

# Little Axe Schools Student/Parent Handbook

2025-2026



## **Table of Contents**

<b>DISTRICT TELEPHONE NUMBERS/FAX NUMBERS</b>	<b>8</b>
<b>FOREWORD</b>	<b>9</b>
<b>AMERICA’S CREED</b>	<b>9</b>
<b>ADMINISTRATION - BOARD OF EDUCATION</b>	<b>9</b>
<b>LITTLE AXE SCHOOL MISSION STATEMENT</b>	<b>10</b>
<b>PHILOSOPHY OF EDUCATION</b>	<b>10</b>
Code of Student Conduct	11
Parental Responsibility and Involvement	11
Faculty/Staff Responsibility	11
<b>SECTION 1</b>	<b>12</b>
<b>ACADEMIC INFORMATION</b>	<b>12</b>
ACE (ACHIEVING CLASSROOM EXCELLENCE) REQUIREMENTS	12
ACT WAIVER/MODIFICATIONS	12
ADVANCED PLACEMENT, HONORS AND CORE CONCURRENT COURSES	12
HIGH SCHOOL ALTERNATIVE EDUCATION	13
CONCURRENT ENROLLMENT	13
MIDDLE SCHOOL ALTERNATIVE EDUCATION	13
DROP OUTS/DRIVER’S LICENSE	14
EXEMPTION FROM SEMESTER TESTING	14
EXTRACURRICULAR ACTIVITIES	14
FUNDRAISERS (SOLICITATION OF FUNDS FROM STUDENTS)	14
CLASS DUES	14
GIFTED AND TALENTED	14
GRADING	15
HIGH SCHOOL GRADUATION	15
EARLY GRADUATION	16
HONOR ROLLS	16
PARENT/TEACHER CONFERENCES	16
PRIVATE SCHOOLS/VIRTUAL SCHOOLS, HOME SCHOOLING (NEW STUDENTS)	16
PROFICIENCY PROMOTION	16
PROGRESS REPORTS/REPORT CARDS	17
PROMOTION/RETENTION/PASS/FAIL	17
SCHOLASTIC ELIGIBILITY	18
VOCATIONAL-TECHNICAL EDUCATION	18
TECHNOLOGY CENTER BUS SCHEDULE	19
<b>SECTION 2</b>	<b>19</b>

<b>ATTENDANCE</b>	<b>19</b>
ABSENCES	19
ADMITS	19
ATTENDANCE/ACTIVITY PARTICIPATION	20
ATTENDANCE POLICY	20
COLLEGE DAY FOR SENIORS/JUNIORS	20
DRIVER’S EXAM ABSENCES	20
Inpatient/Outpatient Hospitalization	20
MAKE-UP WORK	20
TARDIES	20
HIGH SCHOOL:	21
MIDDLE SCHOOL:	21
ELEMENTARY:	21
TRUANCY	21
WITHDRAWAL PROCEDURES	21
<b>SECTION 3</b>	<b>21</b>
<b>DISCIPLINE</b>	<b>21</b>
DISCIPLINE PLAN	22
BOMB THREAT	22
BULLYING AND HARASSMENT	22
DISPLAY OF AFFECTION	23
DISRUPTIVE AND INAPPROPRIATE BEHAVIOR	23
DRESS CODE	23
DRUG/ALCOHOLIC BEVERAGES/INHALANTS/UNKNOWN SUBSTANCES	24
DUE PROCESS	24
FIREARMS AND WEAPONS	24
GAMBLING	24
GANG ACTIVITY	25
HAZING	25
IN-SCHOOL DETENTION (ISD)	25
LUNCH DETENTION	25
PROCEDURAL STEPS FOR SUSPENSION	25
SUSPENSION	26
1. SHORT-TERM SUSPENSION (10 DAYS OR LESS)	27
2. LONG-TERM SUSPENSION (BEYOND A PERIOD OF 10 DAYS)	27
SCHOOL RESPONSIBILITY	27
SEARCHES	28
TOBACCO POLICY	28
TRESPASSERS	28

VANDALISM (PROPERTY DESTRUCTION)	28
VAPE POLICY	29
<b>SECTION 4</b>	<b>29</b>
<b>DISTRICT INFORMATION</b>	<b>29</b>
ASBESTOS INFORMATION	29
COMPLIANCE POLICY	29
CHILD FIND	29
EQUAL ACCESS	30
CLOSING OF SCHOOL	30
COMPLAINT PROCEDURE	31
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT [FERPA] (P.L.93-380)	31
GUIDANCE/COUNSELING SERVICES	31
IMMUNIZATION RECORDS	32
PARENTS RIGHT-TO-KNOW POLICY	32
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	33
VOLUNTEER INFORMATION	33
<b>SECTION 5</b>	<b>33</b>
<b>GENERAL RULES</b>	<b>33</b>
ACTIVITY/FIELD TRIPS	33
AFTER SCHOOL (STAYING)	34
ANIMALS/PETS ON CAMPUS	34
BELL SCHEDULES	34
CAFETERIA	34
CHANGING CLASS SCHEDULE	34
CHILD ABUSE	35
CLOSED CAMPUS	35
COMPUTER/TECHNOLOGY INFORMATION ACCESS	35
ENROLLMENT OF SUSPENDED STUDENTS	35
ENTERING THE BUILDING	35
FOOD AND DRINK	35
HALL CONDUCT AND PASSES	36
LEAVING SCHOOL	36
LOCKERS AND LOCKS	36
MEDICATIONS	37
VISION SCREENING	37
NURSE	37
PERSONAL PROPERTY	37
PROM RULES	37
RECRUITERS	38

SOLICITATION	38
STUDENT INSURANCE	38
SUBSTITUTE TEACHERS	38
PERSONAL ELECTRONIC DEVICES	38
TEACHER AUTHORITY	38
TEACHER-STUDENT COMMUNICATION	38
TELEPHONE USE	39
TEXTBOOK, ELECTRONICS, AND INSTRUCTIONAL MATERIAL	39
UNAUTHORIZED AREA	39
VISITORS TO SCHOOL SITES	39
WIRELESS DISCIPLINE	39
ELEMENTARY AND MIDDLE SCHOOL	39
HIGH SCHOOL	40
<b>SECTION 6</b>	<b>40</b>
<b>SAFETY AND TRANSPORTATION</b>	<b>40</b>
ACCIDENTS	40
BUS POLICY	40
BEHAVIOR GUIDELINES AND CONSEQUENCES	41
CLASS I OFFENSES	41
CLASS II OFFENSES	41
CONSEQUENCES	41
BUS VIDEO POLICY	42
DRIVING/PARKING PERMITS	42
EVACUATIONS	42
FIRE DRILLS	42
INTRUDER LOCKDOWN	42
STUDENT DRIVERS	42
TORNADO WARNING	43
TRANSPORTING OF STUDENTS	43
TRANSPORTATION CHANGES	43
<b>APPENDIX A - MIDDLE SCHOOL DISCIPLINE POINT SYSTEM</b>	<b>44</b>
<b>APPENDIX B - ELEMENTARY SCHOOL DISCIPLINE</b>	<b>46</b>
<b>APPENDIX C - HIGH SCHOOL DISCIPLINE</b>	<b>47</b>
<b>APPENDIX D - INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY</b>	<b>48</b>
<b>APPENDIX E – HIGH SCHOOL RESOURCES</b>	<b>52</b>
ACE (Achieving Classroom Excellence)	52
Oklahoma Promise	53
CERTIFICATE OF DISTINCTION	53

CONCURRENT ENROLLMENT	54
<b>APPENDIX F - MENINGOCOCCAL DISEASE</b>	<b>57</b>
<b>FORMS</b>	<b>60</b>
FORM A - TECHNOLOGY AND NETWORK	60
Page 2 - FORM A - TECHNOLOGY AND NETWORK	61
FORM B -RELEASE FORM	62
LITTLE AXE PUBLIC SCHOOLS RELEASE FORM	62
FORM D - HANDBOOK RECEIPT	64
SELF-ADMINISTRATION CONSENT FORM	65
PART I - PHYSICIAN'S STATEMENT	65
PART II - PARENT/GUARDIAN REQUEST/APPROVAL	66
MEDICATION PERMISSION FORM	67
HEALTH HISTORY	68

Dear Parents and Guardians:

Welcome to Little Axe Schools. This handbook will begin our communication with you in partnership to create an effective educational system for your child. It will provide you with a general overview of the policies and procedures by which Little Axe Schools operate. We encourage you to take the time to read this handbook and share it with your child. We would also like to extend an invitation for you to visit our schools and watch effective education in progress.

Obviously we cannot place all of the Little Axe School Board's policies and procedures in this handbook. Parents and students are welcome to visit with the building administrators at their convenience for discussion or clarification of any of the policies or practices that we adhere to within the Little Axe School System. We invite you to visit any of the building offices to discuss issues you may have questions or concerns about.

Sincerely,

Trey Kirkpatrick High School Principal	Mike Bread Middle School Principal Middle School Athletic Director	Wade Daugherty Elementary School Principal
Amie Lampkin Assistant High School Principal	Jamie Hendrix Assistant Middle School Principal	Sarah Berlier Assistant Elementary School Principal
	Jennifer Jennings Director of Special Education	Jessica Norris Elementary Dean of Students

DISTRICT TELEPHONE NUMBERS/FAX NUMBERS

HIGH SCHOOL

	<u>PHONE</u>	<u>FAX</u>
Principal/Assistant Principal	329-1612	579-2914
Attendance	579-2913	
Counselor/Student Records	579-2990	579-2707

MIDDLE SCHOOL

Principal/Assistant Principal	329-2156	579-2937
Attendance	329-2156	
Counselor/Student Records	579-2936	

ELEMENTARY SCHOOL

Principal/Assistant Principal	447-0913	579-2977/579-2976
Attendance	447-0913	
Counselor/Student Records	579-2978	

ATHLETIC DIRECTOR	579-2999	579-2996
CAFETERIA	579-2973	
CENTRAL OFFICE/SUPERINTENDENT	329-7691	579-2904
CHILDCARE	579-2964	
INDIAN EDUCATION	579-2918	
MAINTENANCE	579-2968	
SPECIAL SERVICES	579-2959	
TRANSPORTATION	579-2900	

OFFICIAL WEBSITE

[www.littleaxepts.org](http://www.littleaxepts.org)



## **FOREWORD**

The purpose of this Handbook is to inform faculty, staff, students, and parents of the policies and procedures, rules and regulations that apply to the school setting. With this knowledge, it is hoped that all students will meet or exceed the expectations set forth and have a successful and enjoyable school year.

Reference to parent in this handbook refers to a student's parent, legal guardian and/or custodian.

Reference to principal in this handbook refers to the building principal, assistant principal or the staff member to whom the principal has delegated administrative responsibility.

## **AMERICA'S CREED**

"I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

## **ADMINISTRATION - BOARD OF EDUCATION**

Beverly Felton, President  
Tessa Proffitt, Vice President  
Julie McClintock, Member  
Tommy Hamilton, Member  
Rickey Gourley, Member  
Cathey Miller, Clerk of the Board

## **SUPERINTENDENT**

Dr. Jay Thomas

## **HIGH SCHOOL**

Trey Kirkpatrick, Principal  
Amie Lampkin, Assistant Principal  
Amber Harp, Counselor

## **MIDDLE SCHOOL**

Mike Bread , Principal/Assistant Athletic Director  
Jamie Hendrix, Assistant Principal  
Christina Bread, Counselor

## **ELEMENTARY SCHOOL**

Wade Daugherty, Principal  
Sarah Berlier, Assistant Principal  
Jessica Norris, Dean of Students

## **LITTLE AXE SCHOOL MISSION STATEMENT**

Little Axe Public Schools will ensure that all students achieve at the highest potential regardless of race, gender, or socio-economic status. Each student will make continuous progress and be at or above grade level.

