

2019-2020

DEER CREEK – LAMONT

ELEMENTARY

HANDBOOK FOR STUDENTS

**Deer Creek, Oklahoma
District I-95**

FOREWORD

The Deer Creek - Lamont Public School Student Handbook has been developed to assist students in better understanding their school and its policies. It is intended to serve both parents, and students to ensure a successful and rewarding school experience.

State law and/or directives through the Oklahoma State Department of Education govern many policies contained within this handbook. Others have been developed locally, specifically to meet the needs of our school and community. Oklahoma statute and Deer Creek – Lamont Board of Education policy takes precedent over any and all materials contained within this handbook. It is important that everyone understands and supports the guidelines in the Deer Creek - Lamont Student Handbook.

Parents and students are encouraged to contact the administration regarding any questions and/or concerns at any time. We look forward to working with you in providing the best possible education.

TENTATIVE SCHOOL CALENDAR – 2018-2019

Enrollment / Classes Begin	August 8
No School Professional Development	August 30
Labor Day (Holiday)	September 2
End of First Nine Weeks	October 4
Parent/Teacher Conference	October 8 & 10
Fall Break	October 18-21
Thanksgiving (Holiday)	November 25-29
Professional Day	December 13
End of Second Nine Weeks	December 20
Christmas Vacation	December 23-January 3
Professional Day (No school)	January 24
Snow Day	February 28
End of Third Nine Weeks	March 5
Parent/Teacher Conferences	March 10 & 12
Spring Break	March 16-20
State Testing / ITBS (Grades K-6)	April 20-23
No School Fridays (Snow Days)	March 27 April 10, 17, 24. May 1, 3

Last Day of School

May 15

**Deer Creek - Lamont Public School
BOARD OF EDUCATION**

Jennifer Muegge
Judy Cardwell
Mike Williams
Sabrina Blaser
Kellan Hohmann

President
Vice President/Clerk
Deputy Clerk
Member
Member

ADMINISTRATION

Barbara Regier

Superintendent
388-4335

Lori Tingley

Elementary Principal
267-3241

Brandon Barnett

High School Principal
388-4333

Kay Gilchrist

Counselor
388-4333 or 267-3241

ELEMENTARY FACULTY / STAFF

Nancy Worley
Amanda Compala
Barbara Shipley
Misti Hamm
Amy Bachmann
Stephanie Heinrich
Kaylee Lynch
Lea Ann Hobbs
Shelly Braden
Suzie Keyser
Colby Love
Jeff McReynolds
Cheryl Tebow
Shellie Fitch
Lori Tingley
Kay Gilchrist

Early Childhood
PK –Teacher Assistant
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Speech Pathologist
Physical Education
5th and 6th Band
Elementary Vocal
Title I Reading /Librarian
Title I Math
Counselor /
Homeless Liaison
Special Education
Teacher Assistant
Secretary
Head Cook
Cook
Bus Driver
Custodian

Ardith Reynolds
Arleen Shipley
Holly Light
Calli Hinman
Lisa Webster
Fred Belair
Ciara Utech

EDUCATIONAL PHILOSOPHY
OF
DEER CREEK - LAMONT PUBLIC SCHOOLS

The educational philosophy of the Deer Creek - Lamont Board of Education evolved from a careful study of the educational needs of the children of this community. The primary goal of the board of education is to offer an appropriate training environment so that our young people can become active, motivated participants in our democratic society.

The specific objectives of the board of education are:

1. To provide students with a comprehensive understanding of the organization and functioning of society, with reference to its physical setting and its local, national and international interests.
2. To help develop ideals, attitudes, appreciations, and loyalties that will assist the students in determining their responsibilities to society.
3. To develop skills that encourage and allow students to become autonomous life-long learners.
4. To provide a stimulating learning environment dedicated to all levels of cognitive development: knowledge, comprehension, application, analysis, synthesis, and evaluation.
5. To encourage proficient skills in all areas of academic endeavor.
6. To cultivate useful work habits and study skills.
7. To provide opportunities for personal growth which build strength of character.
8. To build the foundation for, and to provide insight into, vocations in which students express an interest or proficiency.
9. To provide students with opportunities that will broaden their academic, cultural, and artistic horizons.
10. To provide opportunities that allow students to develop their own positive perceptions of self and experiences that foster self-esteem.

Moment of Silence

Pursuant to SB 815 of the 2002 Oklahoma State Legislature, classroom teachers will assure that all students have an opportunity to participate in a moment of silence. The moment of silence will be observed during the first class period immediately following the tardy bell.

TITLE IX

It is the policy of the Deer Creek - Lamont School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its education programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Superintendent, Coordinator of Title IX, and Section 504 responsibilities.

Family Education Rights and Privacy Act (FERPA)

The Deer Creek - Lamont School hereby notifies each student and their parents of their right to inspect and review the student education records under the Federal Family Educational Rights and Privacy Act (FERPA)

1. The right of a student's parents and eligible students to inspect and review the student's education records;
2. The intent of the Deer Creek - Lamont School District to limit the disclosure of information contained in a student's education records except; (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right of a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request;
4. The right of any person to file a complaint with the U.S. Department of Health, Education, and Welfare if the Deer Creek - Lamont School District violates the FERPA;
5. Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the Superintendent's Office at Lamont.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

SPECIAL SERVICES

The Deer Creek - Lamont Public School District assures services to the following students:

1. Ages birth through 21 for severely handicapped children who have not completed a secondary program;
2. Ages 3 through 21 who have not completed a secondary program;
3. Education to non-handicapped children is available to a proportionate number of handicapped children;

Ardith Reynolds is responsible for special education programming in this school district. If you know of a child that is not receiving services, please contact Barbara Regier, Superintendent, or Ardith Reynolds Special Education teacher. Telephone: 580-388-4333.

OFFICE

The office is the administrative headquarters of our school. If you have a problem or question, a visit to the office is welcome. We want to help you.

VISITING

We encourage visits from parents to discuss the schoolwork of their child. Such visits promote a better understanding of the efforts of the school. However, visitors who desire private conferences with the student or teacher pertaining to a student should make their request for such a visit through the office. All visitors are requested to call at the office immediately on entering the building where suitable help and information will be rendered. Children not enrolled in Deer Creek - Lamont School will not be allowed to visit classes except by special permission from the principal.

CONFERENCES

The teachers and administrators are expected to have a happy harmonious home life like any other citizen. It is expected that any business to be transacted should be done so at the school, during school hours. Please respect the home time of school employees and conduct business in the routine manner. Only in cases of emergency should any teacher or administrator be contacted after school hours.

ACCREDITATION

Deer Creek - Lamont School is fully accredited by the State Department of Education. This means that credits earned in this high school will be accepted, without loss, in any college in the State of Oklahoma and most other colleges.

CUMULATIVE & PERMANENT RECORDS

A cumulative record is kept for each student who enters Deer Creek - Lamont Public Schools. This record will give much helpful information about the student in addition to the achievement marks or grades in his courses.

Your permanent record is one we think of utmost importance to you. We take every precaution to safeguard it. This record cannot be changed, so you should make it the very best of which you are capable.

The permanent record contains:

1. Full name, birth date, and age.
2. All semester grades and credits earned.
3. Results of all special tests taken by the student.
4. Conduct and character rating.
5. Any special achievements you attain.
6. Any other information.

MARKING SYSTEM

The following grade marks are given at Deer Creek-Lamont Elementary School

Grades KG - 2nd

Excellent	E
Good	G

Progressing	P
Needs to Improve	N
Unsatisfactory	U

Grades 3rd, 4th, 5th, & 6th

Superior Work	A	90-100
Above Average	B	80-89
Average	C	70-79
Below Average (passing)	D	60-69
Failing	F	below 60

All term papers, book reports, collateral reading, workbooks, etc., must be turned in before credit can be allowed, regardless of the grade. An "I" will be given for all incomplete work. A two week period is considered adequate time for making up incomplete work.

