student may retake class only if a slot is available.
    - iv. Student is not eligible for athletics for three weeks from the date of drop, based on OSSAA rules.
  - c. Class may be dropped with parents' signature of approval.
    - i. Student will remain in class until end of semester, working on other subjects.

## SPIRIT

### SCHOOL SPIRIT

A loyal student supports his/her school, and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level. School spirit may be divided into three categories:

1. **Courtesy** – Toward teachers, fellow students, and the officials of school athletic and/or academic activities.
2. **Pride** – In everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** – The ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

### POCOLA HIGH SCHOOL SCHOOL SONG

*There's a school that we call Pocola High School  
With colors that shine so bright;*

*Where a friend is a friend.  
 We will fight to the end  
 For our colors maroon and white;  
 And where e'er we go  
 Or what e'er we do,  
 It is P.H.S.  
 It's our own dear school,  
 And our hearts are true and loyal to  
 The school of Pocola High.*

## ASSEMBLIES

The student's behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during a program.

Prior to a general assembly, students are to report to their classes for roll call unless otherwise instructed.

## PEP RALLIES

Pep rallies will be held periodically as needed and determined by students' participation and behavior. Students will show proper respect and good school spirit, or the rallies will be discontinued.

## STUDENTS: FYI

## EMERGENCY DRILLS

### Fire Drill Procedures:

1. The fire signal will be a continuous sound of the alarm.
2. Under the direction of the teachers, the students are to leave the building in single file. Do not stop to get books, coats, or other belongings. Leave quietly and in an orderly manner.
3. All windows and doors must be closed. The first student reaching the outside door will hold the door open until the last person is out. The teacher will be the last to leave the room and will close the doors.
4. The teachers check student rolls.
5. A continuous ring of the bell will be the signal to re-enter the building.
6. Each teacher will explain the evacuation plan during the first day of school.

### Tornado Drill Procedures:

1. The alarm signal will be an intermittent sound of the alarm.
2. When the alarm is sounded, teachers should direct students quietly into designated portions of the library.
3. Students are to sit on the floor with head on knees and hands on back of neck facing interior north or east wall. Otherwise, stand facing interior north or east wall.

4. The teachers check student rolls.
5. All persons are to remain in this position until the all clear signal – three short blasts on the bell – is sounded.

**Severe Weather Procedures:**

1. Students may be allowed to go home ONLY if accompanied by a parent or close relative or following a phone call from a parent or close relative.
2. No one will be allowed to leave the building during an alert.
3. All breakable objects should be placed on the floor as near the wall as possible.
4. All small objects (pens, pencils, paper weights, audiovisual equipment, etc.), and all books and loose paper should be placed in cabinets.
5. Be prepared for signal as outlined for tornado drill.

## PROPERTY MAINTENANCE

Students here are particularly fortunate in having a very desirable place in which to study and learn, and, hopefully, none of this desirability is lost through damage to the building or equipment at any time. State law makes it mandatory that any school property injured or destroyed should be paid for by the person committing the injury or destruction. Please report anything of this nature to the principal's office as soon as it is observed.

## LOST AND FOUND

The Pocola School District cannot be held responsible for student items lost or stolen. It is the responsibility of the students to keep secure all personal items or school-issued materials.

## MEDICINE

Prescribed drugs and over-the-counter medicines **are to be turned in to the office when a student arrives at school.** Students may come to the office at specified times to take medicine and prescribed drugs. **Students are not to have any type of prescribed drugs or over-the-counter drugs in their possession, on school property or at school sponsored or authorized activities.**

A school or county nurse, or in the nurse's absence, and administrator or designated employee of a school district, may administer nonprescription drugs, or prescription drugs which have a physician's directions, to students with parental permission. Evidence of the parental permission must be kept on file along with all records of medications, which have been administered to the child. Certain immunities for civil damages are provided to the school and county nurse, administrator and employees for their actions.

## PUBLICITY

**Student Publications:** Students are entitled to express in writing their personal opinions, but the distribution of handwritten, duplicated, or printed material on school premises must be done with the prior consent of the principal, and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors. Students who edit, publish, or distribute

handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

Any student or club reporter who has news or publicity, which should be in our local paper concerning activities at Pocola high School, should submit the information to their sponsor.

## **TELEPHONES**

Students are not to be called to the telephone unless it is absolutely necessary. School phones are for business, not pleasure. Students will not be allowed to make unnecessary calls at any time, and will not be allowed to use the phone during class time at all unless it is a dire emergency.

