

2017-2018

DEER CREEK – LAMONT

JUNIOR HIGH



HIGH SCHOOL

STUDENT HANDBOOK

**Lamont, 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 – 2017-2018

Enrollment	August 2
Class-work Begins	August 9
Start of First Nine Weeks	August 9
Professional Day	September 1
Labor Day (Holiday)	September 4
End of First Nine Weeks	October 12
Start of Second Nine Weeks	October 13
Parent/Teacher Conference	October 18
Fall Break	October 19-20
Thanksgiving (Holiday)	November 22-24
Semester Exams	December 14-15
End of Second Nine Weeks	December 15
Christmas Vacation	December 18- January 1
Start of Third Nine Weeks	January 2
Professional Day	January 19
End of Third Nine Weeks	March 8
Start of Fourth Nine Weeks	March 9
Parent/Teacher Conference	March 16
Spring Break	March 19-23
Good Friday (Easter)	March 30
Semester Exams	May 10-11
End of Forth Nine Weeks	May 11

Deer Creek - Lamont Public School

BOARD OF EDUCATION

Mike Williams
Sabrina Blaser
Chad Muegge
Justin Hembree
TBD

ADMINISTRATION

Barbara Regier	Superintendent 388-4335
Barbara Regier	Elementary Principal 267-3241
Preston Kysar	High School Principal 388-4333
Kay Gilchrist	Counselor 388-4333

JUNIOR & SENIOR HIGH FACULTY

Kyle Hatfield	History / Athletics
Ardith Daniel	Special Education
Cheryl Tebow	HS Vocal Music
Deborah McFeeters	Science
Ashley Powell	Ag. Education
Gloria Gibbons	English
TBD	E 20/20 / Athletics
Jeff McReynolds	Band
Kelly Riddle	Math
Preston Kysar	Athletics
Linda Childress	Computer
Shelly Braden	History/English

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 encourages and allows 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 builds strength in 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 Jim Lewis, 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.

DISCLAIMER

Any and all decisions are left up to the principal. The Principal may modify any discipline or standard set in this handbook.

SCHOOL PRIDE PROJECTS

Projects that improve the school while instilling school pride in students. (washing tables, washing/cleaning school vehicles, cleaning school facilities, picking up trash, etc,)

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

OPENING AND CLOSING THE SCHOOL BUILDING

Students may enter the school building at 8:00 A.M. and go to their locker and on to their first hour class. At 3:30 P.M. students are expected to be out of the building and off the grounds, unless they have a school meeting, etc.

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.

College Preparatory/Work Ready Curriculum for High School Graduation

(Title 70 O.S. 11-103.6)

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

Testing Requirements for all students

In the school year 2017-2018, English Language Arts and Math Assessments will be given in grades 3-8 and grade 11th; Science Assessment will be given in grades 5th, 8th, and 11th.

Passport to Personal Financial Literacy

Beginning with students entering seventh grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a personal financial Literacy Passport during grades 7 through 12.

Personal Financial Literacy education shall include, but is not limited to, the following 14 areas of instruction: Understanding interest, credit card debt, and online commerce; rights and responsibilities of renting and buying a home; savings and investing, planning for retirement; bankruptcy; banking and financial services; balancing a checkbook; understanding loans and borrowing money, including predatory lending and payday loans; understanding insurance; identity fraud and theft; charitable giving; understanding the financial impact and consequences of gambling; earning an income; and understanding state and federal taxes.

GENERAL REQUIREMENTS FOR GRADUATION FROM DEER CREEK-LAMONT HIGH SCHOOL

Students (opting out of college) graduating from Deer Creek-Lamont High School must have (23) credits of satisfactory academic work with all required subjects completed before graduation. Required credits and/or subjects are:

4 Credits in Language Arts (1 unit in grammar and composition is required, 3 units from the following language arts electives: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition)

3 Credits in Mathematics (1 unit Algebra I or Algebra I taught in a contextual methodology is required, 2 units which may include, but are not limited to the following courses: Algebra II, Geometry or Contextual

Geometry, Trigonometry, Math Analysis, Pre-calculus, Calculus, Statistics, and/or Probability, or Computer Science I and II; Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation whether at a (1) comprehensive high school, or(2) technology center school when taken in the eleventh or twelfth grade) or other mathematics courses with content and/or rigor equal to or above Algebra I)

3 Credits in Science (1 unit of Biology I or Contextual Biology I is required, 2 units in the areas of life, physical, or earth science or technology which may include, but not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, or Applied Biology/Chemistry, Applied Physics, Principals of Technology or qualified agriculture education courses such as Horticulture, Plant or Soil Science, Natural Resources and Environmental Science and Animal Science; contextual science courses which enhance technology preparation whether at a (1) comprehensive high school, or(2) technology center school when taken in the eleventh or twelfth grade) or other science courses with content and/or rigor equal to Biology I)

3 Credits in Social Studies (1 unit of United States History, ½ to 1 unit of United States Government, and ½ unit of Oklahoma History is required, ½ to 1 unit of the following social studies electives - World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, and Oklahoma History)