ENROLLMENT

Elementary students must be 4 before September 1 to enroll in Pre-Kindergarten and 5 before September 1 to enroll in Kindergarten. When enrolling your child for the first time, you are required to bring each of the following:

1. Birth certificate or hospital record of birth
2. Up-to-date immunization records
3. Social Security card

REQUIRED IMMUNIZATIONS

5 doses of DPT/DT; 4 doses of oral polio; 2 doses of MMR before Kindergarten; 2 doses of Hepatitis A (6 months apart – Must have 1st dose before starting school); 1 dose of chickenpox on or after the first birthday, or a parent's statement of a history of the disease will be accepted; 3 doses of Hepatitis B (must have first dose before starting school). (At age 11-12) meningococcal conjugate vaccine. ** see additional information located at the end of the handbook.

WITHDRAWAL FROM SCHOOL

If you plan to withdraw from school, parents should advise the office of their intention, and on the morning of the last day in attendance report to the Principal's office to check out. The office personnel will check with your child's teachers for clearance. All school and state-owned books must be returned to the teacher who assigned them. Final clearance is obtained in the office. All monies owed to the school district will need to be paid in full before withdrawal is finalized.

OPENING AND CLOSING THE SCHOOL BUILDING

Students may enter the school building at 7:45 for breakfast and 8:15 to go to their class. At 3:25 P.M. students are expected to be out of the building and off the grounds,

unless they have a school meeting, waiting for the school route bus to take them home, etc. The first bell rings at 8:20 and classes are dismissed at 3:20.

RULES OF CONDUCT

Students who compose Deer Creek - Lamont Elementary School are ladies and gentlemen. Their standard of conduct shall be to always think and do things which are right and proper in a Christian, democratic society. Their speech, deed, wearing apparel, and appearance will be expected to be above adverse criticism. Students should be well groomed and appropriately dressed in clothing that is suitable for school. Students are expected to dress in a respectable manner. Elementary - Senior high students will be allowed to wear conservative shorts from the 1st day of school until Thanksgiving break, and then from Spring Break until the end of the school year. Shorts and dresses should be middle fingertip length with arms hanging to your side. The administration and faculty will determine what is appropriate. Cut-offs or tight exercise shorts would not be appropriate for school. No tank tops, crop tops, or tee shirt type shirts with large slits under the arms will be allowed. Shirts are to be buttoned to the second button from the collar. If two shirts are worn, the neckline of the bottom shirt should be as high as the second button on the shirt worn on the outside. Clothing that advertises alcohol or has profanity or sexually explicit or suggestive wording will not be allowed. Extra-curricular activities - Students are expected to dress in sportswear or other attire pertinent to the situation. Students misconduct in halls, before school, school activities, or the use of vulgar language or indecent gestures will result in disciplinary action.

ATTENDANCE REGULATIONS

A student will be marked absent according to the ruling of the Oklahoma State Department of Education, which states:

"Any student must be counted absent if he is not actually present for classes although the cause for his absence is beyond his control." A student being absent for school activity is not included in the above statement.

A student who has been absent must report to the office upon returning to school. He / She will not be admitted to class without doing this. Attendance is important. We are required by state law to keep an accurate record of attendance and reasons for absence. If a student must be absent from school, the parents should call the day before if possible---or the morning of the day the student is absent. If the parent does not have a telephone or fails to call the school, they must send a note back to school with the student stating the date of absence and the reason for the absence.

The only legitimate reason for school absence is sickness or serious emergency. Regular attendance is of tremendous value to the pupils as well as to the school. Irregular attendance, regardless of cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class. A pupil out of school one day really loses two days of work because he comes to school unprepared for the day following the absence. Habits of regularity and punctuality are good habits to form. A student having in excess of (10) absences per semester will receive no credit for classes they have missed. Any student absent ten (10) consecutive school days must be dropped from the rolls according to Oklahoma State Department of Education regulations. Students suspended due to truancy will have all appeal rights outlined in the District's Suspension Policy.

For perfect attendance certificate, a student must be present all of the days that school is in session. Absences for school related activities will not be included in the above policy, but will be counted by regulations outlined in the district's Activity Policies.

ABSENCE POLICY

Deer Creek - Lamont Public School recognizes four types of absences as follows;

1. Activity Absence: Those due to student attendance at school sponsored activities. Students who miss for such events should notify their teachers prior to their scheduled absences. Class work missed should be made up prior to the absence, but may be made up later at the discretion of the classroom teacher.

2. Parental Arranged Absence: Those arranged by parents prior to the scheduled absence. Absences for such things as haircuts, beauty shop appointments, shopping trips and family holidays are discouraged. However, the district recognizes a parent's need to occasionally arrange time from school in order to meet family obligations.

Pre-arranged absences should be cleared with the principal at least one school day prior to their occurrence and class work should be made up prior to a pre-arranged absence. Emergency situations will be handled on an individual basis and it will be the principal's decision whether to excuse the absence.

3. Excused Absences: Those due to illness or death in the immediate family. Parent notification by phone, note, or personal contact should be made as soon as it is known that an absence will occur. Upon returning to school, students will be expected to make up all work missed. Generally, one day will be allowed for each day absent. It is the student's responsibility to ask for and turn in make-up work. Students absent over an extended period of time may ask for work assignments to be sent home.

4. Unexcused Absences: Those absences, which are not activity related, excused, or pre-arranged. For each unexcused absence, the student shall be penalized for each class missed by taking a "0" which cannot be made up. Parents will be notified of unexcused absences and further disciplinary action may apply.

TARDINESS

All tardies must be cleared through the office. If a teacher causes the student to be tardy, he or she should write the next teacher an excuse. Students who are habitually tardy will be reported to the Principal for disciplinary action.

EXCUSED TARDINESS

The administration may excuse a student's tardiness if notified, prior to the student's tardiness by phone, note, or personal contact.

Note: Student will not be excused for oversleeping

UNEXCUSED TARDINESS

First Occurrence – Principal and student conference

Second-Third Occurrence – noon detention

Fourth-Fifth Occurrence - Parent contact, 1hr. detention before or after school

Excessive Tardies - Parent Conference

Note: Three (3) unexcused tardies in one class will be equal to one (1) unexcused absence. See penalties for unexcused absences above.

EXTRA-CURRICULAR ACTIVITIES REGULATIONS

Extra-curricular activities are those activities that do not relate to the academic curriculum. Field trips, when properly planned, would be part of the academic curriculum.

A student shall not be permitted to miss any one class period more than ten (10) times per school year due to participation in extra-curricular activities. Any exceptions to this number, not covered by this policy, must be submitted in writing to the Internal Activities Review Committee. This committee will make their recommendations to the Board of Education and they or their designated representatives will make the decision to permit or refuse the request.

The sponsor of each extra-curricular activity should make every effort to schedule the event outside the framework of the school day.

The Internal Activities Review Committee members are: Mrs. Barbara Regier, Mrs. Lea Ann Hobbs, and Mrs. Heather Johns.

The following activities are to be exempt from the above policy:

1. Assemblies
2. Travel time to contests
3. Local through national levels of school sponsored contests. Sponsors of these contests must submit in writing the criteria for earning the right to represent the school at these activities or contests. These criteria should be presented at the beginning of the school year and give the approximate date of the events. These activities or contents must be approved by the principal for them to be considered as an exemption

4. Class activities
5. 4-H Activities
6. Scouting Activities
7. School sponsored sports events
8. Academic Competitions

HALL PASSES

The elementary principal may determine that it is necessary for students who receive permission to leave their classrooms during the course of a day to have a hall pass. It is the responsibility of the student to secure a hall pass from the teacher.