## **CHANGE AND SUPPLIES**

The opportunity to purchase needed school supplies or to get change is provided in the morning from 7:50 to 8:15. This is the only time during the day that this service is offered. Checks cannot be cashed.

## **STUDENT COMMONS**

The pop and chip machines are located in the commons area (HS), and student concession room (MS). Students who eat lunch in these areas should place all trash in wastebaskets and leave these areas clean. All concession areas will be open only at lunch time. No food or drink is allowed in class.

## **LOCKERS**

Lockers are provided for the students. The lockers are the property of the school, and are subject to inspection by authorized school personnel at any time without notice. The school is not responsible for stolen items.

## **TEXTBOOKS**

All basic hardbound textbooks are the property of the district, and are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students who lose or abuse textbooks will be required to pay for them.

## **BREAKS AND CLASS EXCHANGE**

There will be five (5) minute breaks between classes. This allows ample time to go to lockers, rest rooms, etc. It does not allow time enough for visiting. Class exchange shall occur only at the end of a period. Tardiness will be handled by the faculty and the office.



## **USE OF THE LIBRARY**

The use of the library is your privilege as a student of Pocola Secondary Schools as long as you exercise common sense. The purpose of the library media center is to provide a place to be available for use as a room for reference work, for getting materials to prepare assignments in your subjects, for satisfaction of your reading interest beyond your textbooks, and for serious browsing.

Appropriate behavior in the library is essential. The library is not a place to socialize or play; it is a place to study and read. Students are urged not to share library books and not to allow someone else to check out books and materials from the library for them. Fines will be assessed for overdue books. Lost books must be paid for promptly.

Teachers may send one to five students at a time to the library media center to locate materials, work independently in small groups, etc., at any time. The students must have a signed pass explaining what they are to do, what time they left, and what time they are to return. If the library media center is in use and space is not available for individual work, the students will be asked to return to their class. Misconduct will not be tolerated, and students will be asked to leave the library media center.

## **GENERAL INFO FOR PARENT AND/OR LEGAL GUARDIAN**

### **CHANGE OF ADDRESS**

Inform the office if you have a change of address or phone number, or if parents and/or guardians change employment. This will help in addressing mailings and in case of emergency.

### **SEVERE WEATHER – SCHOOL CLOSINGS**

In case of severe weather – snow, extreme low temperature, ice, etc., -- the official announcement for school closing may be heard over the local radio stations (KISR, KFPW, KWHN, KLCO, and KTCS) and television stations (Channel 40, Channel 5, and Channel 24) by  
6:30 A.M.

### **AUTHORIZED VISITORS & VISITING PARENTS**

Generally speaking, visitors are not permitted at Pocola Schools. Parents, however, are welcome to visit the school at any time. If you feel you have a need to visit the school, report to the building office and receive a visitor's pass. When the student leaves, he/she should check out through the office.

If a parent needs to visit with a teacher, the parent should call the principal to make arrangements for a proper time. Conferences are usually scheduled on regular conference days, or during the teacher's preparation period.

If a parent should need to see his/her child at school, he/she should first come to the office so that the student can be called out of class.

## **AIDS AND OTHER BLOOD-BORNE PATHOGENS EDUCATION**

Because of the possibility of becoming infected by HIV (Human Immunodeficiency Virus), which may cause AIDS, and HBV (Hepatitis B Virus), both of which may be transmitted by exposure to another person's body fluids, such as blood, Pocola Public Schools has taken steps to insure the safety of all its students.

First, all students are discouraged from assisting fellow students who are discharging body fluids – as in the case of a nose bleed., Instead, students are encouraged to contact their teacher or an administrator for administering first aid.

Second, education limited to the discussion of blood-borne pathogens, their spread and prevention shall be taught to all students in the 7<sup>th</sup> and 10<sup>th</sup> grade yearly. All materials will be approved by the State Department of Health. At least one month prior to the teaching of AIDS and Other Blood-Borne Pathogens Prevention Education, Pocola High School will conduct, at least, one presentation concerning the curriculum and materials that will be used. This presentation will be held during weekend or evening hours to ensure that all interested parents and guardians of 7<sup>th</sup> and 10<sup>th</sup> grade students can attend.

No student shall be required to participate in AIDS and Other Blood-Borne Pathogens Prevention Education if a parent or guardian of the student objects in writing to such participation. The forms for this are available in the high school principal's office.