2 Credits in Arts (2units or sets of competencies, which may include, but are not limited to, courses in Visual Arts and General Music)

8 Credits in Elective Subjects

Requirements for College-Bound Students:

College-Bound Students graduating from Deer Creek-Lamont High School must have (23) credits of satisfactory academic work with all required subjects completed before graduation. Required credits and/or subjects are:

4 Credits in Language Arts (to include Grammar and Composition, Literature, or any English course approved for college admission requirements)

3 Credits in Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any Mathematics course with content and/or rigor above Algebra I and approved for college admission requirements)

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

3 Credits in History and Citizenship Skills (1 unit of United States History, ½ unit of United States Government, and ½ unit of Oklahoma History, and 1 unit of the following social studies electives - World History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements)

2 Credits in Foreign Language or Computer Technology (2 credits of the same foreign language OR 2 credits of computer technology approved for college admission requirements, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding and typing courses)

1 additional Credit from courses listed above or career technology education courses approved for college admission requirements

1 Credit in Arts (1 unit or set of competencies, which may include, but are not limited to, courses in Visual Arts and General Music.

6 Credits in Elective Subjects

Early graduation from high school is not offered by this district. Students are expected to complete eight (8) semesters of high school in order to graduate and receive a diploma.

ENROLLMENT

Students are required to enroll in a subject each period on the class schedule.

DROPPING A SUBJECT

Subjects should be dropped only through the counselor's or principal's office. Students will be allowed one week at the beginning the school year to make necessary changes in schedule of classes. A drop/add form from the counselor's office must be filled out and signed by the principal, the counselor, the instructor of the class being dropped, the instructor of the class being added, and returned to the counselor's office before approval will be given.

WITHDRAWAL FROM SCHOOL

If you plan to withdraw from school your parents should advise the office of your intention, and on the morning of the last day in attendance you must report to the Principal's office to obtain a withdrawal slip. You must present this slip to each of your teachers for clearance. All school and state-owned books must be returned to the subject teacher who assigned them. Final clearance is obtained in the office.

TECHNOLOGY SCHOOL ENROLLMENT, CREDITS AND TUITION

With the approval of the high school principal to enroll and upon admission by an area technology center, students may earn credits towards graduation by satisfactorily completing coursework offered through the technology center. Oklahoma statutes currently govern credits, which may be counted towards meeting graduation requirements.

All enrollments are considered out-of-district, so students are responsible for full tuition, plus out-of-district fees. All enrollments are through the technology centers, and paperwork must be brought to the counselor's office for proof of enrollment.

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. Announcements regarding proficiency-based promotion will be made at the beginning of each semester.

Course Work and High School Credit

TEACHER-DIRECTED

Deer Creek – Lamont Public Schools offers teacher-directed course work approved and regulated by the Oklahoma State Department of Education. Such coursework provides direct teacher-student interaction and takes place in a regular classroom setting. The class schedule is annually set by the high school principal with the assistance of the high school counselor (with input for JH and HS staff) All coursework offered for credit is aligned with the Oklahoma Priority Academic Skills criteria established by the Oklahoma State Department of Education. All teacher-directed coursework completed by students will be entered on the student's transcript.

CONCURRENT ENROLLMENT

Eleventh and twelfth grade students enrolled in as full-time students of Deer Creek–Lamont High School may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education if they meet requirements established by the Oklahoma State Department of Education. Such enrollment will allow students to attend and take college-level credit courses from an institution of higher learning while concurrently attending classes at Deer Creek - Lamont High School. Students who desire high school-level credit for completed concurrent enrollment coursework must submit a request for approval to the Board of Education. Once approved by the Board, concurrent

enrollment coursework will be entered on the student's transcript. Forms requesting credit for concurrent enrollment may be obtained from either the high school principal or counselor. (See Appendix Item E-8)

WEB-BASED INSTRUCTION (Synchronous Instruction)

Deer Creek - Lamont Public Schools offers students enrolled full-time at Deer Creek - Lamont Public Schools selected high school-level courses through H.323 technology that operates through the Internet. Coursework offered via H.323 technology appears on the class schedule annually prepared by the high school principal.

By definition, the H.323 technology is synchronous in that the instructor and student's primary interactions are in real time. All instruction is provided by appropriately certified instructors and meets the Oklahoma Priority Academic Skills criteria established by the Oklahoma State Department of Education. All H.323 coursework completed by students will be entered on the student's transcript.

Deer Creek - Lamont Public School accepts no responsibility for lost program time due to equipment failures or other such conditions beyond our control.

WEB-BASED INSTRUCTION (Asynchronous Instruction)

Asynchronous instruction by definition is not dependent on instructor and student interaction in real time. Asynchronous instruction that is web-based is not offered at Deer Creek - Lamont Public Schools on a scheduled basis and does not appear on the class schedule annually prepared by the high school principal.

Deer Creek - Lamont Public Schools Board of Education approval is required of all web-based asynchronous courses. Vendors seeking approval of web-based asynchronous courses must submit a written request to the Board. The board will only consider approval of courses meeting current regulations approved by the Oklahoma State Department of Education. It is the responsibility of the vendor to provide satisfactory documentation to the board that all SDE regulations have been met. The high school principal will maintain a list of all board approved web-based asynchronous courses.