ARTICLES PROHIBITED AT SCHOOL

Some articles interfere with the educational progress of our neighbors. These articles should not be brought to school unless permission is given to do so. A partial list would be:

- a. Video games
- b. Tape/CD players

Other articles have proven to be hazardous to others. Under no circumstances should these be brought to school. A partial list would be:

- a. Water guns
- b. Fireworks
- c. Knives

WIRELESS TELECOMMUNICATIONS DEVICES (including; but not limited to pagers and telephones) and Nuisance Items

By policy, student possession and use of wireless communication devices (including; but not limited to: pagers and telephones) are prohibited during classes. If a

phone interrupts class or a student is using one during class, it will be taken by the teacher.

Student possession and use of wireless communication devices (including but not limited to pagers and telephones) during attendance (not participation in) at after school-sponsored activities is not regulated by the district.

Consequences of violation of Policy:

1. First offense: The phone will be turned into the office and may be claimed at the end of the day. Office personnel will document first offense.
2. Second Offense: Parent/ Guardian will be notified and asked to pick up the phone from the office.

LEAVING SCHOOL DURING THE DAY

If a student finds it necessary to leave school during the day, he or she must check out at the principal's office. No student will be permitted to leave unless his or her parent has notified the principal in advance. In case of illness, the principal will decide whether the student is to go home. Any student leaving school without permission from the principal will be considered truant and can expect disciplinary action.

TRUANCY

Deliberate absence from school constitutes a breach of good school citizenship; and, in addition to the above, may be dealt with on the basis of individual disciplinary measures. Law officials will be contacted.

1. The first time that a student is truant, said student shall forfeit the right to participate further in school activities. This period of suspension in activities may last for one week from the date that the truancy was committed. School activities are defined as Clubs, Athletics, and other activities considered as extra-curricular.
2. The second time a student is truant, said student may be suspended from school for a period not to exceed one week and the parent must accompany said student to school for a conference with the principal.
3. If a student happens to be truant for a third time during the school year, he or she may be suspended from school for an indefinite period of time and the student and his or her parents must show a just cause to school officials for his or her return to school.

BUSSES

Riding a school bus is a **privilege** (not a right), and the privilege may be removed for not abiding by the bus rider rules. Students are expected to ride the bus to which they have been assigned. A note or a call will need to be made to the office in order for any changes to be made. **The bus drivers will not allow students to ride an unassigned bus without administrative and parent approval.**

1. Busses will start at such a time that they will be ready to leave at 7:55 A.M. Shuttles will arrive in Deer Creek at 8:15 A.M.
2. Buses will leave the elementary school approximately 5 minutes after the last bell.
3. No food shall be eaten on the bus without permission.
4. Students will be seated at all times when bus is in movement.
5. Nothing shall be thrown in the bus or out of the windows.

6. Pupils shall not extend arms or other parts of the body out of the window.
7. Remember that loud talking or unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.
8. All riders shall conduct themselves as ladies and gentlemen at all times
9. Buses will only let students off at school and their homes or bus stops.
10. Any damages to a bus by a student must be replaced and such actions will be dealt with immediately.
11. Parents must call route drivers when students are not going to ride

School authorities may suspend the student from the privilege of riding the bus because of disorderly conduct. In that event, it becomes the responsibility of the parents to see that the child gets to and from school.

DEFAACEMENT OF SCHOOL PROPERTY

Any student who cuts or otherwise injures any school building, property, or bus, or writes any profane or obscene language, or draws lewd pictures on the school premises shall be liable for replacement of property or suspension, expulsion, or other punishment befitting the offense.

HALL TRAFFIC

When in the hall before classes convene, or between classes, or at noon, students will not run, be loud, or create confusion. An atmosphere whereby a person can study without interference before school and during the lunch period must be maintained. No rowdiness, loud talking, hand holding, or any other personal contact will be permitted.

DISCIPLINE POLICY

The schools' primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

In recognition of the fact that "The Oklahoma State Legislature" has mandated that "each local Board of Education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and disciplining of the students. The parent or guardian of every child residing within a school district shall be notified by the local Board of Education of its adoption of the policy and shall receive a copy of it upon request. Provided, the teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child according to local policies during the time the child is in attendance or in transit to or from the school or any classroom is presided over by the teacher."

The goal of a discipline policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies of the district.

Administrative response to student misconduct is a matter directly influencing the morals of the entire student body. As such, all students should be treated in a fair and equitable manner. Disciplinary action should be based on a careful assessment of the seriousness of the offense, and its potential effect on other students.

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful of the fact that it is dealing

with individual personalities. The administration should consider consultations with parents on disciplinary measures that might prove most effective in particular instances.

In response to the legislative call for each district to have its own discipline policy, the Deer Creek - Lamont School District will have the following Discipline Action Schedule. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip school administrators for their disciplinary responsibilities.

Nothing in the following discipline action schedule will be construed to deny a student's right to a fair and orderly hearing, appeal, counsel, and due process in cases, which may end in suspension or expulsion.

Principals and their designees in a manner, which they deem just, shall interpret this schedule given the circumstances of the individual cases. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the Disciplinary Action Schedule.

Provisions of such policies, guidelines, and regulations notwithstanding, any employee may temporarily exclude a pupil from the classroom when the employee judges the pupil's behavior to be disruptive to the instructional program. The employee shall notify the office immediately of such temporary exclusion.

Employees may use such reasonable force as is necessary to enforce pupil behavior policies, to exclude pupils from a classroom, to protect other persons or property, to quell a disturbance, or to obtain possession of weapons or other dangerous objects.

DISCIPLINARY ACTION SCHEDULE

Infraction	1st Violation	2nd Violation	3rd Violation
Level I			
1. <u>Disruption of Classroom or Assembly</u>	1-3,12	1-3,5,6,12	1-7,11,12
2. <u>Lunchroom Misconduct</u>	1-3,12	1-3,5,6,12	1-7,11,12
3. <u>Loitering on School</u>	1,12	1,2,5,6,12	1,2,4-7,12
Level II			
1. <u>Bus Misconduct</u>	1-3,12	1-3,5-7,12	1-7,11,12
2. <u>Cutting Classes</u>	1,2,6,12	1,2,5-7,12	1,2,5-7,12
3. <u>Leaving School Without Permission</u>	1,2,6,7,12	1,2,5-7,12	1,2,5-7,12
4. <u>Causing a Fire Alarm</u>	1,2,6,12	1,2,5-7,12	1,2,5-7,11,12
5. <u>Smoking on School Property and Possession of Tobacco</u>	1,2,6,12	1,2,5-7,12	1,2,5-7,11,12
6. <u>Use of Profanity or Defiance of Authority</u>	1-3,12	1-6,12	1-7,11,12
7. <u>Truancy</u>	1,2,7,12	1,2,5,7,11,12	1,2,5,7,9-12
8. <u>Failure to put forth an Effort in Classroom</u>	1,2,12	1,2,5,6,12	1,2,6,7,10,12
Level III			
1. <u>Theft</u>	1,2,5,7,8,12	1,2,5,7-9,11,12	1,2,5,7-9,11, 12

2. Assault - Physical or Verbal	1,2,5,7,11,12	1,2,5-7,9,11,12	1,2,5-7,9,11-12
3. Fighting	1,2,5-7,11-12	1,2,5-7,9,11,12	1,2,5-7,9,11-12
4. Destruction of Property	1,2,5-7,8,12	1,2,5-7,8,9,11-1	1,2,9,11-12
5. Possession or Use of Illegal Substances	1,2,5,9-12	1,2,9-12	1,2,9-12
6. Possession of Firearms or other Weapons	9 & 11	9 & 11	9 & 11

CODE NUMBERS FOR DISCIPLINARY ACTION SCHEDULE

- | | | |
|--|--|--|
| 1. Warn Student (written) | 5. Parent Conference | 11. Suspension |
| 2. Notify Parents | 6. Detention | 12. Any other disciplinary action deemed necessary under the circumstances |
| 3. Remove from Class or Activity (temporary) | 7. In-School Suspension | |
| 4. Remove from Class or Activity (permanent) | 8. Financial Restitution | |
| | 9. Involve Law Enforcement | |
| | 10. Refer to other school related agency | |

BULLYING PREVENTION POLICY

1. Statement of Philosophy

Deer Creek-Lamont Public Schools is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among the students. Deer Creek-Lamont Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment.