The Board believes that:

- a. The purpose of education is to prepare students to live in a complex, changing society.
- b. All children can learn.
- c. It is our duty to provide a quality education for all children.
- d. All children are worthy.
- e. High expectations foster academic success.
- f. Children learn best when they actively participate in meaningful learning experiences.
- g. The learning environment must promote dignity and respect for diversity.
- h. The learning environment must be clean, safe, orderly, attractive, and provide a nurturing atmosphere.
- i. Parental and community participation are crucial to quality education.
- j. Change based on assessment promotes innovation and growth.
- k. Resources will be provided to ensure equity for all children.

## **PHILOSOPHY OF EDUCATION**

The Board of Education believes that each student should be accepted into the educational community as an individual and should be provided with a stimulating environment. Opportunities should be provided for learning experiences designed to promote behavioral development that results in continuing satisfactory adjustments to life.

In the practical application of this philosophy, opportunities should be provided to each student within the limits of his/her capacity:

- To obtain an education, considering personal interests, abilities, and needs.
- To learn citizenship and democracy, emphasizing interests, abilities, and needs.
- To develop emotionally, morally, and socially.
- To stimulate a spirit of inquiry in the formulation of worthy goals.

The Board and staff believe that through reaching for these goals, students will increasingly be able to meet life's challenges.

## **OVERVIEW**

### **Code of Student Conduct**

The Parent/Student Handbook outlines major categories of behaviors and states disciplinary actions that may occur as a result of student misconduct. In the course of enforcing the handbook policies and procedures, students and their property may be searched if there is reasonable suspicion that a school rule or the law has been or is about to be broken. Surveillance equipment may be used in the schools and at school activities for both random searches and where reasonable suspicion to search is present. Police dogs may be used on school property to detect the presence of weapons, drugs, and/or other contraband.

### **Parental Responsibility and Involvement**

Each parent of a student enrolled in district schools has a duty to assist the school in enforcing the standards of student conduct and attendance. This is so that education may be conducted in an atmosphere which is free of disruption and threat to persons or property and which is supportive of individual rights. A parent also must pay all fees and charges levied against his/her child by the schools, including the costs associated with damage to or loss of school computers, books and other school property.

### **Faculty/Staff Responsibility**

Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for misconduct when the situation warrants. In Oklahoma, each school has in place a referral system for student discipline. The site administrators are responsible for addressing the student's behavior when required. The site administrators provide administrative support for presentation of discipline cases in hearings before hearing officers (if utilized), appeals to the superintendent, and finally to the board of education.

# SECTION 1

## ACADEMIC INFORMATION

### ACE (ACHIEVING CLASSROOM EXCELLENCE) REQUIREMENTS

College Preparatory/Work Ready Curriculum for High School Graduation:

4 Units English  
3 Units Mathematics  
3 Units Laboratory Science  
3 Units History and Citizenship Skills  
2 Units of the same Foreign or non-English language or 2 Units Computer Technology  
1 Additional Unit  
1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech  
0.5 Personal Financial Literacy  
6.5 Electives

\*\*\*Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 2320.508-4 The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually.

\*\*\*Beginning with the class of 2025 Oklahoma students must take a 100 question test using the questions from the US Citizenship and Immigration Services website, answering 60% of the questions correctly.

\*\*\*Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA) or submit a signed opt-out form, which is available in the school counselor's office. 70 O.S. § 1210.508-6

### ACT WAIVER/MODIFICATIONS

ACT fee waivers may be applied for based on economic need. There are no other circumstances for which fee waivers may be obtained from ACT. The fee waiver is available twice to a student during his or her junior or senior year. Students on an IEP, in need of modifications on testing, may speak with the school counselor to make arrangements. See the counselor for specific guidelines.

### ADVANCED PLACEMENT, HONORS AND CORE CONCURRENT COURSES

1. For students to be in a core honors, pre-AP, or AP course, they must meet 2 of the following 3 options every semester/school year.
  - a. A or B in the previous same content core classes (honors or not).
  - b. Teacher recommendation from the previous same content class.
  - c. Take a placement test (developed by the site department).
2. Parents and/or students can request placement into honors, pre-AP, or AP courses, but the student will still have to meet the standards stated above.
3. All Advanced Placement, honors, and core Concurrent Enrollment courses will receive weighted grade points (A-5.0, B-4.0, C-3.0, D-2.0, and F-0). *Including middle school.*
4. Students are allowed to take AP courses if they meet the prerequisites (if any) for that course.
5. Students who enroll in AP courses who, at the end of the first semester, feel that they would like to request a schedule change to take a non-AP equivalent course may do so without penalty.
6. All AP courses may not be offered every year.
7. Any student who has below 70% in an Honors or AP class at any time may be removed by an administrator from that course. Student and/or parent requests for withdrawal from any AP, Honors or concurrent enrollment course must meet Little Axe or college withdrawal procedures.

### HIGH SCHOOL ALTERNATIVE EDUCATION

The Alternative school/classes have been established for students who are at risk and have demonstrated a consistent inability to function in a regular school environment, or enrolled as adjudicated students. An evaluation team including the student and parent(s) will determine the student's qualifications for entry. Students in AE will have an alternative education plan (AEP) designed solely for him/her. The purpose of this plan is to graduate the student.

Students placed in alternative school will remain there until the completion of the current semester and longer if the AEP justifies such action. Alternative school will follow high standards for grading, credits, attendance, and graduation requirements. Students in the alternative school will follow all district policies and rules. Seating is limited to 20 students.

The alternative school program will follow the board approved district calendar. Students will take the four (4) core subjects each week for two-hour periods for a total of four (4) hours per week in each core subject.

### CONCURRENT ENROLLMENT

1. Seniors and juniors who meet published criteria for admission may concurrently enroll in college and high school if they satisfy current enrollment requirements.
2. Students in grades below the eleventh grade may be considered for concurrent enrollment if they score at the 99<sup>th</sup> percentile on the ACT using Oklahoma norms.
3. Students in good standing may apply for the Little Axe High School Concurrent Enrollment Scholarship Program in the LAHS Counselor's office.
4. Any questions about qualifying and procedures should be directed toward the school counselor who will work with the college admissions office to determine placement.
5. Students' credit hours may be limited by Little Axe Public Schools, choice of college, or State law.
6. When a student is concurrently enrolled, a copy of the enrollment schedule before classes begin and a copy of college transcripts upon completion must be furnished to the high school counselor in order to be properly released from school in the amount of time according to the enrollment hours.
7. Students concurrently enrolled are still obligated to the home school for attendance.
8. Failure to attend college courses may result in failure to meet district attendance regulations and disciplinary action may be taken.
9. Failure to pass concurrent classes may result in a deficiency of credits that are required for graduation.
10. Current concurrent grades for all classes, must be given to the counselor or administration at their request. If a class is dropped, the student must inform the counselor or administrator by the next school day or via email.

### MIDDLE SCHOOL ALTERNATIVE EDUCATION

The Alternative School/Classes has been established for middle school students who have demonstrated a consistent inability to function in a regular school environment. Students in AE will have an academically approved plan designed solely for him/her. The purpose of this plan is to advance middle school students to high school. If administration feels as if there is not a need, Alternative Education will not become a part of the Middle School Schedule.

Students placed in AE will remain in alternative school until the completion of the current quarter and longer if the AEP justifies such action. The alternative school will follow the district standards for grading, credits, attendance, and promotion requirements.

The Middle School Alternative School will be the same school hours as regular education classes. Administrators reserve the right to allow middle school students to be dismissed at the nine week break. Students will take the core subjects: Language Arts, Math, Science, and Social Studies. Counseling will be a component of the program.

#### DROP OUTS/DRIVER'S LICENSE

Oklahoma state law requires all public schools to notify the Department of Public safety when a student of sixteen (16) years of age or more drops out of school for the purpose of rescinding that person's driver's license. The driver's license will remain revoked until the student enrolls in public school.

#### EXEMPTION FROM SEMESTER TESTING

The Little Axe Board of Education is committed to good attendance and academic achievement for each student. Therefore, students in grades 6-12 with good attendance, academics, and discipline may choose to be exempt from semester finals if they meet the following guidelines:

- a. 3 absences and an A (90% or higher)
- b. 2 absences and a B (80% or higher)
- c. 1 absence and a C (70% or higher)

New students enrolling during the semester will be included in the exam exemption policy. Grades and attendance will be based upon the information from the student's previous school. Any exempted student may take a final exam if they wish. The grade they make on the test will only help their average, not lower it. Teachers will develop opportunities to review semester materials for students throughout the year in order for material to be recalled. The school will provide structure for any student not taking the test. The school will require students to be in class or have organized activities.

#### EXTRACURRICULAR ACTIVITIES

Students and parents should be aware that students are subject to the same behavioral requirements, policies, rules, and regulations at all-school sponsored activities, both on and off campus. These activities may include but are not limited to:

1. Academic team contest/events
2. Assemblies/Dances
3. Athletic contests/events
4. Cheerleading contests/events
5. Field Trips
6. Fund-raising activities
7. Junior/Senior Prom
8. Vocal music/band contests
9. Vocational student organization conventions/contests/events

#### FUNDRAISERS (SOLICITATION OF FUNDS FROM STUDENTS)

The solicitation of funds (fundraisers) from students in school must be approved by the Board of Education. Requests for the approval must be in writing listing the group proposing the specific solicitation, what product or services will be rendered, disposition of funds realized, and dates of (fundraising activities) solicitation. No individual solicitation (student, parent, or school employee) will be allowed. All fundraisers must be initiated through the Building Principal's office.

#### CLASS DUES

Class dues may be requested by graduating classes to help fund specific school activities throughout the year or coming years. Payment of class dues may be required to participate in certain school activities. An updated list of class dues will be kept in the Building Principal's office.

#### GIFTED AND TALENTED

The Board of Education approved *Gifted and Talented Policy* is available at all administration offices.

## GRADING

There will be an ongoing score that will reflect student achievement. Semester grades will be the ongoing score of daily work, assignment scores, and tests. The semester test will be no more than 20% of the grade for classes. Grades will be entered into the teacher's grade book as numerical values and then converted into letter grades at the end of each grading period.

The following grading scale is used at Little Axe Middle and High School:

A -	100-90	S - Satisfactory
B -	89-80	U- Unsatisfactory
C -	79-70	NC- No Credit
D -	69-60	I - Incomplete
F -	Below 60	

If a student has an incomplete grade for the nine (9) week period, a grade of "I" will be entered on the report card. The incomplete work must be completed before the end of the succeeding nine (9) week period. If not complete, the "I" will be changed to an "F".

The Elementary School grading scale will be as follows:

1. Second, Third, Fourth and Fifth Grades

A -	100-90	D- 69-60
B -	89-80	F- Below 60
C -	79-70	I- Incomplete

Pre-K, K, and 1<sup>st</sup> grades are mastery based programs for all subjects: 1 - Developing, 2 - Approaching, 3 - Understanding, 4 - Extending:

Developing (1)- Students at the developing level need the most support to master the objective.  
Approaching (2)- Students at the approaching level need some support to master the objective.  
Understanding (3) - Students at the understanding level can demonstrate mastery of the objective.  
Extending (4) - Students at the extending level have mastered the objective and can go deeper.

Specials (Art, PE, Outdoor Education, and Library) grades are performance based grades. The grading scale will be as follows:

U- Unsatisfactorily meeting expectations

S- Satisfactorily meeting expectations

E- Exceeding expectations

## HIGH SCHOOL GRADUATION

The basic requirements a student must meet to participate in the graduation exercises are as follows:

1. Must have completed twenty-four (24) of the required twenty-four (24) credits for a diploma.
2. Must be legally enrolled as a student in the Little Axe School District the semester of the graduation exercises.
3. Exceptions to the second requirement are listed in the curriculum guide and may be granted for any student under an Individualized Education Plan, Alternative Education, mid-year graduation or the fifth-year seniors having completed graduation requirements. See the counselor for further information.
4. Satisfy current state requirements for high school graduation (CPR, Personal Finance, ICAP, etc.)