Students wishing to enroll in and receive credit for completion of asynchronous web-based course work must be full-time students of Deer Creek - Lamont Public Schools. The high school principal shall be responsible for the evaluation of and approval/disapproval of all student requests to participate in courses delivered by means of asynchronous web-based instruction. Any student wanting to enroll in asynchronous web-based course work must submit a written request to the high school principal prior to enrollment in the course. The request for approval must be signed and dated by the parent.

1. Approval criteria may include but is not limited to:
 - a. The ability of the student to work in a self-paced environment,
 - b. The availability of school personnel to supervise, monitor student progress, grade assignments, and supervise tests
 - c. The availability of computer equipment,
 - d. The prior satisfactory completion of pre-requisite coursework by the student.
2. Other Conditions
 - a. Students will not be allowed to enroll in asynchronous web-based course work when the course is available on the current-year class schedule prepared by the high school principal. In instances where scheduling conflicts prohibit enrollment and where graduation of a student may be delayed due to unavailability of the course, the high school principal may elect to allow enrollment by the student in asynchronous web-based course,

- b. No student will be allowed to enroll in more than two (2) web-based asynchronous courses per semester. **Unless approved by the High school Principal and superintendent**
- c. All tests/testing associated with the approved web-based asynchronous courses must be taken on site under the direct supervision of a certified staff member,
- d. Credit will not be placed on the student transcript until completion of all coursework associated with the web-based asynchronous course. Coursework will be considered completed when the high school principal receives satisfactory documentation from the asynchronous web-based course vendor that the student has completed all required work.

Students earning credit by means of asynchronous web-based coursework shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site.

Deer Creek - Lamont Public Schools maintains a specific policy relating to use of the Internet. Deer Creek - Lamont Public School accepts no responsibility for lost program time due to equipment failures or other such conditions beyond our control.

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. As per statute, students failing the reading portion 8th grade level Criterion Referenced Testing program shall be involved in a remedial effort conducted by the 8th grade language arts instructor.

MARKING SYSTEM

The following grade marks are given in the Deer Creek - Lamont High School:

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.

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, which will enable us to recommend you for employment or college admission.

A transcript of this permanent record will be sent only at your request to any college or prospective employer.

HONOR ROLL

Students making all A's in a nine weeks grading system shall be placed on the Superintendent's Honor roll. Students making all B's or a combination of A's and B's with no grade below a B will be on the Principal's Honor Roll.

OKLAHOMA HONOR SOCIETY

Students who are in the top 10% of each class will be eligible for the honor society. A student that earns a "C" in conduct cannot become a member of the honor society even if he or she is in the top 10% of his or her class.

HONORS PROGRAM AND RECOGNITION OF GRADUATES

It shall be the objective of the Deer Creek - Lamont Board of Education to recognize students who have achieved academically over and above the basic requirements set for graduation, to broaden the scope of the student's academic knowledge, and to encourage increased student enrollment in subject areas beyond the basic graduation requirements. As such, the following requirements have been established to distinguish those students who have met the criteria established for "Graduation with Honors."

A. Honors Program

To be considered an honor graduate the following criteria must be met:

1. The student must achieve an overall 3.25 grade point average on a 4.0 grade scale based upon completion of seven (7) semesters of work. The average will be computed by averaging all completed work, except Vocal Music, Band, and Athletics in which a grade of A, B, C, D, or F is recorded on the student's transcript and rounding the average to the nearest hundredth (.00) place value (i.e. a 3.765 G.P.A. would round to 3.77 and a 3.764 would round to a 3.76 G.P.A.) Classes recorded on the student transcript on a pass/fail basis will not be computed in the student's overall average;
2. Beginning with the class of 2003, the student must earn a minimum of twenty-six (26) units of credit within eight (8) semesters. High School level classes completed by advanced class enrollment by students in elementary level grades will count within the 24 or 26 units of completed work and will be used in determining the overall grade point average of the student.
3. The student must complete seven (7) full credits of the following courses: Algebra II, Geometry, Trigonometry/Math Analysis, Advanced Biology, Physics, Chemistry, Anatomy Junior and Senior level Social Studies not required by the State, Computer Programming, Computer Applications (all BITE courses except Core), Accounting I and II, Foreign Language, Second Year Vo-Tech Enrollment (3 credits), AP Courses, and Concurrent Enrollment
4. The student must maintain minimum standards of the Honors program (stated above) until the end of the school year.

B. Selection of Class Valedictorian and Salutatorian

The valedictorian and salutatorian of each graduating class will meet the requirements of the honors program and will be selected by computing their seven (7) semester G.P.A. The average will be

computed by averaging all completed work recorded on the transcript and rounding the average to the nearest hundredth (.00) place value as described above. The valedictorian (the student with the highest G.P.A.) and the salutatorian (the student with the second highest G.P.A.) will be informed of their selection by the administration prior to the end of the third quarter of each school year. In the event that the two averages result in a tie (scores must be rounded the nearest hundredth (.00) place value) co-winners of the honor will be announced.