2. Definitions:

Bullying:

- Is aggressive behavior or intentional harm-doing, including any gesture, written or verbal expression, electronic communication, or physical act.
- Can be physical, verbal, emotional, or sexual,
- Is carried out repeatedly over time,
- Occurs within a relationship characterized by an imbalance of power,
- Results in insulting or demeaning any student or group of students.
- Can trigger violent responses in some students with other risk factors, or'
- Can be the early warning sign for further inappropriate behavior which may lead a victim to violence.

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

3. Examples of Prohibited Behavior

- Name calling and/or racial slurs, pushing, crowding, hitting, pinching, making fun of a person’s body, telling mean jokes about someone, making inappropriate gestures, taking possessions of the victim without permission

4. Policy Statement:
BULLYING WILL NOT BE TOLERATED ANYWHERE AT DEER CREEK-LAMONT PUBLIC SCHOOLS AND PROHIBITS DISCRIMINATORY HARRASSMENT OR BULLYING OF STUDENTS ON THE BASIS OF SEX, RACE/ COLOR/NATIONAL ORIGIN, AND DISIBILITY.

- Victims and bystanders are encouraged, if possible, to tell the bully to stop because the bully's actions are unwelcome and inappropriate,
- Reporting bullying to school staff is necessary. Anyone may report bullying. Students are to report bullying to their immediate adult supervisor (i.e. classroom teacher, substitute teacher, or bus driver – as the case may be) who then reports the bullying to the building principal who may choose to have the school counselor intervene with the bully and the victim. NOTE: Deer Creek-Lamont Public Schools defines *tattling* as telling an adult about another student's actions for the sole purpose of getting that student in trouble. *Reporting* is defined as telling an adult about another student's actions with the purpose of getting help with a situation that is threatening or harmful,
- The Deer Creek-Lamont Public School's staff will strive to maintain confidentiality of any student target or bystander who reports bullying or any student who is reported for being a bully, and;
- Deer Creek-Lamont Public Schools will not tolerate any form of retaliation for reporting bullying. Should an incident occur, school staff will investigate and upon determination discipline any student who retaliates against anyone who reports an incident, or against any person who testifies or assists in an investigation.

5. Student Accountability

Deer Creek-Lamont Public Schools expects students to demonstrate respectful behavior throughout the entire campus, on school busses, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions (i.e. sanctions dictated by the discipline policies set forth by the Deer Creek-Lamont Elementary, Junior High and High School Student Handbooks. Anyone reporting a bullying incident will fill out a District Bullying Reporting Form.

6. Staff Accountability

All school staff are expected to model respectful interaction with all students and staff – at all times. Staff members are expected to respond to bullying incidents immediately, and in a manner consistent with school policy.

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

- Responding immediately
- Establishing the safety of the student being targeted,
- Educating both students by identifying the unacceptable behavior and explaining its harmful impact on the target and on the students, and;
- Setting a logical, reasonable and educational consequence for the bully, which promotes the safety of the student being targeted.

7. Student Discipline

(NOTE: The school counselor will annually present the information contained within the DCLA BULLYING PREVENTION POLICY to each grade level). Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or administrator's designee for intervention.
2. The administrator will gather and evaluate incident information and (A) document the incident, place the student on a five-day probationary period and notify the parents, or (B) implement the following Intervention Procedure:
 - a. The student may be subject to an immediate in-school or out-of-school suspension for a minimum of three (3) days.
 - b. The student's parent(s) guardian will be notified.
 - c. The police may be notified.
 - d. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and other as deemed necessary (others may include, but not be limited to the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare). The conference shall take place as soon as possible.
 - e. A re-entry conference shall be held with the student, parent, administrator and site school counselor prior to the student's re-entry to school. If it is determined that the student may not return to school, counseling and/or alternative placement may be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who had previously been disciplined for threatening behavior may be subject to alternative placement or suspension if the offense is repeated depending upon the severity of the offense. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

The administrator shall file a report with the superintendent on any student disciplined under this policy. Discipline action will be determined on a case- by –case basis in a manner that is proportionate to the severity of the conduct.

SEARCH OF STUDENTS AND PROPERTY

Pursuant to Oklahoma State Statutes regarding search of students and property, the Deer Creek - Lamont Board of Education declares the following policy:

The superintendent, principal, or any teacher, in the Deer Creek - Lamont Schools, upon reasonable suspicion, shall have the authority to detain or authorize the search of any pupil or property in the possession of the student, when said pupil is on any school property, or while attending a function sponsored or authorized by the school for dangerous weapons or controlled substances as defined in the Uniform Controlled Substance Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for any missing or stolen property if said property be reasonably suspect 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, and said person be of the same sex if practical.

In no event, shall a strip search of a student be allowed. No student's clothing, except for cold weather outerwear shall be removed prior to or during the conduct of any warranted search.

The superintendent, principal, or teacher searching or authorizing the search shall have the authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled substances, or missing or stolen property 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 dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of any of the above may be suspended by the principal for any period of time not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of Deer Creek - Lamont School by any pupils suspended under this policy.

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

ENFORCEMENT OF STUDENT SEARCH POLICY

The above stated policy shall be interpreted and enforced by teachers and administrators in the following manner:

1. Elementary administrators and teachers (K-6) may search students and property as stated by the above guidelines without notification of parents. Parents will be notified of the results of such search.

2. Secondary administrators and teachers (7-12) may search students and property as stated above guidelines with the following conditions applied:

a. A reasonable attempt will be made to notify the parents of the intent to search the student. If parents cannot be notified, the search may be conducted as stated above.

b. In the event that the search involves dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property, the search will be limited to search of removable outerwear, such as coats jackets, and sweaters. No search of personal clothing such as shirts, pants, or dresses will be conducted unless in the presence of either parents, and/ or legal authorities. In any case a reasonable attempt will be made to notify the parent of the intended search, in order to allow parents to be present.

c. In the event that dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property is found by the administration or teacher, parents and legal authorities will be notified.

d. If at any time, the administrator or teachers feel immediate search is necessary in order to prevent eminent danger to the student, students, school employees and the like, the search may be conducted as stated in the above policy. Parents will be notified after such search has been conducted.

Head Lice

Periodically throughout the year classes and or individuals will be checked for head lice in order to prevent the spread of head lice. Students who are found to have head lice

will be sent home and not allowed to return without a signed form from a health professional stating that they are free of head lice and nits.

SUSPENSION CONDITIONS OF SUSPENSION

The principal or his/her designee may determine that it is necessary to recommend suspension from school. The decision to suspend will not be made prior to consideration by the principal of other discipline alternatives such as: in-school suspension, alternative school placement, or reassignment to another classroom. The decision to suspend will be made after the principal has investigated the facts, given the student oral or written notice of the charge(s) and provided an opportunity for the student to present his/her version.

If a student is suspended, the student will not be released from the school premises until a parent has been contacted and the specific act(s) for which the suspension was ordered and the length of the suspension explained to the parent. A conference may be scheduled for the student and parents to discuss the problem resulting in the suspension. If at the end of the school day, parents have not been contacted, the principal will mail notice giving all pertinent information relating to the suspension, informing the parent of their right to appeal the suspension to the Board of Education, and encouraging the parent(s) to contact the principal.