Students may receive a standard diploma or a Certificate of Distinction diploma based on the courses successfully completed. The requirements are listed in the curriculum guide. See the Counselor for further information. (See Appendix D)

To participate in the commencement exercises, all male students will wear dress pants, a shirt with a collar, tie, and casual dress shoes. All female students will wear a dress or dress slacks, and dress shoes. If a student chooses not to wear appropriate dress, and is eligible to graduate, he/she will receive a diploma, but will not be eligible to participate in the ceremony. Any senior who chooses to participate in the graduation exercise must notify the senior sponsor by April 1

#### EARLY GRADUATION

Policy EIEDC

LITTLE AXE BOARD OF EDUCATION

APPROVED APRIL 6, 2017

The Little Axe Board of Education recognizes the value of a full high school program and emphasizes its dedication to the encouragement of academic excellence. Therefore, the Board shall consider early graduation for students only if they meet the following criteria:

1. A student intending to graduate early must satisfy the existing graduation requirements of the Little Axe School District and the Oklahoma State Department of Education.
2. It is recommended that a student, in consultation with the parent/guardian and the school's academic counselor, make the early graduation decision before entering the ninth grade.
3. The student, a parent/guardian, and academic counselor, in consultation will develop a Student Education Plan. The Student Education Plan will outline the coursework needed to satisfy the eleventh grade graduation goal.
4. During the eleventh grade registration planning session, the student, a parent/guardian, and academic counselor will review the Student Education Plan to assure that the student is on track for early graduation.
5. The student must submit a letter of intent to the high school principal and the academic counselor NO LATER THAN OCTOBER 1 of the junior year.
6. A Senior student(s) transferring to Little Axe Schools that is a dependent of military personnel or whose parent/guardian may be employed by commercial/manufacturing organizations, who in the normal course of conducting business, transfer personnel to satellite facilities, will be considered for Honor's and Valedictorian/Salutatorian recognition.
7. Unforeseen circumstances that create the necessity for early graduation, without a student education plan (SEP) being in-place, will be considered on an individual basis.

This policy shall become effective for all members of the freshman class beginning with fall of 2017.

#### HONOR ROLLS

The purpose of the Honor Roll is to create enthusiasm for superior scholarship and foster the exemplary quality of character in the students at Little Axe Schools. Students with a 4.0+ GPA for the quarter will be placed on the "Superintendent's Honor Roll". Students who have a 3.5 GPA will be placed on the "Principal's Honor Roll".

#### PARENT/TEACHER CONFERENCES

In-person parent teacher conferences are preferred however, virtual parent teacher conferences may be scheduled if in person is not available or possible. Parents who desire to confer with a teacher should first make an appointment through the office or the respective teacher.

#### PRIVATE SCHOOLS/VIRTUAL SCHOOLS, HOME SCHOOLING (NEW STUDENTS)

A student enrolling at Little Axe Public Schools from a private school, virtual school, or home school may be tested to determine appropriate grade placement. Students enrolling at the high school will be placed in the appropriate grade level based on credits earned from the transferring school district.

#### PROFICIENCY PROMOTION

Upon the request of a student or parent, students in grades 1-12 may demonstrate proficiency by a criterion-referenced test and a performance where mastery of the subject or grade is demonstrated. Proficiency-Based Promotion guidelines require the student to demonstrate knowledge without benefit of instruction. The district recommends that parents confer with the student's counselor before proceeding.



Students will demonstrate superior knowledge at 90% or higher if testing out of a class not previously taken. The decision will take into consideration such factors as social, emotional, physical, and mental growth. In all cases, parental wishes are considered.

Assessment in grades 1-8 will consist of one (1) test per grade, with five (5) separate subtests, and one performance per grade level. The subject areas are:

Language Arts      Social Studies      Mathematics      Reading      Science

Assessment for grades 9-12 will measure all subjects offered as current high school courses.

Once credit has been awarded, the student will be advanced to the next grade/course/subject level. Options for instruction may include individual instruction, independent study, concurrent enrollment, cross-grade grouping, cluster grouping, or individualized education programs. Educators and parents will work together to plan the educational program. Exceptions to standard assessment may be approved by Little Axe Schools for those students on an Individualized Education Program (IEP). All units earned through Proficiency-Based Promotion are transferable within the state of Oklahoma. Regulations may vary in other states. Parents planning to move out-of-state should contact school officials in that state to determine acceptability of Proficiency-Based Promotion results.

Dates for proficiency will be scheduled through individual testing at site offices per board policy.

#### PROGRESS REPORTS/REPORT CARDS

Progress Reports are sent home at the midpoint of each quarter of the school year. Each student will receive a grade in each academic area on the progress report. Classroom teachers have the option of making additional reports available if they wish. Report cards are sent home quarterly.

#### Little Axe District Grade Reporting Schedule 2025-2026

<u>Grading Period</u>	<u>Report Type</u>	<u>Timeframe,</u>	<u>Reports available</u>
1	Progress-1 <sup>st</sup> Quarter	Ends 9/11, Due 9/17	9/24
2	Report Card-1 <sup>st</sup> Quarter	Ends 10/9, Due 10/15	10/22
3	Progress-2 <sup>nd</sup> Quarter	Ends 11/13, Due 11/19	12/3
4	Report Card-1 <sup>st</sup> Semester	Ends 12/18, Due 1/7	1/14
5	Progress-3 <sup>rd</sup> Quarter	Ends 2/12, Due 2/18	2/25
6	Report Card-3 <sup>rd</sup> Quarter	Ends 3/12, Due 3/25	4/1
7	Progress-4 <sup>th</sup> Quarter	Ends 4/23, Due 4/29	5/6
8	Report Card-2 <sup>nd</sup> Semester	Ends 5/21, Due 5/27	Week of 6/1

#### PROMOTION/RETENTION/PASS/FAIL

The Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to promote or retain students in the district and to establish a uniform procedure to be followed in cases where retention is appropriate.

1. This policy establishes an appeal procedure for parents who may decide to challenge the decision to retain a student at his/her present grade level or to fail a student in a particular course.
2. As used in this policy, "**promote**" or "**promotion**" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent record that he or she has successfully completed his or her current grade level.
3. As used in this policy, "**retain**" or "**retention**" means to withhold a student from advancing into the next higher grade level following the end of the school year and to indicate on the student's permanent record that he or she has not successfully completed the requirements of his or her current grade level.
4. As used in this policy, "**not passed in a course**" or similar wording, means the student is assigned a failing semester and/or year-end grade in a course of study and the failing grade will be recorded on the students permanent cumulative record.
5. Supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:
  - A. Testing that actually covers the subject matter presented to the student.
  - B. Assignments directly related to the subject matter being taught.

- C. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as stated above in items "A" and "B".
- D. Students may be denied credit for semester courses in which they have been absent for 8 days or more or in year-long courses in which they have been absent for 16 days or more. See Little Axe Board Policy section FDC.
- 6. The student and the parent must be made aware of the possibility of the student's impending retention or failing in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that his or her performance is insufficient, and the student's parent will be provided a written notice. School staff will make every effort to help the student improve his/her academic standing.
- 7. Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the Superintendent, and the relevant Principal.
- 8. Parents may request reconsideration of a retention decision or a decision not to pass a student in a course by taking the following steps:
  - A. First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.
  - B. Second Level of Appeal: The parent may request review of the principal's decision by letter to the Superintendent. If no request is received within five (5) days of the parent's receipt of the principal's notification, the Principal's decision will be final and non-appealable.
  - C. Final Level of Appeal: The parent may request a review of the Superintendent's decision by letter to the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the Superintendent's decision, then the Superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the board meeting at which time the decision will be reviewed. The Board's decision will be final and non-appealable.

If a parent disagrees with the Board's decision, he/she may prepare a written statement identifying the reasons for the disagreement. That statement will be placed in and become a part of the student's permanent cumulative record.

#### SCHOLASTIC ELIGIBILITY

For all extracurricular activities governed by the OSSAA, a student must have received a passing grade in any five (5) subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the six (6) weeks of the next semester he/she attends. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must pass all subjects he/she is currently enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end at midnight Sunday. A student regains eligibility with the first class of the new one-week period (Monday through Sunday). The regulation of the Oklahoma Secondary Schools Activities Association, which requires a student to be in attendance in every class a minimum of 90% of the time in order to be eligible for school activities, will be enforced. The Principal of the high school will set up appropriate procedures to be assured that the eligibility of the students pertaining to attendance in class, as well as the making of passing grades is enforced. The Principal will have the right to use his/her discretion on any problems that might arise.

Any student who is ineligible, whether governed by OSSAA rules or not, may not be allowed to attend/participate in extracurricular activities that are not necessarily a competitive sporting event (i.e. dances, field trips, sporting events during school, etc.). Ineligible students may attend after school sporting events, but may not travel and participate with eligible students.

#### VOCATIONAL-TECHNICAL EDUCATION

Area Technology Centers are extensions of the local high school. While attending an area Technology Center, students earn 4 credits that count toward meeting local and state requirements for graduation. Certain technology courses taken in the 11<sup>th</sup> and/or 12<sup>th</sup> grades can be used for a math or science credit required for graduation. Mid-America Technology Center now offers Algebra II, Geometry, Mathematics of Finance and Biology II. Little Axe students wishing to pursue a degree in engineering, medical field, or just wanting to earn math credits, as well as improve ACT scores and increase opportunities for scholarships, may do so by applying for admission to the Oklahoma School of Science and Mathematics Regional Center located at Mid America Technology Center. This one-year program is for juniors and seniors who have completed Algebra I, Algebra II, and Geometry. OSSM Regional Center students travel to Mid America Tech Center for 3 hours a day. (Either morning or afternoon)

to take advanced Calculus and Physics, and return to Little Axe for the rest of the day. You can get more information by contacting Tony Cornforth, OSSM professor of Calculus, at [matech.edu](mailto:matech.edu) or 1-800-232-5580 ext. 256. Applications are posted on the Technology Center's website by January, the spring before the students wish to attend the regional center, and are due around late March, early April. Please check the website for exact dates. The OSSM instructors will be visiting Little Axe High School early in the second semester to talk with interested students. See the counselor for more information. Little Axe students attend the Mid-America Technology Center located in Wayne, Oklahoma.

Transportation to and from Mid-America Technology Center is provided by the Technology Center. Students attending Mid-America Technology Center are encouraged to use transportation provided. No student is allowed to drive to the Technology Center without an approved administrative documentation form signed by parent/guardian; the form is located in Board Policy EHAG-R-2 Student Transportation To/From Vocational Training Center and Other School Activities. Written Consent will be placed in the student's cumulative file. State Law allows a licensed driver under the age of 18 to transport only one passenger under the age of 21 unless they are a family member. Students are discouraged from riding with another student who is not a family member and may only do so with express written consent of both parents/guardians. If a student misses the bus to Vo-Tech, he/she will report to the attendance office to determine other arrangements.

#### TECHNOLOGY CENTER BUS SCHEDULE

Morning Bus Departs - 7:25 am  
Afternoon Bus Departs - 12:00 pm

Morning Bus Arrives - 11:55 am  
Afternoon Bus Arrives - 4:30 pm

Students riding the Technology Center bus must park personal vehicles in the designated parking lot unless you're in athletics, as well as obtain a parking permit.

## **SECTION 2 ATTENDANCE**

### ABSENCES

Students are expected to be in attendance. The school discourages any absence except for personal illness, illness in the family requiring the student to remain home, death in the family, or dental or medical appointment. Students who must leave school during the day must secure permission from the principal's office. Special situations may be waived by the principal on a case-by-case basis if brought to the principal's attention prior to the absence. Students are expected to bring documentation of absences within one school week to be used for consideration of appeal.

*School Activity Absences* are those caused by the student participating in an authorized school activity. Extra effort will be used in developing extracurricular activity schedules so that they will occur outside of the academic day. Special effort will be made to avoid scheduling any activity on Wednesdays.

No student may miss more than ten (10) days in a given year for school activities. The student and sponsors are responsible for planning absences in order that a student will not use their allotment and then miss activities.