The Valedictorian and Salutatorian must earn a minimum of two (2) semesters of credit in the Deer Creek-Lamont Public School system during their high school enrollment. Students moving from another school must enroll in Deer Creek-Lamont Public School by the beginning of the second semester their Junior Year.

C. Recognition of Valedictorian, Salutatorian, and Eleventh Grade Escorts

Students earning an Honor's Diploma from Deer Creek - Lamont High School will be recognized in the following ways:

- (1) The high school diploma will have the designation "Honors" added to it;
- (2) During commencement student's earning the "Honors Diploma" will wear a gold drape with the word "Honor" imprinted upon it;
- (3) The valedictorian and salutatorian will wear a gold drape imprinted to signify their honor;
- (4) Student's earning the "Honor Diploma" will be recognized in the commencement program booklet;
- (5) Two eleventh grade students shall be selected to serve as escorts to the graduating class. The escorts shall be the two students who have the highest grade point averages as determined by the process described above. Selection of the escorts will be announced by the administration by the end of the third quarter of each school year and shall be based upon the completion of five (5) semesters of work. In the event that more than two students have identical grade point averages when ranked as described above, all students with the identical grade point averages will be invited to serve as escorts to the graduating class.

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 at Deer Creek - Lamont having in excess of ten (10) per semester will receive no credit for classes they have missed. The student will continue to be enrolled in that class and must attend class or risk suspension due to truancy. 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.

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.

USING SCHOOL VENDING MACHINES

The State Department of Education has mandated "healthy choices" regulations for vending machines in our Public Schools. We will follow them.

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. Emergency situations will be handled on an individual basis and it will be the principal's decision whether to excuse the absence.
 - Class work should be made up prior to a pre-arranged absence. The principal will provide a make-up sheet to the student, which must be initialed by each teacher. This make-up sheet must be turned into the office prior to the day of 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 tardiness 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 OVSLEEPING

1. UNEXCUSED TARDINESS

- A. 3rd tardy- Teacher turns into office (teacher / student conference)
- B. 4th and 5th tardy—Teacher turns into office (2 days of detention- or school pride projects)

NOTE: Three tardy occurrence in one class will be equal to one (1) unexcused absence.
See penalties for unexcused absences above.

HALL PASSES

The high school principal may determine that it is necessary for students who receive permission from 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.

HALL TRAFFIC

When in the hall before classes convene, or between classes, or at noon, do 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.

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. The student will need an admittance slip to re-enter his or her classes the next day. 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.

1. The first time that a student is truant, said student will face up to a week of detention. (School Pride projects may be utilized to enhance the punishment)
2. The second time a student is truant, said student **will be assigned school pride projects or will** be suspended from school for a period not to exceed one week, or both, 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.

DISCLAIMER

Any and all decisions are left up to the principal. The Principal may modify any discipline or standard set in this handbook.

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: The high school principal, the high school girls basketball coach, high school vocational agriculture instructor, and the high school band instructor.

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

- Assemblies
- College visits when “**APPROVED in advance**” by the principal/counselor (1/semester for a total of 2 per year)

- Serving as a page in the Legislature
- Travel time to contests
- 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
- Class activities
- Yearbook activities
- Student Government Activities
- 4-H Activities
- Scouting Activities
- Academic Competitions

BUSES

Riding the bus is a privilege and that privilege may be revoked for any infraction against general bus regulations.

1. Buses will start at such a time that they will arrive at 7:55 A.M. Shuttles will arrive at 8:15 A.M.
2. Buses will leave the high school 5 minutes after the last bell.
3. No food shall be eaten on the bus without permission.
4. Nothing shall be thrown in the bus or out of the windows.
5. Pupils shall not extend arms or other parts of the body out of the window.
6. Remember that loud talking or unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.
7. All riders shall conduct themselves as ladies and gentlemen at all times.
8. Buses will only let students off at school and their homes or bus stops.
9. Any damage to a bus by a student must be replaced and such actions will be dealt with immediately. 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 school.

RULES OF CONDUCT

Students who compose Deer Creek - Lamont High 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. Junior-senior high students will be allowed to wear conservative shorts year round. Shorts, skirts, and dresses should be of appropriate length. 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. Clothing that advertises drugs, alcohol, or tobacco, or has profanity or sexually explicit or suggestive wording will not be allowed. Undergarments should not be showing beneath outer garments. 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 in school vehicles or the use of vulgar language or indecent gestures will result in disciplinary action.

ARTICLES PROHIBITED AT SCHOOL

1. 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. Items such as (not limited to):
 - Radios
 - Video games
 - iPod/Music Playing Device
 - Electronic Paging Devices
 - Any other device or object that may create a distraction
2. Other articles have proven to be hazardous to others. Under no circumstances should these articles be brought to school. A partial list would be:
 - Water guns
 - Fireworks
 - Knives
 - Any other weapon or dangerous material

WIRELESS TELECOMMUNICATIONS DEVICES

Students are allowed to possess and use devices before and after school and at lunch. Students are only allowed to use their devices in class, unless directed by the teacher, for educational purposes. At no time will cell phones be used in the building without consent of the principal.