## **COLLECTION OF FUNDS**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored functions, or on school vehicles, unless he/she has the written permission of the school principal or the superintendent of schools.

## **INSURANCE**

A student at Pocola Middle School or High School may choose either an "At School Protection Plan" or a "24-Hour Protection Plan" if he/she desires insurance. These policies pay IN ADDITION TO any insurance that you may already have, and will help pay deductibles and many otherwise non-covered expenses.

All students who participate in athletics should take school insurance unless the family has sufficient personal insurance coverage. If an athlete wishes not to participate in this insurance program, his/her parents will be required to sign a statement that they do not want to participate in the school athletic insurance program.

It is not compulsory that a person carry any type of school insurance. Pocola Secondary Schools are in no way connected with any insurance company, nor do we receive any money from them. This is only a bookkeeping service offered by our school. We will be happy to try to answer any questions that you may have about insurance.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and eligible students\* of the Pocola School District have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Pocola Board of Education.

1. The right to inspect and review the student's education records. *NOTE: Parents or eligible students want copies of all or part of a student's education records, the appropriate office must be notified at least 24 hours in advance. The fee for record search and copying is \$7.50 per hour, with a minimum fee of \$1.50.*
2. The right to exercise a limited control over other people's access to the student's education records.
3. The right to seek to correct the student's education record – in a hearing if necessary.
4. The right to report violations of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights.

Parents or an eligible student may request a copy of FERPA policy in writing or in person from the Superintendent's Office, Pocola Schools, P.O. Box 640, Pocola, OK 74902-0640. Copies of education records may be obtained from the appropriate high school, middle school, or elementary principal's office. If needed, the district will arrange to provide translations/interpretations for non-English speaking parents in their native language, or the visually impaired in their mode of communication.

\*All rights and protections given parents under the FERPA and Pocola Schools policy transfer to the student when he/she reaches age 18 or enrolls full time in a post-secondary school. At that time, the student becomes an "eligible student". Concurrent enrollment of a high school student does not make that student an "eligible student".

## **CHILDREN WITH DISABILITIES Public Notice**

Project Child Fund is a project of the LeFlore County Special Education Cooperative designed to comply with Public Law 92-142, Individuals with Disabilities Education Act.

The goals of Project Child Fund are:

- To locate and identify disabled children, birth to age twenty-one, living in LeFlore County.

- to increase public awareness of our services for school age children, and
- To assist local schools in assessing the need for future programs and in planning programs that will provide a free appropriate education for all disabled children.

**IF YOU KNOW A DISABLED CHILD WHO DOES  
NOT ATTEND SCHOOL, CALL POCOLA SCHOOLS  
AT (918) 436-2424**

## **POLICIES AND PROCEDURES**

*Policy FFACA – First Aid and Emergency Medical Care*

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### **STUDENT ACCIDENTS OR ILLNESSES**

No treatment of injuries, except First Aid, shall be permitted in the schools. First Aid is that immediate help given by the best-qualified person at hand in case of accident or sudden illness (School Nurse).

It is proper for school personnel to give emergency care to sick or injured students whenever the illness or injury comes to the attention of school personnel on school property, on school buses, in any group under school supervision off of school property, or adjacent to school environs.

Principals and department heads shall be responsible for familiarizing personnel in each unit with policies and procedures for handling illnesses and injuries involving students. At least one person in each building shall have had special training in CPR.

Emergency information forms for all students shall be completed each year by parents or guardians of all students at the time of enrollment and shall be on file in school offices.

When athletic teams are participating away from their home school, coaches shall have in their possession duplicate copies of emergency forms for all participating athletes.

Whenever a situation requires additional attention beyond First Aid measures given at school, references on the emergency forms should be contacted. When no adult listed on the emergency form can

be reached or if such urgent care is needed that the time does not permit several telephone calls, the staff member in charge shall dial 911 and request medical assistance, and once emergency personnel arrive they assume responsibility, and the school's responsibility ceases.

## **LIABILITY IN THE ADMINISTRATION OF FIRST AID**

In determining the propriety or non-propriety of administering First Aid in any emergency situation, the test of liability to be applied is that of what the ordinary prudent person equipped with like knowledge would do under the same or similar circumstances.

The element of emergency definitely must be present and a long-standing injury or illness or an occurrence not of an emergency nature would not justify the administration of First Aid or in particular of anything that could be deemed a continuous course of treatment.