Students who are suspended on a long-term basis will be allowed the opportunity to continue their education via a home-based school work program administered by the principal. Assignments (for work in core subject areas) will be collected on a daily basis by the principal or his designee. The parent or guardian of the suspended student will be responsible for collection of the assignments and return of completed assignments in the office of the principal no later than 3:15 p.m. each day that the suspension is in effect. It shall be the responsibility of the parent or guardian to provide an appropriate supervised, structured environment and appropriate monitoring of the suspended student. Failure on the part of the parent or guardian to pick up and/or return completed assignments shall result in zero's (0's) being recorded for each uncompleted or missed assignment. Students suspended out of school will not be allowed to attend school, take part in, or be present at any school-sponsored activities, or be on the premises of Deer Creek - Lamont Public School.

Any student suspended out of school shall have the right to appeal the decision to suspend. A student suspended on a short-term basis may appeal the decision to suspend to the Superintendent. Students suspended on a long-term basis may appeal to the Board of Education. All requests for appeal must be submitted in writing to the principal within forty-eight (48) hours (excluding days that school is not in session) after the parent or guardian has been put on notice by the principal that a suspension has occurred. Enforcement of the out of school suspension shall be delayed until the appeal has been heard by either the Superintendent or Board of Education. Students awaiting appeal of out of school suspension shall not be allowed to participate in extra-curricular school sponsored activities pending resolution of their appeal. If the appeal is for a short-term suspension, the principal shall notify the superintendent who shall conduct a hearing within forty-eight (48) hours. At the hearing, the parent and the student (at the discretion of the parent) shall be allowed to provide pertinent information written and/or oral information for the superintendent's review. Upon review of the facts, the superintendent shall make a decision to uphold or rescind the decision to suspend. The superintendent shall notify the parent or guardian of the results of his review within twenty-four (24) hours. The decision of the superintendent shall be final.

Upon receipt of a notification for appeal of a long-term suspension, the principal

shall notify the superintendent, who shall place the appeal request on the agenda for the next regularly scheduled board meeting. At the hearing, the parent and the student (at the discretion of the parent) shall be allowed to provide pertinent information written and/or oral information to the Board of Education for their review. Upon review of the facts, the Board of Education shall make a decision to uphold or rescind the decision to suspend. The school principal shall notify the parent or guardian of the results of the committee review within twenty-four (24) hours of the decision. The decision of the Board of Education shall be final.

ACTS WHICH MAY RESULT IN OUT OF SCHOOL SUSPENSION

House Bill 2130 passed during the 1997 session of the Oklahoma State Legislature has provided the following list of student offenses which may result in out of school suspension.

Included are the following: violation of school regulations, immorality, and adjudication as a delinquent for an offense that is not a violent offense, assault with a dangerous weapon, possession of an intoxicating beverage, low-point beer, wireless telecommunication device, missing or stolen property (if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school or school related activities), and possession of a dangerous weapon or a controlled dangerous substance.

IN-SCHOOL SUSPENSION

In the attempt to keep students within the learning environment, in-school suspension may be utilized as an alternative to disciplinary action. Students in in-school suspension will remain in a learning area while being isolated from other students due to an infraction of school rules. Students will have opportunities to make-up work, and to complete assignments in order to keep pace with the class. The student will remain in the detention area from the beginning of school to the end of the school day. Students will be allowed to leave the detention areas to take care of personal needs only when given permission to do so by the person in charge of the area. The student will work on assignments given by teachers to keep them abreast of the progress of the rest of their class. Students placed in in-school suspension will not be eligible to participate in any extra-curricular school activities on days of suspension.

OUT OF SCHOOL SHORT-TERM SUSPENSION

Short-term suspension is defined as removal of a student from school and school-related activities for a period of time not more than ten (10) school days.

OUT OF SCHOOL LONG-TERM SUSPENSION

Long-term suspension is defined as removal of a student from school and school-related activities for a period of time exceeding ten (10) school days.

Emergency Suspension

Emergency suspension may be recommended for a period of time as long as the student's presence in school presents a danger to himself or others. The threat may be

the result of a dangerous communicable disease or extreme disruptive conduct that presents a danger or prevents other students from pursuing an education. The student may return to school when it is determined by the principal that a danger no longer exists.

DRUG-FREE SCHOOL

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote health, safety, and welfare to employees, students, and the community, it is the policy of Deer Creek - Lamont Public School to provide a drug-free workplace in compliance with the Drug-Free Schools and Community Act Amendment of 1989 (P.L.) 101-226

Weapons-Free School

It is the policy of Deer Creek - Lamont Public School to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possess a firearm (firearm as defined in Title 18 of the United States Code, Section 921) at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year. Additionally, such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent.

3. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

4. An exception to this policy may be made for students participating in any authorized extracurricular activity or team involving the use of firearms or archery equipment.

5. The superintendent may modify the provision of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

STUDENT TESTING

Teacher-made tests and tests administered pursuant to the provisions of Oklahoma State Law, shall not include the use of projective psychological, personality, or adjustment tests for the purpose of collecting information relative to the personality, environment, home life, parental, or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student.

SPECIAL PROGRAMS AVAILABLE FOR STUDENTS

Deer Creek - Lamont Public School offers the following special program opportunities for all eligible students:

1. Special Education
2. Intellectually Gifted Education
3. Concurrent Enrollment

4. Proficiency Based Promotion
5. Counseling Service
6. Health Services

Students who have an interest in any of the above programs should visit with the elementary school principal regarding eligibility and district policy relating to the specific program.

Counseling and Guidance Services

Counseling and guidance services are available to all students of Deer Creek - Lamont Public School. Students who wish to visit with a counselor may contact at their convenience. A teacher may refer any student to the counselor. The counselor may visit with any student whether referred by staff or staff referred one time. The parent must approve additional counseling sessions. Parent permission and/or referral forms are available from the Principal or the counselor.

Health Services

Health services are available to all students of Deer Creek - Lamont Public School on a limited basis. Minor injuries reported to a teacher or the office can usually be treated with supplies kept on hand in the athletic department or principal's office. Students who become ill while at school should report to the principal's office. Parents will be notified and arrangements will be made for the student to go home. Administrators may in cases of emergency seek assistance from local Emergency Medical Technicians (EMT's) or request ambulance services available in Tonkawa, Blackwell, Medford, or Pond Creek.

Deer Creek - Lamont Public School contracts with the Local Fire Departments or Ambulance Service Providers to provide ambulance services for junior high and high school home football games.

A Health Services contract is also maintained with the Grant County Health Department. This contract includes all provisions for a written plan as required by the Accreditation Standards and Regulations of the Oklahoma State Department of Education. A copy of the plan is available upon request in the Superintendent's office. Health supervision services are available after obtaining parental consent. Upon the request of the District the Health Department will provide the following routine services: Health Appraisal, Communicable Disease Control, Consultation, Emergency Care and Screening, and Reporting of Suspected Child Abuse or Neglect.

Homeless Liaison – For information on rights of homeless children please contact our Homeless Liaison, Kay Gilchrist at 580-388-4333.

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 of the core curriculum areas. The Grant County Administrators Association maintains a test bank of approved tests that meet requirements set down by the Oklahoma State Department of Education. Requests can be processed at any time during the school year through the principal's office.

IMMUNIZATION AND MEDICATION

A student entering the Deer Creek - Lamont School for the first time shall present certification of immunization from a licensed physician, or authorized representative of the State Department of Public Health. The certification must show that the child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubella), poliomyelitis, and small pox, or is likely to be immune from the disease.