- Using a camera or phone to capture or enhance negative behavior may result in discipline of the student using the camera device.

- Any video captured at school or school activity and is uploaded to the internet or shared in any way will result in punishment for all involved.

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 personal will document first offense.
3. Second offense: Same as in # 1 but a parent/guardian will be notified and the student will serve before /after school detention as assigned by building principal.
4. Third offense; Student will be given a three (3) day suspension.

Student possession and use of wireless communication devices,(including but not limited to pagers and telephones) while attending after school school-sponsored activities is not regulated by the district.

DEFACEMENT 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 to suspension, expulsion, or other punishment befitting the offense. Law enforcement may also be contacted.

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 (teasing, mockery, joking, poke fun of), ridicule, or criticism of other students. Included are acts, which are intended to humiliate or play tricks on other students during initiation activities, or which cause physical or psychological harm.

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:

- 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.
- 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.
- 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:

- 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.
- 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.
- 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 majority (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 and state law. 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 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:

- 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.
 - 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.
4. 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.
 5. 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.
 6. 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, termination, or other appropriate punishment subject to applicable procedural and/or due process requirements, if any, mandated by law.

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 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. Tardy	**See Page 15 for new schedule for Discipline!		
2. Disruption of Classroom or Assembly	1-3,6,12	1-3,5,6,12	1-7,11,12
3. Lunchroom Misconduct	1-3,6,12	1-3,5,6,12	1-7,11,12
4. Loitering on School	1,12	1,2,5,6,12	1,2,4-7,12
Level II			
1. Bus Misconduct	1-3,6,12	1-3,5-7,12	1-7,11,12
2. Cutting Classes	1,2,6,12	1,2,5-7,12	1,2,5-7,12
3. Leaving School Without Permission	1,2,6,7,12	1,2,5-7,12	1,2,5-7,12
4. Causing a Fire Alarm	1,2,6,12	1,2,5-7,12	1,2,5-7,11,12
5. Smoking on School Property and Possession of Tobacco	1,2,6,12	1,2,5-7,12	1,2,5-7,11,12
6. Use of Profanity or Defiance of Authority	1-3,6,12	1-6,12	1-7,11,12
7. Truancy	1,2,6-7,12	1,2,5,7,11,12	1,2,5,7,9-12
8. Failure to put forth an Effort in Classroom	1,2,6,12	1,2,5,6,12	1,2,6,7,10,12
Level III			
1. Theft	1,2,5-12	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	1,2,5-7,8,9,11-12	1,2,9,11-12
5. Possession or Use of Illegal Substances	1,2,5,6,9-12	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) | 7. In-School Suspension |
| 2. Notify Parents | 8. Financial Restitution |
| 3. Remove from Class or Activity (temporary) | 9. Involve Law Enforcement |
| 4. Remove from Class or Activity (permanent) | 10. Refer to other school related agency |
| 5. Parental Conference | 11. Suspension |
| 6. Detention, or School Pride Project | 12. Any other disciplinary action deemed necessary under the circumstances |

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 an function sponsored or authorized 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 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 as stated above guidelines with the following conditions applied:
 - 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.
 - 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.
 - In the event that the administration or teacher finds dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property, parents and legal authorities will be notified.
 - 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.

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 schoolwork program administered by the high school 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. 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 either the Superintendent or Board of Education has heard the appeal. 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). 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, 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. In-School suspension will begin at 6:30 a.m. until 8:25 a.m., during lunch hour, and after school until 4:30 p.m. During the school day, students will attend each class. 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.

POLICY TO BE STRICTLY ENFORCED:

- First Offense: Teacher will give verbal warning and written notice will be sent home to parent. Parent will be contacted by the principal that day.
- Second Offense: Principal will notify parents and student will be placed in in-school suspension (ISS) for 3 days beginning the very next day of offense.
- Third Offense: Principal will notify parents and student will be placed in out of school suspension. See DCLA Student Handbook, section Short-term or Long-term suspension, Page 24).

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 Guns-Free Schools Act.

1. Any student in this school district who uses or posses 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 release 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.

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

ALTERNATIVE EDUCATION SERVICES

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

COUNSELING SERVICES

Counseling 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 annually contracts with the Tonkawa Fire Department 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.

ALTERNATIVE EDUCATION

Deer Creek - Lamont Public Schools provides students with alternative education placement services through the Grant County Alternative Academy operating on the campus of Pond Creek-Hunter High School in Pond Creek, Oklahoma. Admission to the Alternative Education program requires the approval of the JH/HS Principal, Counselor, and Director of the Grant County Alternative Academy. The district does not provide transportation to or from the alternative school campus.

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. Self-medication of asthma medicine requires written permission. Forms are available through the high school 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.

TRAFFIC SAFETY AND AUTOMOBILES

- Students who drive cars to school are expected to observe all traffic regulations.
- Stops and speed limits should be obeyed, and correct signals should be given for stops and turns.
- Reckless driving around school will not be tolerated.