State and National competitions in which a student earned the right to participate, do not count in the ten (10) absences. Students academically ineligible will not be allowed to participate in activities during academic time until they are removed from the ineligible list.

### ADMITS

1. Students must get an admit from the attendance office. This should be done prior to the first AM bell. Teachers on duty will admit students to the building for the purpose of obtaining an admit.
2. Middle School/High School Students who report to class without an admit will be sent to the office. Students who receive tardies will be assigned detention and/or ISD.
3. Waiting to get an admit is not acceptable as an excuse for being tardy to class.

### ATTENDANCE/ACTIVITY PARTICIPATION

Students must attend school a minimum of ½ of the day on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal.

### ATTENDANCE POLICY

In order to receive credit, a student must not miss more than eight (8) days per semester in any course in which the student is enrolled. Attendance begins with the first day of class at district schools. Exceptions can be made for verifiable lengthy illnesses of a serious nature, and when the student is hospitalized or under doctors' orders to remain at home. A lengthy illness shall be four (4) or more consecutive absences. However, a combination of absences due to illness, truancy, parental excuse, may result in failure.

1. Parents of students with health problems that cause lengthy or excessive absences from school must meet with the principal to determine what arrangements may be made to best serve the student. It is the parent or guardian's responsibility to notify the respective building office by 9:00 a.m. on the day a student is absent stating the reason for the absence.
2. Long-term assignments of more than 2 weeks which are identified in syllabi will be expected to be turned in on the due date, during, or prior to the absence, unless approved by the building administrator.
3. The building principal will be responsible for notifying teachers when this policy is to apply to a particular student, and it will not be enforced without proper notification and approval from the principal.

### COLLEGE DAY FOR SENIORS/JUNIORS

A maximum of two (2) college days will be allowed for seniors/juniors to visit college campuses for the purpose of obtaining enrollment information, enrolling, getting financial assistance, etc. This day will not count toward the total allowed absences of eight (8) days per semester. This day must be pre-approved by the high school office. Proof of attendance must be presented to the attendance secretary upon return. Any additional days will be an absence and count toward the total allowed absences of eight (8) per semester, unless pre-approved by the principal.

### DRIVER'S EXAM ABSENCES

Students are to take driver's exams on Fridays, when school is not in session.

### Inpatient/Outpatient Hospitalization

Parents/guardians with students returning from inpatient or outpatient hospitalization for a mental health issue should set up a meeting with the building administration/counselor before allowing their student to return to school. A reentry plan will need to be completed by all parties.

Building administrators will follow the OSDE Crisis Preparedness and Response procedures for students in crisis.

### MAKE-UP WORK

1. Students are required to complete all work missed as a result of any absence.
2. It is the student's responsibility to ask each teacher for make-up assignments the first day the student returns from any absence. Students may also check their teacher's Google Classroom and complete work early to submit when they return.
3. Getting make-up work must be done at an appropriate time during the day. Classes should not be interrupted.
4. Time allowance for make-up work to be completed and returned to teachers is equal to the number of days absent plus one day.

### TARDIES

1. *Unexcused Tardies* will not be tolerated. All unexcused tardies will result in disciplinary action.

2. When students are tardy more than fifteen (15) minutes, they will be counted absent at the secondary level.
3. The following schedule will be used for disciplinary action for all tardies

#### HIGH SCHOOL:

Tardiness applies per class, per semester and discipline procedures will restart at the beginning of the spring semester. Tardiness is determined by the class rules set forth by the teacher in each classroom. Students should be aware of the expectations in each of their classes and be prepared when the tardy bell rings.

1st offense-Teacher notifies student of the tardy.

2nd offense- Student receives one day of lunch detention and teacher contacts the parent/guardian.

3rd offense-Student receives two days of lunch detention and teacher contacts parent/guardian.

4th offense-Student receives one day of lunch detention equal to every tardy in each of the student's classes. One day of lunch detention will be added for every tardy received in any class during this time period. Administration will contact the parent/guardian.

5 or more offenses-Student will receive additional discipline as needed, which may include suspension.

#### MIDDLE SCHOOL:

Each tardy receives a lunch detention up to 3. If a student has 3 existing lunch detentions and receives a 4<sup>th</sup>, lunch detentions are eliminated and the student serves 1 day in ISD.

#### ELEMENTARY:

When students are tardy more than fifteen (15) minutes, they will be counted absent at the elementary level. A student who accumulates 3 unexcused tardies will be assessed one unexcused absence.

#### TRUANCY

A student is considered truant when he/she consistently neglects to attend scheduled daily classes or leaves school without permission from the office or remains away from school. Cutting class for just one class period or any part of the class period will be considered truancy, even though the student may not have left the school grounds. Consequences of truancy may be three (3) days of ISD, suspension, loss of driver's license, and/or a citation. Any continued truancy and/or tardy problems may be referred to the Cleveland County Youth and Family Center, the District Attorney, and/or the City of Norman Attorney for further review. Parents will be contacted prior to this referral.

#### WITHDRAWAL PROCEDURES

A parent or guardian must sign a withdrawal form from the counselor/registrar's office. The student is responsible for turning in textbooks and electronic devices to the office. All fines, fees, and debts, including lost textbook and electronic device costs, must be paid before withdrawal may be complete or release of records made.

## **SECTION 3 DISCIPLINE**

Each person who enrolls in Little Axe Schools immediately becomes one of its citizens and is entitled to the full benefits and responsibilities of citizenship. Our school is judged by the attitudes and deeds of its citizens wherever they are seen at any time. The standard of conduct shall be to think and do those things that are right and proper in a democratic society. Their speech and actions must always respect the rights of the other citizens.

Although teachers will encourage responsible behavior, the greatest influence for good citizenship comes from the student. As responsible citizens, students can contribute to the quality of the student body not only by controlling their own behavior but also by the attitude they demonstrate towards good or bad behavior in others. Few students will misbehave if they know that other students disapprove.

Conduct at all school events and community affairs must meet the standards of good citizenship and character.

## DISCIPLINE PLAN

Discipline is the primary responsibility of parents and students while attending school. Parents should work with educators to help their son or daughter develop good habits, as well as the proper attitude toward school and authority. When the behavior of an individual student conflicts with the rights of others, corrective actions are necessary for the benefit of the individual, other students and the school in general. Each student will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction using the following method.

1. Teacher/conference with student
2. Parent/guardian contact
3. Counselor referral
4. Lunch detention
5. Behavior referral
6. In-school detention
7. Suspension – short and long term
8. Financial restitution
9. Involving law enforcement
10. Involving other social agencies
11. Alternative school
12. Peer mediation
13. Not allowed at any school-sanctioned day and evening activities
14. Citation issued
15. Bus suspensions
16. Use of student contract/behavioral plan
17. Any other disciplinary action deemed appropriate for infractions approved by the principal

Students will accept the punishment or be placed on suspension from school for a period of time or until a parent/guardian returns with them for a conference with the Principal or the Assistant Principal.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. Excessive referrals may result in suspension from school for the remainder of the grading period or the semester. The judgment and discretion of the appropriate administrator in determining the correct punishment will be utilized in each case.

In matters of discipline the faculty/administration of the school district will consider the alternatives listed above. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

See Appendixes A-C for specific site discipline plans.

## BOMB THREAT

Making a bomb threat is a crime under state and federal law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of a criminal charge, a student who makes a bomb threat shall be subject to disciplinary action by the district.

The administration will suspend for a period of 365 days (1 full year) any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and disorderly, and will be grounds for suspension if found necessary for the peace and usefulness of the district.

A student who has been identified as being on an IEP and whose conduct is in violation of this policy shall be disciplined in accordance with applicable state and federal laws.

## BULLYING AND HARASSMENT

No form of bullying will be tolerated which includes any form of electronic bullying. Bullying behavior is defined as the exploitation of a less powerful person by an individual taking unfair advantage, repeated over time, and having a negative effect on the victim. This includes physical bullying, emotional bullying, social bullying and sexual bullying as described below:

1. CYBER BULLYING - The act of bullying someone through electronic means (as by posting mean or threatening messages about the person online).
2. PHYSICAL BULLYING - Harm to another's body or property (threatening physical harm or gestures, tripping, hitting, starting fights, destroying property, extortion, and assault with a weapon, or homicide).
3. EMOTIONAL BULLYING - Harm to another's self-worth (insulting remarks, insulting gestures, harassing and frightening phone calls, challenging in public).
4. SOCIAL BULLYING - Harm to another's group acceptance (gossiping, playing mean tricks, spreading rumors, insulting race, excluding from the group, arranging public humiliation, undermining other relationships, ruining a reputation).
5. SEXUAL HARASSMENT - would also be considered bullying behavior.
6. Parents and/or students are asked to submit bullying complaints in writing to the building principal. Complaints will be investigated fully and appropriate consequences will be given. Consequences may include disciplinary options available. Further Guidelines regarding all forms of harassment, including specific disciplinary actions, shall be referenced in Policy and Procedure FNCD.

#### DISPLAY OF AFFECTION

Students will naturally form friendships in school, but displays of being overly affectionate are not acceptable at school or at school sponsored activities. Students will respect the personal rights of others or face disciplinary actions.

No body contact (kissing, hugging, embracing, etc.) of any kind will be permitted. Disciplinary action will occur if the rule is broken.

#### DISRUPTIVE AND INAPPROPRIATE BEHAVIOR

A disruptive or inappropriate act shall be defined as, but not limited to, inciting, encouraging, promotion of, or participating in activities which interfere with the educational program of the school. The following are examples of behavior which will constitute descriptive and inappropriate acts:

- Demonstrations, sit-ins, walk-outs, blockages
- Possession and/or use of drugs and/or alcohol
- Group violence
- Disrespect or disobedience to school personnel or any visitor to a school campus
- Harassment/bullying and/or intimidation, verbal or physical, of students or school personnel including electronic acts.
- The use of obscene, lewd, or profane language (visual and/or auditory), or written.
- Fighting, instigating a fight, or videoing/sharing a fight
- Disruptive publications
- Theft or inappropriate use of personal or school property
- Violations of school rules and regulations
- Laser lights are strictly prohibited on school property or at school activities

Administration responses to student misconduct are a matter directly influencing the morale of the entire student body. All disciplinary actions should be based on an assessment of the circumstances surrounding each infraction (student's attitude, seriousness of the offense, potential effect, etc.). This being the case, the principal shall have the latitude to vary from the schedule in administering punishment.

#### DRESS CODE

To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities. The following are NOT appropriate attire:

1. Sunglasses unless prescription.
2. The bottom of a student's dress, skirt, skort, or shorts is shorter than mid-thigh.
3. Appropriate dress excludes the wearing of: backless halters, tank tops, spaghetti straps, racer backs and/or see-through clothing.
4. Leggings, tights, yoga pants, and any like clothing, may only be worn if accompanied by appropriate attire.

5. Any portion of the student's midriff is exposed.
6. The student's clothing or body is adorned with words or symbols which are reasonably interpreted as; promoting sex, violence, drug or alcohol use, or any other subject, deemed by the building principal as inappropriate to fostering an environment conducive to learning.
7. Pants must fit and be worn at the waist. No "sagging/bagging" allowed.
8. Male students WILL NOT WEAR sleeveless shirts; sleeve length must be a minimum of four (4) inches. Female students can wear sleeveless shirts but no tank-tops.
9. Articles of clothing will not have holes in them above mid-thigh. The wearing of boxers under/over jeans/pants will not be allowed as a means to cover the holes.
10. All head coverings, including hoods, but not limited to, bandanas, beanies, caps, hats, masks\* or any other item that could conceal the identity of a student will not be worn in any and all buildings of the district during the school day. Exceptions will be made for valid medical or religious reasons. Any items of clothing or accessories, hand gestures, or writing that would be associated with a gang are prohibited and/or weapons.
11. The wearing of running bras, boxer shorts, or bike/slider shorts, as outerwear, will not be allowed.
12. Any tattoos, body piercing, face-painting, or color-enhanced hair determined by an administrator to be disruptive are prohibited.
13. The wearing of chains, bandanas, or any clothing that reveals underwear is prohibited.
14. For safety reasons, house shoes, rubber-soled flip flops, pajamas, or blankets will not be worn at school.
15. No skate shoes (shoes with roller blades) can be worn at school. NOTE: Skateboards brought to school must be checked in to the office upon arrival at school. No skateboarding is allowed on school premises.
16. School approved uniforms worn in accordance with the guidelines of the sport or activity will be allowed.
17. Students are discouraged from using rolling backpacks.