School personnel shall administer no medicine to students unless a form authorizing to administer medicine has been signed by the parent or legal guardian, and is on file in the office of the building principal. Forms are available through the principals' office.

TELEPHONE

Parents and students should avoid the use of the telephone except in urgent matters of vital importance, and messages to students must be transferred through the principal's office. Teachers or students will not be called to the telephone during a class period unless it is an urgent matter.

SEVERE WEATHER - SCHOOL CLOSING

In case of severe weather, snow, or low temperatures, the official announcement for school closings may be heard over the radio or T.V. stations. Listen to these stations and do not call the school. Radio: KNID T.V.: Channels 4, 5 and 9. An All school call will also be sent out to notify parents of a school closing.

FIRE DRILL

The signal will be a series of short blasts on the fire alarm system. Students in the Elementary Building will be led out by their teachers. Students should remain in lines according to classes so that roll may be checked outside. Two drills will be held throughout the year.

TORNADO DRILL

A long continued ringing of the bells will advise students to take shelter for a tornado or civil defense alert. Students in physical education classes will move to the dressing rooms on the east side of the gym. Students in classrooms will follow their teacher in an orderly fashion to the gym. Two drills will be held each year one in September and one in March.

LOCK DOWN DRILL

As required by law a minimum of two lockdown drills will be conducted each school year for securing school buildings to prevent or mitigate injuries that may occur from a threat on or near the school. Each classroom will be contacted by an all call for the entire building to be locked down and remain in a locked classroom until signaled with an all clear signal. All students and staff will participate in the drill.

Intruder Drill

As required by law a minimum of two intruder drills will be conducted each school year within the first 15 days of each semester for securing school buildings to prevent or mitigate injuries that may occur from a threat on the school. Three short bells will signal students and staff to follow procedures. The entire building will be locked down and procedures will be taken to keep students and staff safe. Everyone will remain locked down until the all clear signal is sounded.

CAFETERIA PRIVILEGES

Our cafeteria will be in operation for your use and benefit. All meals, whether you bring your lunch or buy it shall be eaten in the lunchroom. No food shall be eaten elsewhere in school.

We are striving to serve the best meals possible at the lowest possible price; to do this all breakfast and lunch bills must be paid regularly. A student may not individually charge in excess of \$15.00 for breakfast and lunch. Individuals who owe in excess of \$15.00 will not be allowed to eat. Statements will be sent home monthly. Breakfast for students will be \$1.35 and lunch fees will be \$2.25. Prices for adult guests are \$1.85 for breakfast and \$3.00 for lunch.

SCHOOL SPIRIT

There are many elements, which make up school spirit. Some of the more important ones are:

The comradeship and friendliness that are experienced in the classroom or hall, in the gymnasium, or on the campus;

The feeling that we must have the good will and respect of fellow students and teachers;

The good sportsmanship that makes us modest in victory and gracious in defeat;

Our feeling of pride that is aroused when students and teachers earn honors for themselves and the school; or the feeling of warmth that pervades our being when we see athletic teams proudly demonstrating their talents;

The joy of living and belonging in a school that believes in a democratic way of life where each individual is considered important; It is that something which crops up in our memory in later years that prompts us to say proudly, "I went to DCLA School".

SCHOOL PARTIES

Classes are allowed four parties during the school year: Halloween, Christmas, Valentines, and Easter. Any other activities and/or parties must have administrative approval.

BAND INSTRUMENT RENTAL

Students desiring to rent a school owned instrument will be responsible for the instrument and will be responsible for replacement or repair due to neglect or misuse. A rental fee will be assessed on smaller less expensive instruments. Assessment of rental fees on larger more expensive instruments will be at the discretion of the band instructor.

PARTICIPATION IN SCHOOL SPONSORED ORGANIZATIONS, ACTIVITIES, ATHLETIC AND ACADEMIC COMPETITIONS

Deer Creek - Lamont Public School provides students with the opportunity to participate and become involved in various student organizations, activities, and athletic and academic competitions. Student involvement at both the elementary level enhances development beyond the classroom.

For the 2017-2018 school year, Deer Creek - Lamont Public School will provide opportunities for student involvement in the following:

Competitive Activities

5th and 6th Grade Band and Vocal

Elementary Athletics

5th and 6th Grade Basketball

Track---Grades 1-6

Academic Teams

Deer Creek - Lamont Public School may sponsor elementary level academic teams. Team members are selected by criteria established by faculty sponsors of the group. Faculty members of the Deer Creek-Lamont Public School serve as sponsors of the elementary academic teams.

Competitive Activities

Competitive activities are those activities associated with enrollment in particular classes offered at Deer Creek - Lamont Public School. Traditionally, students enrolled in elementary- level band and vocal may participate in various competitions. As such participation in these activities may be required as part of the class curriculum designed by the instructor. Satisfactory performance and participation may become part of the criteria utilized by instructors in determining a grade in classes, which require such participation.

Athletic Teams

Deer Creek - Lamont Public School provides opportunities for students to participate in and become members of several athletic programs. Rules regarding such participation include but are not limited to the following examples:

1. Residency - student athletes must be legal residents of the school district or must be legally transferred to the school district from another school district in the state according to state statutes and regulations established by the Oklahoma State Department of Education.
2. Eligibility – All students participating in activities must meet and maintain eligibility standards. In general, in order to compete a student must maintain appropriate grades in the classroom.

Team sports require sufficient participation by student-athletes to legally compete. The district must have the ability to appropriately schedule contests in order to field a competitive team in a timely fashion. Student-athletes will be requested to determine the extent of their athletic involvement during the normal enrollment period.

Athletic Equipment Policies

Players are responsible for any equipment, practice uniforms, game uniforms, and the like which are checked out to them during the school year.

If a player loses or destroys equipment or uniforms, they will be required to replace the item at their own cost.

The head coach of any sport will determine to whom equipment, practice uniforms, and game uniforms will be issued. In other cases, there may be more team members than the number of uniforms owned by the district. Coaches may consider such factors as: ability, attitude, work ethics, ability to follow rules and policies, and attendance at practice in determining who shall be issued uniforms.

At the conclusion of the season, all equipment, practice uniforms, game uniforms, and the like must be checked in before that player begins their next sport. All equipment, practice uniforms, game uniforms, and the like must be check in at the conclusion of each school year. Grades and transcripts may be withheld pending check-in of school owned equipment and uniforms.

Locker Room Policy

The locker room must be kept clean.

All toilets must be flushed.

No horseplay in the locker room. Students will behave themselves in an appropriate manner.

Students will be assigned a locker by the coach. Dirty clothes left in lockers, which create hygiene problems for others, will be picked up and either disposed of or taken to another location for students to claim.

*Punishment for violating the above standards will be decided upon by the head coach and administration.

Practice Policy

Participation in practices for elementary competitive sports is an essential element of preparation, just as attendance in the classroom and completion of assignments is an essential part of learning.

Participants in the Deer Creek - Lamont Public School athletic programs are expected to participate in all practices and scheduled games scheduled by the head coach. By tradition, the district attempts to avoid interference with church related activities within the community. Mandatory practices will not be scheduled on Wednesday evening or on Sunday when church activities generally occur.

The head coach of any competitive sport may by school policy conduct practices at times other than immediately following the normal school day. This may include Saturday practice sessions; early morning sessions, evening sessions, or a practice during times when school is not in session such as during Christmas break. Coaches should provide up-to-date notification of practice schedules to all athletes on a weekly basis.

While at practice, students will be required to compete in all skills drills and conditioning exercises unless they have a note from a Doctor specifying what activity or exercise they should not participate in.

Coaches will accept direct notification from parents regarding reasons why a player has to miss a scheduled practice. Notice should be provided in advance whenever possible. However, the head coach will establish rules regarding makeup of practice sessions. It will be the responsibility of the head coach to determine whether or not additional conditioning should be assigned for missed practice time. Missing a team meeting shall be considered the same as missing practice. Additionally, coaches may impose specific penalties to athletes who are late to practice or must leave practice prior to its conclusion.