- When driving a car to school, the vehicle shall not be moved until after the dismissal bell rings at the end of the school day. Neither shall you sit in or loiter in the automobile during school hours. Driving cars will not be permitted at noon or during school hours without special permission from the principal.
- Transportation will be furnished to you to and from school on a school bus. Every student is urged to use this service except when necessity demands that you furnish your own transportation.
- Violation of any of the above rules of good conduct will result in disciplinary action.

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 announcement may also be made through the use of school reach.

FIRE DRILL

The signal will be a series of short blasts on the bell system. Students in the High School building will be led out by their teachers. Students should remain in lines according to classes so that roll may be checked outside.

TORNADO DRILL

A long continued ringing of the bells will advise you to take shelter for a tornado or civil defense alert. Students in agriculture and physical education classes will move into the new dressing room section on the north or the south side dressing rooms of the gym. High school students in the east wing, south wing, west wing, and band room of the high school building will move into the basement of the main building.

INTRUDER/LOCK DOWN/EVACUATION DRILL

We will perform drills each semester to comply with state regulations concerning evacuation of school buildings, and lock down procedures.

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. 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 high school students will be \$1.25 and \$1.80 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 warmness 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; That something which crops up in our memory in later years that prompts us to say proudly, "I" went to D.C.L.A School.

SCHOOL PARTIES

There will be one class party per school year. This is restricted to Deer Creek - Lamont High School pupils. These parties will dissolve at the schoolhouse by 12:00 if held on Friday or Saturday nights

and at 10:00 on other school day nights. The High School Faculty will sponsor parties. Sponsors will be responsible for scheduling school-sponsored parties. To be a guest at the Junior-Senior Banquet and Prom, a student will be in the ninth grade or above.

LETTER JACKETS

The Deer Creek - Lamont School will order letter jackets and the student will be responsible for the entire cost of the jacket.

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 of \$12.00 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.

UNIFORMS

A \$5.00 cleaning fee may be charged each student for band uniforms and navy sports blazers.

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 junior high school and high school level enhances development beyond the classroom.

For the 2013-2014 school year, Deer Creek - Lamont Public School will provide opportunities for student involvement in the following:

Student Organizations

Future Farmers of America
National Honor Society
Student Council
Individual Class Organizations

Competitive Activities

Junior High Band
High School Band
Junior High Chorus
High School Chorus

Academic Teams

Junior High Quiz Bowl
High School Quiz Bowl

Junior High Cheerleading
High School Cheerleading

Junior High Athletics

Football
Boys and Girls Basketball

Boys and Girls Track/Cross Country

High School Athletics

Football
Boys and Girls Cross Country
Boys and Girls Track

Boys and Girls Basketball
Fast Pitch Softball (CO-OP)

- Cross Country and Fast Pitch Softball teams will be formed only if enough participants allow for the formation of teams.

STUDENT ORGANIZATIONS

Student organizations are those groups in which student membership and participation is to a great extent voluntary.

FUTURE FARMERS OF AMERICA (FFA)

FFA is a student organization provided for students enrolled in vocational agriculture classes. The organization has its own particular rules regarding membership, participation in organizational activities, selection of officers, and fund raising. Members of this organization are additionally governed by guidelines established at the state and national level. The organization is not governed or associated with the Oklahoma Secondary Schools Activities Association (OSSAA) and rules and regulations applicable to

the OSSAA do not apply to the members of the organization. The vocational agriculture instructor serves as the faculty sponsor of the FFA.

NATIONAL HONOR SOCIETY (NHS)

Deer Creek - Lamont High School has a local chapter of the National Honor Society. The organization has its own particular rules regarding membership, participation in organizational activities, selection of officers and fund raising. Members of this organization are additionally governed by guidelines established at the state and national level. The organization is not governed or associated with the Oklahoma Secondary Schools Activities Association (OSSAA) and rules and regulations applicable to the OSSAA do not apply to the members of the organization. A faculty member of Deer Creek - Lamont Public School serves as the faculty sponsor of NHS.

STUDENT COUNCIL

Students in grades 7-12 enrolled in Deer Creek - Lamont Public School may be elected as representatives of their individual classes to the student council. Selection is governed by the Constitution of the Student Council. Members of the Deer Creek - Lamont Student Council are involved in organizing various school related activities such as "Red Ribbon Week", school sponsored dances, or other special activities. Additionally, selected members may attend state level meetings where ideas relating to school-life may be exchanged with other students throughout the state. The organization is not governed or associated with the Oklahoma Secondary Schools Activities Association (OSSAA) and rules and regulations applicable to the OSSAA do not apply to members of the organization. A faculty member of Deer Creek - Lamont Public School serves as the faculty sponsor of the student council.

INDIVIDUAL CLASS ORGANIZATIONS

All students enrolled at Deer Creek - Lamont Public Schools are members of their individual class based upon their student classification. Each class annually elects officers. They also plan and sponsors individual class activities. Funds may be raised by the individual classes, which must be placed in the Deer Creek - Lamont Public School Activity Fund. Activities and fund-raising must conform to policies established by the Deer Creek - Lamont Board of Education and most often must be approved by the High School Principal. Faculty members of Deer Creek - Lamont Public School serve as sponsors of individual classes.