Ordinarily in the case of an emergency or accident, there is a duty to afford reasonable First Aid. The question of whether First Aid is negligently administered is a question of fact to be judged by the standards of what an ordinary prudent person possessed of like knowledge would have done under the same or similar circumstances/.

A person need not be unduly fearful of liability in administering First Aid if there is an emergency if the person stays within normal areas of First Aid and acts in good faith and to the best of his knowledge and ability at the time. There would be more hazards involved through an overly cautious attitude in failing to administer First Aid in the event of an accident than there would be in the administration of First Aid.

## **STUDENT GUIDELINES FOR ACCEPTABLE INTERNET USE**

Access to computer, network, and Internet equipment and software at Pocola School District offers students an almost unlimited source of resources and information to support their educational development. Under staff supervision, students will have the privilege of searching the Internet for expert resources, communicating with other students from around the world, and participating in various distance-learning activities. But with the use of these wonderful tools comes great responsibility. Access to these resources is a **privilege**, not a right. Students are advised that some Internet sites may contain offensive or inappropriate information, messages, and pictures for an educational setting. Pocola School District does not condone or permit the viewing or use of such material. Therefore, access to the Internet is granted only on the condition that a student agrees to be accountable for appropriate use of these resources.

Students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications can and will be monitored. Students should not under any circumstances expect that messages or files that are created, modified, transmitted, received, or stored on organizational equipment are private. Students who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary action as deemed appropriate by school officials.

In addition to all information and technology security guidelines, and procedures that govern computer and network use at Pocola School District, the following statements guide acceptable use of Internet resources by students:

- Students may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior in Pocola School District.
- Students may not damage or mistreat equipment or facilities under any circumstances.
- Students may not intentionally waste computer resources.
- Students may not employ the network for personal financial gain or commercial purposes.
- Students may not violate regulations prescribed by One Net.
- Students may not engage in practices that threaten the integrity of the network (e.g., knowingly downloading files that contain a virus).
- Students may not write, use, send, download, or display obscene, threatening, harassing, or, otherwise, offensive messages or pictures, including pornography.
- Students may not use the equipment or network for any illegal activities, including the violation of copyright laws and/or software privacy.
- Students may not load or copy any software of other programs to or from organizational equipment.
- Students may not use anyone else's password, nor may they share their password with others.
- Students may not trespass into or in any way alter anyone else's folders, documents, or files.
- Students may not disclose anyone's personal information (e.g., address, phone number, or confidential information), including their own or that belonging to a fellow student, community members and families, or staff members.
- Students must be kind and polite when using the Internet.
- Students must use Internet equipment only for school-related activities.
- Students may use the Internet only when they have permission from a teacher.
- Students must obey all rules that normally govern their behavior at school when using the Internet.

# POCOLA BOARD OF EDUCATION POLICY

## EFBCA-E

### INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below;

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent of Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

This agreement is valid for the \_\_\_\_\_ school year only.





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5. Please identify any documents or other materials which support your grievance. If documents Or materials are in your possession; please attach copies to this grievance.

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6. Please identify what action or relief you are seeking as a result of this grievance.

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Signature of Grievant

**USDA NONDISCRIMINATION STATEMENT  
FY2014**

The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, found online at <[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)>, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax 202-690-7442, or e-mail at <[program.intake@usda.gov](mailto:program.intake@usda.gov)>.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**POCOLA PUBLIC SCHOOLS  
TITLE IX COORDINATOR  
INFORMATION**

Pocola Public Schools has designated the superintendent of schools as its employee to coordinate its efforts to comply with Title IX responsibilities, including investigating complaints alleging noncompliance or alleging actions that would be prohibited by the regulations implementing Title IX.

**TO CONTACT THE TITLE IX COORDINATOR CALL OR WRITE:**

**TITLE IX COORDINATOR  
603 EAST PRYOR AVENUE  
P.O. BOX 640  
POCOLA, OK 74902**

**PHONE NUMBER: 918-436-2424**

This flyer is inserted in all student handbooks distributed after November 5, 2001, in Pocola School offices.

\_\_\_\_\_  
Title IX Coordinator

\_\_\_\_\_  
Date

**NOTICE TO PARENTS**

Please be advised Pocola Schools are asbestos free. Pocola Schools has been designated as the agent to assure compliance with asbestos regulations. Pocola Public Schools Management Plan is on file in the office. Parents may schedule an appointment to review the plan Monday through Friday, 8:00 a.m. until 4:00 p.m.