Team members may be required to assist in maintaining athletic facilities at Deer Creek - Lamont Public School. It is not intended for athletes to perform tasks which are normally performed by maintenance staff employed by the district, however many tasks such as sweeping the gym floor, maintaining the locker room, lining the football field, or maintaining the baseball or softball fields are most easily done when many hands are available.

Travel Policy

Students who participate in school sponsored sporting events are expected to travel to and from the event on the team bus. Exceptions will be made to this rule, but again requests for exceptions must be made directly by parents to the coach or administration.

Students are expected to maintain proper behavior while traveling to and from athletic contests. The head coach may establish appropriate dress codes for team travel. Misconduct on the bus will not be tolerated. The coach at the next practice will handle any punishment for misconduct. The type of punishment will depend on the severity of the offense but could range from extra conditioning to dismissal from the team.

Player Suspension Policy

There are two types of suspensions:

(1) Game Suspension - a player that receives a game suspension will be required to practice but will not be allowed to suit up for the game.

(2) Team Suspension - a player that is suspended from the team will not be allowed to be a part of the team for the duration of the suspension. The head coach in consultation with the elementary principal will determine the length of suspension. The practices missed during the suspension will be treated as missed practices.

Player Dismissal Policy

Any player that is dismissed from a team will forfeit the opportunity to receive nominations for any awards or honors, which normally come with participation in competitive sports.

Any player dismissed from a team will not be allowed to return to that team until the next ensuing school year.

Quitting the Team

Any player who quits the team must personally inform the head coach and check in all equipment and/or uniforms, which have been issued to them. Players who quit the team

and wish to return to the team may do so only after the remaining members of the team have met and voted to allow the player to return. If a player is allowed to return to the team, they may be required to complete extra conditioning as a condition for their return. The team and the head coach will determine the extra-conditioning requirements. Players who quit the team will not be allowed to return to the team if they fail to inform the coach within three (3) days after quitting of their intention to return. Players who quit a team for a second time will not be allowed to return to the team.

Authority of Coaches

Coaches, like teachers employed by Deer Creek - Lamont Public School, are charged with responsibilities relating directly to their employment status. Coaches are responsible for organization of a competitive team. It is not the intent of the district to provide athletic competition under the guise of a physical education.

By necessity, the district does not subscribe to a belief that everyone is entitled to be a starter on an organized team, nor is there an obligation to provide a minimum amount of playing time to any particular individual. Athletic success requires a great deal of time and hard work by its participants. Good coaches realize the importance of providing opportunities for less experienced players to gain experience. Deer Creek - Lamont Public School allows and expects coaches to determine appropriate practice schedules, utilize instructional drills which will provide student athletes with the skills necessary to compete effectively, and to determine which athletes are most ready to enter varsity level competition.

Make-up Policy

Students who miss school due to activity involvement have a responsibility to make-up all work missed during their absence. In most cases, activity events are scheduled well in advance of their occurrence. Students who miss school due to activity involvement are required to make arrangements for completion of their work prior to their participation in the scheduled event. Teachers have the option of requiring completion of the work prior to or after the absence.

STUDENT HAZING AND SEXUAL HARRASSMENT

Policy of Deer Creek - Lamont Public Schools strictly prohibits hazing by any student organization or any person associated with any organization sanctioned or authorized by the Deer Creek -Lamont Board of Education. Hazing shall be considered acts involving harassment by banter, ridicule, or criticism of other students. Included are acts, which are intended to humiliate or play tricks on other students during initiation activities.

The policy of Deer Creek - Lamont Public School also forbids discrimination against, or harassment of, any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees, including non-employee volunteers, whose work is subject to the control of the school.

1. Sexual Harassment

- a. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double-entendre (double meanings), rumors, innuendoes, and jokes.
- b. Demeaning comments about a student's ability to excel in a class historically considered a boy's or girl's subject, privately talking to a student about sexual matters (except for "counseling " reasons timely reported to the appropriate school administrators or counselors), or hugging or touching a student inappropriately may constitute sexual harassment.
- c. Writing graffiti or sexually oriented notes which names a student or otherwise identifies a student is potentially defamatory and constitutes sexual harassment. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. Specific Prohibitions - Administrators, Supervisors, Employees, and Non-Employee Volunteers

- a. It is sexual harassment for an administrator, supervisor, support employee, non-employee volunteer, or teacher to use his or her authority to solicit sexual favors or attention from students.
- b. Administrators, supervisors, support personnel, non-employee volunteers or teachers who either engage in sexual harassment of students or tolerate such conduct by other school personnel, shall be subject to sanctions, as described below.
- c. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation or advances between school personnel and students, including students who have reached the age of maturity (18), during school hours or during hours of school-related activities will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and/or the suspension or termination of the employee or volunteer. Any sexual affiliation or advances between teachers and students under the age of maturity (18) may constitute a crime under state or federal law.

3. Reporting, Investigation, and Sanctions

- a. It is the express policy of the Deer Creek - Lamont Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy as described below:
 1. Students, employees or volunteers who feel that administrators, supervisors, support personnel, non-employee volunteers, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervisor, or to any responsible adult.
 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

c. Any student found to have engaged in sexual harassment of other students, teachers, school employees, or non-employee volunteers shall be subject to sanctions, including warnings, and/or suspension up to one year subject to applicable procedural and/or due process requirements, if any, mandated by law.

d. Any employee or non-employee volunteer found to have engaged in sexual harassment of students, teachers, employees, or non-employee volunteers shall be subject to sanctions, including, but not limited to, warning, suspension, or other appropriate punishment subject to applicable procedural and/or due process requirements, if any, mandated by law.

GYMNASIUM USE

Deer Creek Gym

The Deer Creek gym will normally be kept locked when not in use by the district. Patrons of the district may make arrangements for gym use through the administration and the district will leave a key with a local patron so that access may be attained when the facility is locked. Rules for use and a sign-up sheet may be posted in the gym lobby. Damage, vandalism, and misuse of the facility will result in closure of the gym for public use.

Lamont - New Gym

The new gym may only be used by students of Deer Creek - Lamont School under the direct supervision of a school employee. Staff members should not loan keys to the new gym for any purpose to students.

Senior citizens who wish to use the new gym to walk may make arrangements with the administration to be issued a key for use when the gym is available.

Any group wishing to utilize the new gym for any special use must make arrangements with the administration. Use of the gym for any scheduled school activity, practice, or event will take precedent over any other requested use of the new gym.

COMPUTER LAB, COMPUTER EQUIPMENT, AND INTERNET USE

The following policy shall govern the use of computer labs located at both Deer Creek - Lamont Elementary and Deer Creek - Lamont High School by students, employees, and patrons of the district:

Computer Use

The Deer Creek-Lamont Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited. Technology shall include but not be limited to information technology, telecommunications technology, and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, cell phones and other electronic devices, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences. The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district. Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

Reference: 70 O.S. §1-107.

Adoption Date: June 7, 2010

Computer Use Regulation: In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district. Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent or the superintendent's designee. School district computers and computer accessories will be used only by students, faculty and staff members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the superintendent the superintendent's designee. Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and direction of school faculty or system operators.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials. Users

will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed into, or removed from, school district computers only by, or at the direction of, an authorized faculty member. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, or otherwise harass any other user or system operator of any bulletin board or telecommunications entity.