ACADEMIC TEAMS

Deer Creek - Lamont Public School sponsors both a junior high and high school level academic team. Teams members are selected by criteria established by faculty sponsors of the group. Because of team involvement in various competitions they are governed by the Oklahoma Secondary Schools Activities Association (OSSAA) and because the school is subject to sanctions which could be imposed by the OSSAA, students representing Deer Creek - Lamont Public Schools as members of the Academic Team must meet and adhere to rules established by the OSSAA. Faculty members of the Deer Creek-Lamont Public School serve as sponsors of both the junior high and high school academic teams.

COMPETITIVE ACTIVITIES

Competitive activities are those activities associated with enrollment in particular class offered at Deer Creek - Lamont Public School. Traditionally, students enrolled in junior high and high school level band and chorus participate in various local, districts, and state level 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.

TWO-SPORT PARTICIPATION

Student-athletes of Deer Creek-Lamont Public Schools will **not** be allowed to participate in two conflicting athletic programs (i.e. slow-pitch softball/track or football/cross country) **unless** the following conditions are met:

- A. The student is eligible under the guidelines established by the Oklahoma Secondary School Activities Association **and**;

- B. Written permission is provided to the high school principal by the parent of the student-athlete specifying the two athletic programs which the student-athlete may participate in **and**;
- C. One of the following two conditions is met:
 - 1. Written permission is provided to the high school principal by both coaches of the two conflicting athletic programs the student-athlete wishes to participate in **or**;
 - 2. The student-athlete has attained a minimum 2.75 GPA for all coursework completed during the most recently completed 9-week grading period.

JUNIOR HIGH AND HIGH SCHOOL BAND

Traditionally, the Deer Creek - Lamont Junior High and High School Band represent the school at various events throughout the school year. Performance by the band at pep rallies, in concert, in local public performances off-campus, in parades, and at various music competitions requires members to commit to active participation. Use of school owned equipment and uniforms in conjunction with participation in the band requires specific care and caution.

Because of the bands involvement in various competitions they are governed by the Oklahoma Secondary Schools Activities Association (OSSAA) and because the school is subject to sanctions which could be imposed by the OSSAA, students representing Deer Creek - Lamont Public Schools as members of the Band must meet and adhere to rules established by the OSSAA.

DCLA KING AND QUEEN CANDIDATES

Deer Creek-Lamont Public School annually selects student representatives each year as candidates and/or escorts of candidates whom are named as either King or Queen. The King and Queen candidates represent the school at the annual Football and Basketball homecoming celebrations. The process for selection of these candidates is governed by tradition and is currently placed under the direction of the Cheerleader sponsor and the high school principal.

Football Queen – All senior girls will have the option to be candidates. If there are no Seniors that want to be candidates, Juniors will have the opportunity. The queen is elected from the candidates by members of the football team. A ballot of the candidates is presented to team members with instructions to circle one name for the queen. If there is a tie in the queen selection, the team is presented with those names and asked to vote again. The queen's name is kept secret until the coronation.

Football King (Captain) – the Deer Creek - Lamont Football King is selected from the senior players by the football team. The team is presented with a ballot including the senior player's names. The king's name is kept secret until the coronation. Escorts for the football queen candidates are usually senior players. In the event that there are more players than the four candidates, pairs are used as escorts for part of the candidates so that all senior players will have a part in the coronation. In the event that there are not enough senior players to be escorts for the candidates, juniors are selected from the team to be escorts at the discretion of the coaches and cheerleader sponsor.

Basketball King and Queen – The Deer Creek-Lamont Basketball King and Queen are selected by their respective teammates from the senior players on each team. A ballot with senior player's names is presented to each team for election of the captain. That is the boy's team elects the king, and the girl's team elects the queen. Candidates are senior players. If there are no senior players, junior players will be used.

JUNIOR HIGH AND HIGH SCHOOL CHORUS

Traditionally, the Deer Creek - Lamont Junior High and High School Chorus represent the school at various events throughout the school year. Performance by the chorus in concert, in local public performances off-campus, and at various music competitions requires members to commit to active participation. Use of school owned equipment and uniforms in conjunction with participation in the chorus requires specific care and caution.

Because of the chorus involvement in various competitions, the Oklahoma Secondary Schools Activities Association (OSSAA) governs them and because the school is subject to sanctions, which could be imposed by the OSSAA, students representing Deer Creek - Lamont Public Schools as members of the chorus must meet and adhere to rules established by the OSSAA.

JUNIOR HIGH AND HIGH SCHOOL CHEERLEADING

Traditionally, members of both squads are selected as a result of try-outs conducted each spring. The assigned cheerleader sponsor establishes criteria for selection. Members of the cheerleading squads traditionally participate in fund raising activities to support their squads; they also perform at pep rallies, in competitions, and at school sponsored athletic events.