The principal will have the responsibility of determining what is or is not appropriate dress for the school setting. The principal's decision will be final. Teachers who find a student's mode of dress offensive will send the student(s) to the principal's office. The parent will be notified that the student is out of compliance with the district's dress code. The student may be placed in ISD if the problem cannot be corrected that day. IDs must be worn by students.

#### DRUG/ALCOHOLIC BEVERAGES/INHALANTS/UNKNOWN SUBSTANCES

The possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages, controlled dangerous substances, inhalants, and/or unknown substances is a violation of the law. Use or possession of tobacco products and/or drug paraphernalia is prohibited. Confiscated substances may be subject to testing to determine content. Students who violate this law may expect full disciplinary action and punishment by law.

#### DUE PROCESS

The students will be given oral/written notice of the charges made against them. If the student denies the charges, he/she will be given an explanation of the charges. The student will be given an opportunity to present his/her side of the event.

#### FIREARMS AND WEAPONS

Trained armed staff are on campus to protect our students and employees. No other weapons, including items that are designed to resemble a weapon, are allowed on campus. No clothing displaying firearms or weapons will be allowed. Any person violating the provisions of this section shall, upon conviction, be guilty of a felony punishable by a fine not to exceed \$5,000 and imprisonment for not more than one (1) year. (OS 21-1280). Any student found to be in possession of a firearm on school premises (including cars) will be placed on suspension for one (1) full calendar year (365 days) and law enforcement authorities will be notified.

The following guidelines will be considered in violations involving the possession of a knife. 1. Possession is inadvertent. (Example – leaving in pocket from home or returning from Career Tech in which students use is needed to perform duties.) Inadvertent possession will not be considered without sufficient proof from administrator. 2. Intentionally bringing a knife to school. 3. Intentionally bringing a knife with the intent to cause harm.

#### GAMBLING

Gambling is not allowed on school premises at any time, including, but not limited to extracurricular activities and other school sponsored functions. Examples of gambling are flipping coins, rolling dice, tossing coins against the curb and playing any type of card game where money or property is lost and gained. A student may be placed on suspension if engaged in these activities and does not cease when told to.



Additionally, card games or board games (excluding chess) that are not related to curriculum or skills enhancement are not considered a teaching tool or learning device and are not to be allowed in the classroom.

#### GANG ACTIVITY

No gangs, gang-related clothing, gang-related dress, or gang signs and signals will be permitted at school or school-sponsored activities.

#### HAZING

Hazing is not allowed on school premises or at any organized and/or sanctioned school events. Hazing is defined as any activity, which recklessly or unintentionally endangers the mental health, physical well-being or safety of any student for the purpose of initiation or admission into or affiliation with any organization operating within the school.

#### IN-SCHOOL DETENTION (ISD)

1. PURPOSE: In-School Detention (ISD) provides an alternative to suspension that would normally require disassociation (absence from the school campus) from school. The purpose of ISD is to alter attitudes and habits that are detrimental to the educational process by providing an environment in which a student's behavior may be modified.
2. OBJECTIVES:
  - A. To reduce the number of suspensions by providing an alternative program.
  - B. To modify unacceptable behavior.
  - C. To promote a cooperative effort between the school and the parents.
3. GUIDELINES: The building principal or assistant principal may place students in ISD. Placement shall be for a specified minimum time period. Students placed in ISD must have their referral signed by a parent/guardian before being released by the ISD instructor and/or parent contact.
4. ISD RULES: SECONDARY SCHOOLS

Failure to follow the rules while in ISD can result in additional disciplinary action.

#### LUNCH DETENTION

A teacher or administrator may assign a student lunch detention. When assigned, the student will be informed of the reason for the detention. Thirty-minute lunch detention is served in the cafeteria at a designated table or in another designated area. A student must be in the designated detention area within five (5) minutes (the regular passing period) of the bell. If the student is tardy to lunch detention, extra days of lunch detention may be required or another alternative will be assigned by the detention teacher or administrator. If for any reason a student has been kicked out of detention, the student will automatically be assigned one (1) day In School Detention or be assigned two days lunch detention. LUNCH DETENTION DOES NOT PREVENT ANY STUDENT FROM EATING LUNCH.

#### PROCEDURAL STEPS FOR SUSPENSION

Before a student is placed on SUSPENSION, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, the administrator shall record why an alternative placement was deemed to be inappropriate.

1. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to suspension. The principal will impose in-school placement and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include the format of an alternative school setting, reassignment to another classroom, or in-school detention. The student and their parent/guardian will be notified either verbally or written of the placement, the reasons therefore, and the right to appeal the placement.

3. A student may be placed on suspension for the remainder of the current semester and the entirety of the succeeding semester. When suspension is imposed the administrator shall record why an in-school alternative placement was deemed inappropriate. Both the student and the parent/guardian shall be notified of the suspension, the grounds therefore, and the right to appeal. If a student is placed on suspension for five (5) days or less, the district may provide an educational plan. If a student is placed on suspension for five (5) or more days and is found guilty of acts as described, the school administration shall provide an educational plan designed for the eventual return of the student to school. This educational plan provides for the core units to which the student is enrolled. The minimum core units shall consist of core classes and the arts units. A copy of this plan shall be provided to the student's parents/guardians, and they shall be responsible for the provision of a supervised, structured environment.

## SUSPENSION

When a student displays negative behavior, either verbally or physically, that is a threat to the safety of another person or disrupts the orderly educational process; he or she may be placed on suspension.

In accordance with the policy of the Board of Education, the following regulations will govern the suspension of students from school. The authority to place a student on suspension is delegated to the respective building principals and assistant principals.

Any student may be placed on suspension for:

1. Any act of immorality.
2. Violations of policy or regulations such as verbal abuse of faculty or other students, truancy, possession of a knife or razor blade of any kind, vandalism or destruction of school property, refusing to obey the reasonable requests of school personnel, failure to comply with the State Immunization Law, refusing to identify oneself to school personnel, violation of motor vehicle regulations, dress which creates interference or disruption of the learning process, gambling, cursing or use of obscene language, use of water guns or spraying containers, racial slurs, negative racial and sexual statements.
3. Possession of, and/or distribution of an intoxicating beverage, low point beer, inhalant or any controlled substance and/or drug paraphernalia. (340 O.S. 163.2).
4. Possession of 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 activities.
5. Possession, sale or distribution of any dangerous and/or controlled substance.
6. Possession, selling, and or distribution of a firearm shall result in out-of-school suspension of not less than one calendar year (365 days).
7. Any act that disrupts the academic atmosphere of the school endangers or threatens fellow students, teachers, staff, officials or damages property.
8. Adjudication as a delinquent for a violent or non-violent offense.
9. Any gang writings, symbols, or other actions related to gang activities will not be allowed and student(s) participating in such activities will be placed on suspension. The principal will make the final determination as to what constitutes gang related activities.
10. Any student who makes threats directly or indirectly to harm others either by implication or actions will be placed on suspension and/or given a citation.
11. Fighting of any kind is not acceptable behavior and will be grounds for three (3) days or more suspension, in-school suspension or both and a citation is possible depending upon the severity of the fight or disturbance of the school day. Fighting is defined as the verbal or physical threat to illegally touch (battery) another person causing pain, suffering, or bodily injury. Citations may be issued at the discretion of the administrator. Actions that provoke \* or in any way encourage \* a fight will be considered the same as actually fighting and will be subject to similar punishments.

\*Including, but not limited to: videoing, sharing, or posting videos of fights.

A full suspension shall not extend beyond the present semester and succeeding semester except for violations of the Gun-Free Act that provides suspension of up to one calendar year or longer.

Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

Any student, who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as the student no longer poses a threat to themselves, other students, or faculty. Students placed on suspension, and currently on an Individualized Educational Plan (IEP) pursuant to IDEA P.L. No. 101-476, shall be provided the education and related services in accordance with the IEP agreement.

A student who has been placed on suspension for a violent offense directed toward a teacher, whether that threat was written, verbal, or physical shall not be allowed to return to that teacher's classroom and/or sports activity without the approval of a building administrator and that teacher.

#### 1. SHORT-TERM SUSPENSION (10 DAYS OR LESS)

If a principal determines that a suspension may be imposed for alleged misconduct and that if indeed a suspension is imposed, that suspension may/may not exceed ten school days. The principal shall provide the student with an informal hearing prior to any such suspension. In the hearing, the principal will inform the student orally or in writing of the alleged misconduct and the evidence supporting the charges. The principal will also give the student an opportunity to admit or deny the alleged misconduct and, if the student denies committing the offense, he/she may give an oral response to the charges. If the principal determines after such an informal hearing, which may occur soon after the alleged misconduct is reported to have occurred, that cause for suspension exists, the principal may place the student on suspension for ten school days or less. If a short term suspension is imposed, the principal shall inform the parent/guardian or student, if 18 years of age or older, the reason for the suspension and the right to appeal the decision.

Students who are on suspension will not be allowed to attend any school function on or off campus during the suspension period. This includes any Little Axe School competition where OSSAA rules are in effect.

#### 2. LONG-TERM SUSPENSION (BEYOND A PERIOD OF 10 DAYS)

If the principal determines a long-term suspension for more than ten school days should be recommended, the principal; shall implement a ten-day suspension in accordance with the procedures to be followed for a short term suspension, and in addition, give the student's parent(s)/guardian(s) or, if the student is 18 years of age or older, written notice of the alleged misconduct, the nature of the evidence supporting a recommendation for a long term suspension, and the right of the student to request a hearing on the proposed long-term suspension.

The parent/guardian request for an appeal hearing must be made within five (5) school days after receipt of the recommendation notice of a long-term suspension. The request for a hearing notification must be made in writing and submitted to either the building principal or the superintendent. Failure to request a hearing within this time period shall constitute a waiver of the student's right to a hearing.

Permission must be granted by the Principal to allow a student on suspension to come to the campus during the time of suspension. This restriction includes all Little Axe School activities and sporting events.

A student who has been suspended from a public or private school in this state or any other state for a violent act or an act showing deliberate and/or reckless disregard for the health or safety of faculty or other pupils shall not be entitled to enroll in this school district. Little Axe School district shall not be required to enroll such pupils until the terms of the suspension have been met or the time of the suspension has expired.

#### SCHOOL RESPONSIBILITY

The laws of Oklahoma place students under the authority of the school during the school day. Students enrolled come under the protection and guidance of the school administration and teachers. This places the school "In loco parentis" (in place of the parent). Students are also subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to all students, as participants and spectators, at any out of town school activity. Students should be aware that any behavior, which may be detrimental or injurious to themselves or others, would not be tolerated. Disciplinary action will be taken for any student who fails to follow instructions of any member of the school's staff.

Under no circumstances will disrespectful or threatening behavior toward a teacher be tolerated. This behavior could result in suspension from class and/or school.

PLEASE NOTE: SURVEILLANCE CAMERAS ARE BEING USED IN THE HALLS, CLASSROOMS, GROUNDS, BUSES, AND PARKING LOTS. TAMPERING WITH A SECURITY CAMERA CAN LEAD TO A FINE AND/OR JAIL TIME. NO SITTING OR LYING IN SCHOOL HALLWAYS, THIS IMPEDES NORMAL STUDENT PASSAGE AND PRESENTS A BLOCKAGE DURING AN EMERGENCY EGRESS FROM THE BUILDING.

#### SEARCHES

The Superintendent, Principal, or principal's designee, teacher, or security personnel, upon reasonable suspicion, shall have the authority to detain, search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic devices or for missing or stolen property if said property can be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities.