Telecommunications users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person. The superintendent or designee shall have access to all materials loaded or stored in the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

Reference: 15 O.S. §776.1

Adoption Date: June 7, 2010

Internet and Other Computer Networks Acceptable Use & Internet Safety Policy

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

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet

access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the school district and the Internet Service Provider that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

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

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

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

Acceptable Uses

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

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

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

b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

- c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
- a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone met on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. Hacking and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other

technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Commission Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

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

Warranties/Indemnification: The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district’s network.

Updates: Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Reference: 21 O.S. § 1040.76; Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554); Communications Act of 1934, as amended (47 U.S.C. 254 [h], [l]); Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F) -This policy is required by law.

Adoption Date: June 7, 2010

Code of Conduct for Internet and Other Computer Network Access

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited; transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

Adoption Date: June 7, 2010

Internet Filtering Regulation

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be —net-smart||;
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using —Acceptable Use Agreements||;
- Using behavior management practices for which Internet access privileges can be earned or lost; and appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools. Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

Criteria for Filtering of Objectionable Sites:

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

Nudity/Pornography

Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)

Provocative semi-nudity (e.g., lingerie models)

Sites that contain pornography or links to pornographic sites

Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

Sexuality

Sites that contain material of a mature level (elementary/middle school levels)

Images or descriptions of sexual aids

Descriptions of sexual acts or techniques

Sites that contain inappropriate personal ads

Violence

Sites that promote violence

Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)

Graphic autopsy or crime scene images

Crime

Information on performing criminal acts (e.g., drug or bomb making, computer —hacking)
Illegal file archives (e.g., software piracy)

Drug Use

Sites that promote the use of illegal drugs
Material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug (e.g., drinking game rules)
Exceptions: Material with valid educational use (e.g., drug use statistics)

Tastelessness

Images or descriptions of excretory acts (e.g., vomiting, urinating)
Graphic medical images outside of a medical context
Exception: Graphic medical images within a medical context

Language/Profanity

Passages/words too coarse to be softened by the word filter
Profanity within images/sounds/multimedia files
Sexually or racially tinged language
Note: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

Discrimination/Intolerance

Material advocating discrimination (e.g., racial or religious intolerance)
Sites that promote intolerance, hate, or discrimination

Interactive Mail/Chat

Sites that contain or allow inappropriate e-mail correspondence
Sites that contain or allow inappropriate chat areas

Inappropriate Banner Acts

Advertisements containing inappropriate images

Gambling

Sites that allow or promote online gambling

Weapons

Sites that promote illegal weapons
Sites that promote the use of illegal weapons

Other Inappropriate Material

Body modification: tattooing, branding, cutting, etc.

Judgment Calls

Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites be Blocked: If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

Reference: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g). Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96. Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq. Adoption Date: June 7, 2010

Illegal Use of E-mail Messaging

According to Oklahoma law, it shall be unlawful for a person to initiate an electronic mail message that the sender knows, or has reason to know, does any of the following:

Misrepresents any information in identifying the point of origin or the transmission path of the electronic mail message

Does not contain information identifying the point of origin or the transmission path of the electronic mail message or

Contains false, malicious, or misleading information, which purposely or negligently injures a person.

It shall also be unlawful for any person to sell, give, or otherwise distribute or possess with the intent to sell, give, or distribute software, which is primarily designed as follows:

For the purpose of facilitating the falsification of electronic mail transmission information or other routing information

Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information

Is marketed by that person or acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information.

Reference: 15 O.S. 776.1

Adoption Date: June 7, 2010

It shall also be unlawful for any person to sell, give, or otherwise distribute or possess with the intent to sell, give, or distribute software, which is primarily designed as follows:

- *For the purpose of facilitating the falsification of electronic mail transmission information or other routing information*
 - *Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information*
 - *Is marketed by that person or acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information*
- Reference: 15 O.S. 776.1*

Adoption Date: June 7, 2010

[Important Information for Parents about Meningococcal Disease and Meningitis Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health.](#)

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused

by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitidis
- Streptococcus pneumoniae,
- Group B streptococcal disease, and
- Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-ig-itidis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as "meningococcal disease" (men-INjo-kok-ul disease). Many persons are exposed to

Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That

includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases.

If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine.

Two doses of MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12

years, unless they have received it before. A booster

dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a onetime

booster dose should be given at age 16 through 18

years.

Children 2 years of age and older and adults who are at

high risk for meningococcal disease should receive 2

doses spaced 2 months apart. People at high risk include

individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or

older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use

in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk

by taking good care of themselves, by eating a balanced

diet, getting enough sleep and exercise, as well as

avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are

enrolling for the first time in colleges and post-high

school educational programs and who will live in dormitories or on-campus student housing. This

vaccine

is not required for children in elementary or high school

in Oklahoma, even though it is recommended for all

adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are

small risks associated with any vaccine. About half of the

people who receive a meningococcal vaccine will have

pain and redness where the shot was given, but because

the vaccine is not made from the whole bacteria, it

cannot cause bloodstream infections or meningitis. A

small percentage of people who get the vaccine develop

a fever. Vaccines, like all medicines, carry a risk of an

allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious

nervous system disorder, have been reported among

people who received MCV4. However, GBS is such a

rare disease that it is not possible right now to tell if the

vaccine is a part of the cause or simply due to chance

alone because a number of cases of GBS will occur every

year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine

protects about 90 percent of the people who are immunized against meningococcal disease

caused by

types A, C, Y, and W-135. These types cause almost

two-thirds of all meningococcal disease among teenagers in the United States. It does not

prevent type

B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of

bacterial meningitis or type B meningococcal disease.

Scientists have not been able to make a vaccine that will

protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?
For more information, contact your healthcare

provider or local county health department or visit these web sites:
National Meningitis Association at www.nmaus.org
Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>
This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)
Oklahoma State Department of Education

DEER CREEK-LAMONT PUBLIC SCHOOL TELEPHONE NUMBERS

PATRONS WHO LIVE IN EITHER DEER CREEK OR LAMONT CAN CALL THE SCHOOL IN EITHER COMMUNITY WITHOUT A LONG DISTANCE CHARGE. THANKS TO PIONEER TELEPHONE NUMBERS HAVE BEEN ISSUED WHICH WILL ALLOW YOU TO CALL EITHER SCHOOL AS IF IT WERE A LOCAL PHONE CALL.

IF YOU HAVE A DEER CREEK EXCHANGE

TO CALL THE HIGH SCHOOL IN LAMONT – DIAL 267-3277

TO CALL THE ELEMENTARY SCHOOL IN DEER CREEK – DIAL – 267-3241

IF YOU HAVE A LAMONT EXCHANGE

TO CALL THE HIGH SCHOOL IN LAMONT – DIAL – 388-4333

TO CALL THE ELEMENTARY SCHOOL IN DEER CREEK – DIAL 388-4390

TOLL FREE NUMBERS – IMPORTANT – PLEASE NOTE

Pioneer Telephone has provided the district with 2 Toll Free telephone numbers if you live or work in the following communities, Blackwell, Medford, Tonkawa, Ponca City, Garber, and Pioneer Cellular you may call your child’s school toll free from those locations.

Deer Creek – Lamont Elementary Toll Free Number – **1-888-443-4945**

Deer Creek – Lamont High School Toll Free Number – **1-888-443-4942**

PARENTS RIGHT TO KNOW

As per the requirements of H.R. 1 Deer Creek – Lamont Schools will provide the following information in the format required.

- A. **QUALIFICATIONS** – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide (in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum the following:
 - 1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under emergency or other provisional status through which State qualification of licensing criteria have been waived.
 3. The baccalaureate degree major of the discipline of the certification or degree.
 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- B. ADDITIONAL INFORMATION – In addition to the information that parents may require under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:
1. information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part and
 2. timely notice that the parent’s child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.
- C. FORMAT – The notice and information provided to parents under this Paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
1. PRIVACY – Information collected under this section shall be collected and disseminated in a manner that provides the privacy of individuals.