Because cheerleaders are involved in various competitions, they are governed by the Oklahoma Secondary Schools Activities Association (OSSAA) and because the school is subject to sanctions which could be imposed by the OSSAA, students representing Deer Creek-Lamont Public Schools as cheerleaders must meet and adhere to rules established by the OSSAA.

ATHLETIC TEAMS

Deer Creek - Lamont Public School provides opportunities for students to participate in and become members of several athletic programs. In general, team members are expected to subscribe to rules established by the Oklahoma Secondary Schools Activities Association in order to participate.

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. Further regulations regarding residency may be applied by the OSSAA.

2. Physicals - in order to practice or compete on any school sponsored athletic team or in any sport offered by Deer Creek - Lamont Public School, students must have a completed physical form on file in the high school principal's office. The form must be signed by a physician and indicate that the athlete is physically fit for involvement in athletic competition. Physicals must be completed on an annual basis. Additionally, students injured during the school year may be required to bring a Doctor's release before being allowed to continue their participation in the athletic program.

3. Eligibility - all students participating in activities sponsored and governed by the OSSAA must meet and maintain eligibility standards. In general, in order to compete a student must maintain appropriate grades in the classroom. Provisions are made by the OSSAA for the disqualification from competition of student-competitors who fail to meet the established standards.

Complete rules regarding competitions sponsored and governed by the OSSAA are on file in the High School Principal's office.

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 some cases, OSSAA rules regulate the number of players who may suit up for a sanctioned contest. 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 whom 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 showers must be turned off.

All toilets must be flushed.

No horseplay in the locker room.

Students will be assigned a locker by the coach. Dirty clothes left in lockers, which create hygiene problems for others, will not be tolerated.

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

PRACTICE POLICY

Participation in practices for junior and high school 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 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 is 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. Occasionally 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 high school 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. Additionally, the player will forfeit their opportunity to earn a school letter for that particular sport.

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. 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 head coach will determine the extra-conditioning requirements.

Return to the team must be approved by the Head Coach.

LETTERING POLICY

Athletic/activity letters are traditionally awarded to student athletes who compete in activities sponsored by the Oklahoma Secondary School Activities Association. At Deer Creek - Lamont Public School, school letters are traditionally awarded in band, vocal music, football, cross-country, basketball, baseball, softball, and track. The head coach may appropriately award a letter to a player who does not complete this requirement. Such cases will be limited to special circumstances such as an early season injury.

Football - players who participate in 1/4 or more of the all the quarters played during varsity competition during the season will receive a letter. Players will be credited with a quarter of play when they enter the contest during the game.

Cross-Country - players must compete in all scheduled cross-country meets. Exceptions to missing a meet may be considered by the head coach.

Basketball - players who participate in 1/4 or more of all the quarters played during varsity competition during the season will receive a letter. If a player competes in a junior-varsity event, two quarters of play at the junior varsity level shall equal one quarter of play at the varsity level.

Track - participants must compete in all scheduled track meets and must score at least one team point during the course of the season. Exceptions to missing a meet may be considered by the head coach.

Baseball or Softball - players who participate in 1/4 of all the innings played during varsity competition during the season will receive a letter.

Band - Audition, make, and perform in an honor band, or play a solo in an ensemble at an approved contest and receive a I or II rating, and maintain a B or better grade in band and perform at all required performances.

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. Coaches are expected to develop teams that will effectively compete with schools of similar size that are governed by the OSSAA.

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. A form is available in the high school principal's office, which provides for verification of completion of work prior to an activity absence. Teachers have the option of requiring completion of the work prior to or after the absence. In all cases, the make-up form must be completed and returned to the high school principal prior to leaving for the scheduled activity trip.

EIGHTH PERIOD ENROLLMENT

All athletes, regardless of the sport they chose to participate in must be enrolled a minimum of one (1) full semester in order to receive credit on their transcript of athletics. Since most sports seasons' overlap established grading periods, it may be necessary for some students to participate in off-season training in order to receive full credit for athletics. High School students who participate in athletics must enroll in eighth period on the class schedule in order to receive full-credit for the semester. For the 2013-2014 school year eighth period is scheduled from 3:30 - 4:20 p.m.

Athletes who are not participating in the sport of the season will be involved in either pre-season or off-season training that will help prepare them for the sport of their choice. Pre-season and off-season training may consist of weight lifting, running, drills, or other types of physical conditioning and will be available under the supervision of the coaching staff.

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.

Lamont - Old Gym

The old gym will generally be made available for use by the general public with the following restrictions:

1. Use will be on a first come first serve basis.
2. The glass doors at the east end of the high school building will remain open in order to allow access to the old gym.
3. Pre-school and elementary-aged students (K-6) may not use the gym without adult (18 years or older) supervision.
4. Use of the gym floor for such activities as skating, roller blading, remote control toys, and the like is strictly prohibited.
5. Any group wishing to reserve the old gym for special use must make arrangements with the administration.
6. Use of the old gym for any scheduled school activity, practice, or event will take precedent over any other requested use of the old gym.
7. Additional rules regarding use of the old gym will be posted within the gym.
8. Damage, vandalism, and misuse of the facility will result in closure of the gym for public use.

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 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 & 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 EMAIL 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