NO REASONABLE SUSPICION IS NEEDED FOR A SEARCH OF STUDENT PROPERTY LOCATED IN LOCKERS, DESKS, VEHICLES OR OTHER SCHOOL PROPERTY. IN NO EVENT SHALL A STRIP SEARCH OF A STUDENT BE ALLOWED.

#### TOBACCO POLICY

In accordance with Oklahoma Law, tobacco in any form, tobacco products of any kind OR any type of tobacco paraphernalia (examples would be matches and lighters) will not be held or used by Little Axe students while on school premises or attending school sponsored activities. When being transported by district vehicles, students WILL NOT be in possession or use tobacco products. Confiscated substances may be subject to testing to determine content. Persons 18 years of age and older will be subject to the same discipline consequences.

The Board of Education in accordance with the mandate from the State Department of Education, requiring all school districts to develop and enforce a tobacco policy, developed this policy. Failure to develop and enforce such a policy would place the Little Axe School District under the disciplinary actions of the State Department of Education.

Tobacco policy violation by students will result in the following actions being taken by the school administration:

1. First Offense - Parent/Guardian notified, citation issued, three (3) day suspension.
2. Second Offense - Parent/Guardian notified, citation issued four (4) days suspension.
3. Third Offense - Parent/Guardian notified, citation issued eight (8) days suspension.
4. \*Vape substances and products are covered in the Vape Policy in this section.

#### TRESPASSERS

The Superintendent, Principal, Assistant Principal or their designee is authorized to order any person from school buildings and off school property. This order will occur when it appears that the presence of such a person is a threat to the peaceful conduct of school business and classes. Any person who refuses to leave the school buildings or grounds after being ordered and/or returns to school property within the next thirty (30) days without prior written permission from the Superintendent or Principal has committed a misdemeanor (21 O.S. Section 1376). Any person, during the period of a sanctioned athletic event (including two (2) hours prior and after), that acts to interfere with the peaceful conduct of the event after having been warned by a school authority shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or both such fine and imprisonment. (70-24-131) This includes individuals who have previously been notified of suspension from school activities.

#### VANDALISM (PROPERTY DESTRUCTION)

The Board of Education believes that all school property should be kept in good order and free from damages. Therefore, in the best interest of the taxpayers for this community, the following policy is to be vigorously enforced.

No student, employee or person will intentionally cause or attempt to cause damage to the school property or facilities. Section 658 of the Oklahoma School Law Code, Section 10, Title 23 reads: "The state or school district shall be entitled to recover

damages in a court of competent jurisdiction from the parents/guardians of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or school district. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500)."

Any student or adult who causes or attempts to cause substantial damage will be prosecuted and in any case restitution for damages will be sought in all such cases. Furthermore, if any school employee sees or suspects any individual or student damaging school property, they shall have a duty to immediately report such acts to school authorities. An employee's violation of this policy shall be considered neglect of duty and grounds for administrative action.

#### VAPE POLICY

Little Axe Schools has adopted a more strict policy for the use of electronic cigarettes, vapor products(vapes), and similar devices and/or their paraphernalia, by students on school grounds or school sponsored activities. Students who are caught using, possessing, or who can be reasonably believed to have used or possessed any such device or paraphernalia, may be subject to a maximum suspension for the remainder of the semester and the next semester from school and all school sponsored activities. Additionally, in compliance with 2022 Oklahoma Statutes Title 10A. Children and Juvenile Code §10A-2-8-224, the student and parents/guardians contact information will be forwarded to the Oklahoma ABLE Commission.

Many vapor products and devices pose a risk, knowingly or unknowingly, of an unknown substance being placed inside of the cartridge or container. An unknown substance on school grounds is a safe schools violation and the school must act to ensure the safety and security of all students, faculty/staff, and visitors of the school.

The penalty for a student violating what has been outlined above is supported by the [Little Axe Board of Education Policy CKDA](#).

## **SECTION 4 DISTRICT INFORMATION**

#### ASBESTOS INFORMATION

Little Axe Public Schools is in total compliance with the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). Any parent/guardian, student, or employee who wishes to inspect the results may do so between 8:00 a.m. and 4:30 p.m. in the office of the Superintendent. If there are any questions concerning this area, please contact the Superintendent at 329-7691.

#### COMPLIANCE POLICY

Little Axe Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jay Thomas, Superintendent; 2000 168<sup>th</sup> Ave. N.E. Norman, OK 73026; (405)329-7691.

#### CHILD FIND

Little Axe Public Schools wants to identify every child with disabilities in the district that is not currently receiving special education or related services.

Those children who range in age from birth through twenty-one and who reside in the Little Axe School District and have disabilities in the areas of autism, deaf-blindness, deafness or hearing impairment, developmental delay, mental retardation, multiple disabilities, orthopedic impairment, or health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury or visual impairment may be eligible for special education services.

If you have a child with a disability from infant to age twenty-one (0-21), who is not currently receiving special education services, please call the Special Services Office at (405) 579-2959. You will be given specific information regarding evaluation procedures.

## EQUAL ACCESS

The purpose of this policy is to establish a limited forum by the Board of Education of the Little Axe School District and to assure compliance with the Federal Equal Access Act of 1984:

The limited forum of the District shall apply to groups of students of the District, which are deemed "Non-curriculum-Related Student Groups". Non-curriculum-Related Student Groups are student groups which do NOT meet one of the following four (4) criteria:

1. The subject matter of the group is actually or will soon be taught in a regularly offered course.
2. The subject matter of the group concerns the body of the course as a whole to the extent that it addresses concerns, opinions, and formulates proposals to the body of the courses offered by the district.
3. Participation in the group is required for a particular course.
4. Participation in the group results in academic credit.

Non-curriculum-Related Student Groups shall not be deemed as endorsed by the Board of Education, nor its administration, teachers, or staff.

Non-curriculum-Related Student groups shall have the limited use of and access to school facilities of the District on nondiscriminatory basis. Such limited use shall include the following:

1. No use of school facilities during "school hours" which are between the time the first school bus arrives and the last school bus leaves.
2. No use by a group of students during school hours as a means to distribute information or literature.
3. No printed material shall be posted or distributed utilizing the school related curriculum bulletin boards or school newspapers, except with prior approval in a paid advertisement, or with prior approval on the designated non-curricular bulletin board.
4. No use of the facilities of the District shall be authorized or allowed which may be reasonably anticipated to disrupt the educational process.
5. The expression of any religious, philosophical, political or other view or belief, consistent with the First Amendment Rights under the United States Constitution, shall NOT be grounds for denial of access.
6. Any person or persons who threaten disruption of the educational process shall be excluded from the premises and from the use of the facilities of the District.
7. The Superintendent shall adopt such other and additional uses and/or restrictions upon users consistent with the above and shall adopt such written procedures and rules, as the Superintendent shall deem necessary to implement this policy. Said rules and procedures may include reasonable charges for the use of school facilities. In this regard, the Superintendent is directed to consider the difference in the usage and maturity level of the students in the secondary school, as distinguished from that of students in the elementary schools.
8. The Superintendent shall implement practices and take all steps necessary to assure that administrators, teachers, and other employees of the District shall conduct themselves in such a manner that their conduct, in relationship to any group, will not be construed as an endorsement of the group or its beliefs, principles, tenants, or goals by one on behalf of the district.

## CLOSING OF SCHOOL

If for any reason, the school will not be open an announcement will be made as soon as possible and broadcast over local radio stations, and/or television stations, Channels 4, 5 and 9. In addition, when possible, the "push text" system will be used, as well as school social media accounts to inform parents of a closing.

## COMPLAINT PROCEDURE

For any action, event, or procedure that occurs and pertains to a student or their behavior, an appeals process has been designed to allow the student and/or the parent(s) to meet with the appropriate personnel and present their point of view on the event (subject) in question. This procedure will hopefully solve the problem in a quick, efficient manner for all parties concerned.

In the interest of handling all complaints fairly and expeditiously, the Board of Education asks that complaints be made to the building Principal, Assistant Principal and/or the Superintendent. A meeting will be scheduled as soon as possible to resolve the complaint, according to the board policy. Every effort will be made to resolve each complaint fairly, quickly, and according to the Board of Education complaint procedure. Formal complaint forms are available in the building Principal's office.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT [FERPA] (P.L.93-380)

The parents of students have the "right to inspect any and all official records, files and dates directly related to their children, including all material that is incorporated into each student's cumulative record folder – specifically including, but not limited to identifying data, academic work completed, level of achievements, attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory, results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

This district will maintain and release "directory information" without the parent's written consent, unless the parent – or student if over 18 – informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information":

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address and telephone listing;
3. Major field of study and grade level classification; (Example: elementary, 7<sup>th</sup> grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of member of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received; and
8. Most recent previous educational agency or institution attended by the student.

The district will meet all the requirements of the Family Educational Rights and Privacy Act of 1974.

## GUIDANCE/COUNSELING SERVICES

Guidance/counseling services are available for every student in the middle and high school. These services include but are not limited to; assistance with educational planning, interpretation of test scores, study help, help with home, school, and/or social concerns, or any questions the student may feel they would like to discuss with the counselor.

Many problems concerning both school and one's personal life can be helped by counseling. The school counselor or your teacher will be able to try to help you with these problems. Appointments to see the counselor can be made by requesting a pass from a teacher, counselor, or administrator. Parents wishing to visit with their child's counselor may request an appointment. School guidance provides short-term intervention. Concerns of longer or more involved services will require referred options.

Building administrators will follow the OSDE Crisis Preparedness and Response procedures for students in crisis.

## IMMUNIZATION RECORDS

According to state statute, no minor child shall be admitted to any public school unless such child can present to school authorities certification from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations. The Attorney General has ruled that it is a “mandatory duty” of school officials to refuse admission to any child in the state who does not have the required certification of immunization. State law requires the following:

1. 5 DPT (Diphtheria – Pertussis-Tetanus) – Unless the fourth dose was received after the fourth birthday.
2. 4 – Poliomyelitis – Unless the third dose was received after the fourth birthday.
3. 2 – Measles, Mumps, and Rubella (MMR)
4. 3 – Hepatitis B
5. 2 – Hepatitis A
6. 1 – Varicella (Chicken Pox)
7. 1 – Tdap (by 7<sup>th</sup> grade)

In order for a student to register and attend school, he/she must have in the school file one of the following:

1. A copy of a certified immunization record, or show evidence that the child is in the process of completing immunizations.
2. A certificate of exemption (Exemptions to the immunization law include the following):
  - A. Medical Contradictions
  - B. Religious Contradictions
  - C. Exemption for Personal Grounds

A potentially fatal bacterial infection commonly referred to as meningitis, and a new section of law codified in the Oklahoma Statutes as Section 1210.195 of Title 70 requiring school districts to distribute information about meningococcal disease and vaccination to the parents/guardians of students. (Appendix E) This law became effective on November 1, 2006 requiring the district to maintain a record of the following for each student:

1. A response to receipt of meningococcal meningitis disease and/or vaccine information signed by the student’s parent.
2. A record of meningococcal meningitis disease within the past 10 years.
3. An acknowledgment of meningococcal meningitis disease risks and refusal of meningococcal meningitis immunization signed by the student’s parent(s).

Additional information regarding this disease and/or vaccination can be obtained from your healthcare provider and/or the State Department of Public Health. Additional copies of the Meningococcal Vaccination Response Form can be obtained from any district office.

## PARENTS RIGHT-TO-KNOW POLICY

As a parent/guardian of a student attending schools in the Little Axe District, you have a right to request and receive (in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.



3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition parents/guardians may request and a school shall provide to each parent:

5. Information on the level of achievement of their child in each of the state academic assessments: The district will send out a report card prior to the beginning of the school year listing this, and timely notice that their child has been assigned to or has been taught by a teacher who is not highly qualified for four (4) or more consecutive weeks.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

“PPRA” affords parents certain rights regarding our school’s conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. The District makes every effort to comply with this amendment, and our full “PPRA” policy is available for inspection at the office of the superintendent during regular working hours. Briefly, the policy holds that parents have the right to consent to, receive notice to opt out of, or inspect surveys, information for marketing purposes, or certain physical exams.

#### VOLUNTEER INFORMATION

All volunteers who work for the district are expected and required to follow all established procedures established by the Board of Education. For additional information, contact the respective building principal. Volunteers supervising students must have background checks on file.

## **SECTION 5 GENERAL RULES**

#### ACTIVITY/FIELD TRIPS

Many times throughout the school year there are events outside the school which will serve as reinforcements to classroom activities. These field trips are selected and planned for students by their teacher. Parents/guardians will be given the opportunity to be involved in these trips as. Parents/guardians supervising students must have background checks on file. A trip permission slip will be sent home with the students to be signed and returned prior to the event. On occasion, parents/guardians may not wish for their child to attend a field trip. In addition, the student may not wish to participate or a teacher may ask a student not to accompany the class as a result of disciplinary action or failure to complete classroom preparations. If, for any of these reasons, a student will not participate in a field trip, this information must be communicated between parents and teacher prior to the field trip day. Students who have demonstrated an inability to behave properly on activity/field trips may be placed on a no field trip list for the remainder of the year.

All students must go and return on school buses, unless other arrangements are designated. Special arrangements may be made with the sponsor of the organization for students to return from an activity with their parents. Parents must find the sponsor and sign-out their student before he/she will be permitted to leave the activity.

If a student is to ride with another student’s parents, he/she must have a written note designating such and signed by the parent. Parents may take students to the activity, but they must notify the building principal or sponsor.

Once the district vehicle returns to the school, the sponsor will remain with students until proper transportation arrives. It is expected that parents will arrive no later than 15 minutes after the bus returns to school. If a parent arrives later than 15 minutes after the bus arrival, the parent will be notified of the 15-minute rule on the first occasion. If the parent is 15 minutes or more late after the first incident, the principal or the designated sponsor may not allow the student to attend other trips. Only approved sponsors will be allowed to ride the bus.

The District has a tobacco free policy. Faculty and volunteers should refrain from the use of tobacco while on the activity/field trip.

#### AFTER SCHOOL (STAYING)

School personnel shall supervise students for a reasonable period of time (15 minutes) after the end of the last class. In the interest of promoting student safety, no student shall stay on school property past that time without express permission from the building principal. Permission is permitted for the following events:

1. Students participating in extra-curricular activities with the coach or a sponsor who is responsible for supervision of students until such time as the student is picked up by a parent on the late bus.
2. Students receiving tutoring after school from a specific teacher or Indian Education Department.
3. Specific school events or activities such as being a spectator at school sponsored events IF the event begins immediately after school. Most athletic events, however, do NOT begin immediately after school and the student should ride the bus home and return to school at the appropriate time.
4. Alternative Education students.

#### ANIMALS/PETS ON CAMPUS

Animals are not allowed on campus at any time unless for educational demonstration purposes. Animals may be on campus after the student receives written permission from the principal and teacher.

#### BELL SCHEDULES

Elementary School Day begins at 8:45 a.m. and ends at 4:05 p.m. Except for extenuating circumstances approved by administration students left at the elementary after 4:40 p.m. will be considered abandoned and the authorities will be called.

High School & Middle School Day begins at 7:45 a.m. and ends at 3:05 p.m. Except for extenuating circumstances approved by administration students left at the secondary sites after 3:30 p.m. will be considered abandoned and the authorities will be called.

#### CAFETERIA

All students are urged to participate in the school breakfast and lunch program. The Food Service Director, according to the state nutrition requirements and student preferences, plans menus.

Students will not be permitted to leave the school grounds to eat lunch unless accompanied by a parent. Any student leaving must be checked out through the Attendance Office and must have obtained permission to leave campus from the building principal.

This year school breakfast and lunch are free to our students, additional lunch prices will be \$5.00 and additional breakfast is \$2.80. Additional milk may be purchased for \$0.50.

During the years when we do not qualify for free breakfast and lunch we participate in the Federal Breakfast and Lunch Program. This program provides for free and reduced prices for lunch for students who qualify. If at any time during the school year a change in family income occurs, applications are available in the cafeteria office at (405) 579-2950 or (405) 579-2973 at the building principal's office. Parents are urged to fill out the necessary forms for this program. (All students are required to complete and return these forms). New forms must be completed yearly in order to qualify for the upcoming school year.

Students are not allowed to remove food from the cafeteria and all foods will be consumed within the confines of the cafeteria. The exception will be students attending a mandatory meeting requiring students to bring their lunch.

#### CHANGING CLASS SCHEDULE

After the first three (3) days of each semester, schedules may be changed during the first week of each semester through the Counselor's office if the student shows due cause. Students must be enrolled in seven (7) class periods. No changes will be permitted after the semester begins, except in unusual cases and require special permission of the principal. Students may withdraw from a class in accordance with the follow procedures:

1. Students may drop/add courses during the schedule change period if the change is warranted and class size permits.
2. After the schedule change deadline, students will not be allowed to drop or add classes.
3. If a student is removed from a class after the schedule change period by an administrator, a withdrawal failing (WF) or a withdrawal passing (WP) will be recorded on the student's transcript.

4. Students will complete schedule change requests with approval and a proper signature by either the school counselor or the building principal.
5. Athletics – Refer to Student-Athlete/Parent(s) Handbook for information concerning off-season.
6. Any request for a schedule change of an “Advanced Placement” course must be authorized by the high school principal.

#### CHILD ABUSE

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement.. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established policy FFG to facilitate such reporting.

#### CLOSED CAMPUS

Little Axe Schools is a closed campus. *Students must obtain parental permission before leaving campus. Students under 18 years of age must be accompanied by a parent before leaving campus for lunch (guardian or approve contact).* Students leaving a campus without permission will be considered truant.

#### COMPUTER/TECHNOLOGY INFORMATION ACCESS

1. Students will be allowed to use school Technology for its intended purpose within the parameters designed. Information access will be limited to appropriate educational usage and may be restricted according to district guidelines.
2. Each user and parent will be required to sign a contract ( Form A) specifying in more detail rules and guidelines for computer and internet usage. Attempting to access other student files or restricted levels of the network will result in disciplinary action, including the possible revoking of technology privileges.
3. Using computers, computer technology, or information access for any purpose other than what the school deems correct and appropriate, will be met with disciplinary action and possible revocation of technology privileges.
4. The availability, breakdown, unfamiliarity, or any other circumstances of school equipment will not be an excuse for late material.

#### ENROLLMENT OF SUSPENDED STUDENTS

No student will be enrolled in the district that is currently suspended from another school until the term of suspension has been lifted and/or expired.

#### ENTERING THE BUILDING

Classes begin at 7:50 a.m. at the middle school and high school. The district assumes no responsibility for students who walk, ride bicycles, or are brought to the middle/high school prior to 7:15 a.m. All students being dropped off or arriving at school before the allowable time will be subject to disciplinary action and a report may be made to the Department of Human Services. Little Axe Public Schools cannot be held responsible for students being on school premises outside of regular school hours if not attending other school activities. Students wishing to eat breakfast should go immediately to the cafeteria. Middle school/high school students will not be allowed in the cafeteria after 7:50 a.m. without permission of a building principal. Only Vo-tech students are allowed to enter the high school prior to 7:00 a.m., through the South East door to access his/her locker. Students at the middle school/high school will not be allowed to enter their respective buildings prior to 7:00 a.m. MIDDLE SCHOOL/HIGH SCHOOL STUDENTS MUST BE IN CLASS BY 8:05 A.M. OR RECEIVE AN ABSENCE FOR THE FIRST PERIOD.

Classes begin at 8:45 a.m. at the elementary school. The elementary school assumes no responsibility for students who walk, ride bicycles, or are brought to the elementary school prior to 8:10 a.m. Students wishing to eat breakfast must go to the designated location. Little Axe Public Schools cannot be held responsible for students being on school premises outside of regular school hours if not attending other school activities. Elementary school students must be in class by 9:00 a.m. or students will be counted as tardy.

#### FOOD AND DRINK

Outside food and drink will not be allowed to be brought into district activities or athletic events. The middle school/high school student centers are operated for the convenience of the students. This is an area where the students may purchase refreshment items. The center will be open during the lunch periods and after school if a teacher

supervises. Machines are not maintained by the school and are operated at the student's risk. There will be no refunds. If a machine malfunctions, it should be reported to the principal's office. Appropriate student behavior is expected. Inappropriate behavior will result in loss of student center privileges and other disciplinary actions. Any student, who damages or vandalizes the machine, will be required to pay for damages.

Littering is a constant problem around the student centers and the rest of the school campus. Students must take pride in their school and accept the responsibility of keeping it clean.

Within the elementary school, certain procedures should be followed in regard to food in the classrooms. They have been established to help maintain a healthy environment for students:

1. All food consumed by students in the classroom should meet healthy guidelines. Calorie count, fat grams and sugar content should all be considered when selecting snacks and party treats. Iced cupcakes as a birthday treat are discouraged as well as soda and other sugary drinks. Teachers will provide a list of healthy choices upon request.
2. No home-prepared foods will be permitted in the classroom. Snacks need to be individually pre-packaged.
3. No ovens, microwaves, or other warm/hot cooking equipment are allowed in the classrooms. Special cultural presentations will require special permission from the principal.
4. All individuals handling food which is to be distributed to the students in the classroom or at a school must wear disposable gloves.

#### HALL CONDUCT AND PASSES

It is necessary for all students to be thoughtful and cooperative in the hallways. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic. Noise and confusion in the hallways will not be tolerated. Shouting, whistling, running, scuffling, etc. will result in disciplinary action.

NO STUDENT IS PERMITTED IN THE HALLS DURING CLASSES WITHOUT A HALL PASS ISSUED BY A TEACHER. It is the student's responsibility to get a pass before leaving the room. All passes must be properly dated and signed. Teachers are instructed to issue hall passes each time they release a student into the halls. NO EXCEPTIONS. Students who abuse hall pass privilege can have all uses of passes removed and can only leave the room escorted by a staff member. ONLY HALL PASSES APPROVED BY THE ADMINISTRATION ARE ACCEPTED. ALL HALL PASSES WILL INCLUDE THE TEACHER'S NAME AND ROOM NUMBER.

#### LEAVING SCHOOL

Under NO circumstances will a teacher release a student to a parent or any other person without permission from the Principal's office. Parents or their authorized designee must appear in person at the Attendance Office to check their child out of school.

In all cases, the student WILL NOT be released from a classroom, but must be checked out from the office. The respective office staff have been instructed to be absolutely sure who the person is that is checking out a child (even to the extent of asking for identification, calling a parent at work, etc.) before giving permission to dismiss a student.

Please work with us in this very important matter.

When students must check out of school, they will check out through the Attendance Office. The student must have written permission from the parent, call the parent to get verbal permission, or the parent be present in person. The student is not to return to school that day unless they have appropriate documentation. The attendance secretary will notify the teacher that the student has checked out. Students leaving school during the school day without first checking out through the Attendance Office may be considered truant. Parents will be contacted on every occasion when a student leaves without permission. Failure to check out appropriately may result in in-school detention, suspension, loss of driver's privileges, or a citation, depending on the number of absences. Students will not be allowed to check out of school to return home for missing homework, uniforms, clothing, lunch, etc.

Students of estranged parents will be released only upon the receipt of the parent whom the court holds directly responsible for the student, and who is the parent registered on the school records. The principal may request presentation of the appropriate document for verification purposes.

#### LOCKERS AND LOCKS

The middle school/high school students may be assigned a 'School Academic Locker' (as opposed to a gym locker) at the time of registration. Combination locks are furnished by the district; the student is responsible for his/her lock, keeping the combination private, maintaining it with reasonable and proper care, and returning it at the end of the school year or when

withdrawing from the district. Personal locks may be used under extenuating circumstances and must be approved by the building principal.

By law, student lockers and desks are the property of the school and the student does not have a right to expect privacy of the contents of that locker or desk. As to a locker believed to contain illegal or stolen material, a search will be made of the locker or desk and confiscation of such materials, as described. No reason shall be given or necessary for searching a locker or desk. Students should keep lockers clean and free from being defaced or damaged. Locker doors shall not be kicked shut. Students will refrain from entering or tampering with lockers of other students and do not place in any locker any item which is not permitted on school property. If any student chooses not to use the locker or lock assigned to them, the district will not be responsible or liable for any articles missing or stolen. The student will be responsible and/or liable for any school issued/assigned materials. Lockers are to be locked properly (front-facing from the provided hole).

LOCKERS ARE NOT TO BE SHARED UNLESS APPROVED BY THE PRINCIPAL.

#### MEDICATIONS

All medications, including prescription and over the counter, will be administered by the nurse/principal/designee ONLY WITH WRITTEN PARENT PERMISSION. The appropriate form must be filled out accurately by a parent before medication will be given. Medications must be brought to school in a container labeled by a pharmacy and/or physician. ALL MEDICATION MUST BE CHECKED IN AT THE SCHOOL CLINIC OR PRINCIPAL'S OFFICE UPON ARRIVAL. An individual record will be kept of the medications administered by school personnel. Asthma inhalers may be carried by students if prescribed by a physician

#### VISION SCREENING

The parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department. No student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening. (Refer to Board of Education Policy 4124 or contact the school nurse).

#### NURSE

A student who has a minor injury, is complaining of not feeling well, or is noticeably sick, should come to the main office. If it is determined that he/she has a legitimate reason to see the nurse, he/she will be referred to the nurse. After the nurse has seen the student, she will determine if he/she needs to go home, return to class, or rest a short time in the office. If it is determined that the child should go home, the parents will be notified and the child will remain in the main office until the parents arrive. Ill students will not be allowed to ride the bus home. STUDENTS MUST BE FEVER FREE WITHOUT THE AID OF MEDICATION FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

#### PERSONAL PROPERTY

Students are to clearly mark all materials brought to school with their full name. Personal items, including but not limited to, billfolds, shirts, gym shorts, shoes, clothing, backpacks, and lunch containers may not be returned if not properly identified. Found textbooks will be returned to the appropriate teacher. Lost and found is located in the Attendance Office.

Students are encouraged not to bring personal belongings of value to school; some examples are baseball cards, cameras, jewelry, etc. Do not leave valuables or money in your locker. Any student found to have taken another person's property, WILL be dealt with by the principal. According to disciplinary guidelines, parents will be notified and police involvement may be possible.

The district will not assume any liability for loss of personal belongings. All items in lost-and-found will be donated to charity after being held for 30 days.

#### PROM RULES

Only juniors and seniors may attend the Junior/Senior Prom. Exceptions to this rule are made by completing a Request Form for Guests. This completed form must be turned in to the Junior Class Sponsor no later than one (1) week prior to the Prom for guests outside Little Axe High School. All guests must be in good standing with their current high school, or had been in good standing at the time of their graduation and may not exceed 20 years of age. All request forms to attend the Prom will be reviewed by a review committee. The committee members will include the Junior and Senior Class sponsors, the High School Principal and the Assistant Principal. The decision of the committee will be final. Students will not be allowed to attend the

Prom if they are suspended during the day the Prom is to take place. Students that have withdrawn or dropped out of school may not attend the Prom. Guests must be enrolled in at least the ninth grade. Guests must also be currently attending high school or have a high school diploma or equivalent. Disciplinary action will be taken against any student that brings an unauthorized guest. Dress for the Prom shall be semi-formal or formal. Students must have dues paid up to their current school year.

#### RECRUITERS

Federal law, No Child Left Behind and the National Defense Authority Act for Fiscal Year 2002, require local educational agencies to provide military recruiters, upon request, with names, addresses and telephone listings of juniors and seniors. Parents who do not want their students' information released to military recruiters without their consent, must notify the high school office in writing by September 15. If you have any questions, please call the high school at (405)329-1612.

#### SOLICITATION

Students will not be permitted to promote or participate in raising funds for any organization or purposes not associated with the school and sanctioned by the principal.

#### STUDENT INSURANCE

Student insurance is made available to students as a convenience for the student. The district does not profit from the sale of student school insurance. The school neither encourages or discourages students in taking school insurance, with the exception of those students enrolled in football.

#### SUBSTITUTE TEACHERS

Substitute teachers provide a service to the district and administration in the absence of a regular classroom teacher. Students are expected to follow the directions left by the regular teacher and then work on additional assignments when finished. Students who disrupt class, show disrespect, or create other problems when substitutes are in charge should expect disciplinary action.

#### PERSONAL ELECTRONIC DEVICES

High School students may use personal, non-school issued electronic devices prior to the first bell, as well as lunch and after school. High school students may use personal electronic devices in class at the administrators' discretion.

Elementary and Middle School students may not have access to personal electronic devices, including but not limited to cell phones, tablets, smartwatches, headphones etc. at any time during the school day without prior administrative approval. These devices WILL NOT be allowed during class time, assemblies, or field trips. All devices must be secured in backpacks and turned off.

Possession of any material with inappropriate content will result in disciplinary action for the student in possession as well as the supplying student. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN PERSONAL PROPERTY.

#### TEACHER AUTHORITY

Students must remember that all school personnel of this school district have authority over them. This not only applies during the school day, but also at any school-sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the mornings until they return to that residence, or a length of time equivalent to that return.

#### TEACHER-STUDENT COMMUNICATION

In compliance with Oklahoma HB 3958(2024), teachers/staff are only allowed to communicate with students using Board approved communication platforms. Building Principals will have an updated list of communication platforms.

Students should not contact teachers/staff on unapproved platforms. Teachers/staff will report attempts to be contacted by students to the administration.

Exceptions to this rule will only be made in emergency situations and will be reported to the administration.

#### TELEPHONE USE

The school telephones are for business purposes and emergency use. Students will not be allowed to use the office telephone during class time. Students cannot use classroom phones without permission and must have adult supervision. Personal non-emergency calls will not be allowed. Emergency messages from parents will be delivered as soon as possible. Calls to visit friends and obtain non-academic things from home will not be allowed.

#### TEXTBOOK, ELECTRONICS, AND INSTRUCTIONAL MATERIAL

All textbooks, electronics, and instructional materials will be furnished by the district, and each student is responsible for the care of his/her textbooks and school-issued electronics. In the event a textbook or electronic device is lost or defaced, the student is responsible for the replacement cost. In the event the item is located, the student will be reimbursed.

#### UNAUTHORIZED AREA

Areas are designated on the school campus in which middle school and high school students are not allowed to be in during or after school hours. Unless you are traveling from one class to another, you are not to be:

1. High school students anywhere around the middle school campus or buildings. Middle school students anywhere around the high school campus or buildings. (Exception: students with classes in high school and during lunch and breakfast)
2. In any parking area without previous permission. This does not include arrival to or departure from school.
3. All athletics facilities, without proper supervision of a Little Axe employee, approved coaches, or permission from the Building Principal or Athletics Director.

Students found in these areas without permission will receive an automatic referral for disciplinary action.

#### VISITORS TO SCHOOL SITES

All persons visiting district facilities will go to the respective office and obtain a visitors pass. Visitors must identify the classroom or other area where they intend to visit and the visitor's pass will be issued and valid only for the area for which authorization was identified and granted. All visitors must be accompanied by appropriate school personnel.

Except for emergency situations, conferences with teachers and administrators should be arranged in advance. The person requesting the conference (parent, teacher or administrator) shall give to all participants advance notice and nature of the requested conference.

The Superintendent, principal or assistant principal of any school shall have the authority to order any person from a school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or classes. Any person who refuses to leave the school building or grounds after being ordered to do so by an administrator, shall be guilty of a crime, and upon conviction shall be punished in accordance with the law. Students are asked not to bring preschool children, friends, or relatives to visit the school.

#### WIRELESS DISCIPLINE

##### ELEMENTARY AND MIDDLE SCHOOL

1. FIRST OFFENSE: Warning and confiscation of personal electronic device(s), including but not limited to cell phones, tablets, smartwatches, etc. Students \* pick up at the end of the day.
2. SECOND OFFENSE: Written referral and one (1) day ISD, as well as confiscation of personal electronic device(s), including but not limited to cell phones, tablets, smartwatches, etc. Students \* pick up at the end of the day.
3. THIRD OFFENSE: Written referral and two (2) days ISD, as well as confiscation of personal electronic device(s), including but not limited to cell phones, tablets, smartwatches, etc. A parent must pick up the phone.
4. FOURTH OFFENSE: Written referral and three (3) days ISD, as well as confiscation of personal electronic device(s), including but not limited to cell phones, tablets, smartwatches, etc. This may include a ban on bringing personal electronic device(s), including but not limited to cell phones, tablets, smartwatches, etc to school.
5. Wireless access may be denied due to offense with wireless discipline.
6. Refusal to release personal electronic device(s), including but not limited to cell phones, tablets, smartwatches, etc to school authorities will result in disciplinary action.

\* Elementary policy- may require a parent to pick up the devices at the end of the day in all instances.

## HIGH SCHOOL

Use of a mobile device, such as a cell phone or tablet during class time is left at the discretion of the classroom teacher. Student's may use these devices during passing period and at lunch but may not wear headphones or any similar device during these times.

1<sup>st</sup> offense-Student's phone is confiscated for the remainder of the day in the office. The student can pick up the phone at the end of the school day.

2<sup>nd</sup> offense-Student's phone is confiscated for the remainder of the day in the office and receives one day of lunch detention. A parent/guardian must come to the school to retrieve the phone.

3<sup>rd</sup> offense-Student's phone is confiscated for the remainder of the day in the office and receives two days of lunch detention. A parent/guardian must come to the school to retrieve the phone.

4<sup>th</sup> offense-Student's phone is confiscated for the remainder of the day in the office and the student may lose phone privileges on campus during the school day. A parent/guardian must come to the school to retrieve the phone.

5<sup>th</sup> offense-Student's phone is confiscated for the remainder of the day in the office and the student may be suspended. A parent/guardian must come to the school to retrieve the phone.

## **SECTION 6 SAFETY AND TRANSPORTATION**

### ACCIDENTS

In the event of a student accident at school, the school nurse will be contacted. If for any reason the parent or the emergency contact person cannot be reached when a serious accident occurs, the nurse, principal, or authorized school official will use good judgment in deciding if appropriate medical attention is needed beyond what is available at school. This action could involve contacting Emergency Medical Technicians or transporting the student to a Hospital.

IT IS THE RESPONSIBILITY OF PARENTS TO KEEP EMERGENCY CONTACT INFORMATION UPDATED. UPDATED CONTACT INFORMATION MUST HAVE CURRENT HOME, WORK AND CELL PHONE NUMBERS AND THE NAME OF A CONTACT PERSON.

The district assumes no financial responsibility for medical costs of any accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. The insurance company compensates neither the school nor any school official. The district has selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

### BUS POLICY

THE PRIVILEGE OF STUDENTS TO RIDE A SCHOOL BUS IS CONTINGENT UPON THEIR GOOD BEHAVIOR AND OBSERVANCE OF ESTABLISHED SCHOOL RULES. STUDENTS WHO DO NOT ABIDE BY THE BUS RIDER RULES MAY LOSE THEIR BUS RIDING PRIVILEGE.

Students are to ride their assigned bus, and if applicable, in their assigned seats each day. Parents/guardians are requested to make arrangements to drive children if they are visiting friends after school. Special permission for children to ride buses to babysitters, scout meetings, birthday parties, etc. must be requested in writing in advance from the parent/guardian. Phone calls will not be sufficient for permission to ride another bus. Requests must be in writing or come from a verified email address. If the need arises for a student to ride a bus other than his/her assigned one, then the student must obtain a bus pass from the principal's office prior to lunchtime.

The driver of a school bus is responsible for the safety of the students on a bus; both during the ride and while students enter or depart the vehicle. Therefore, it is the bus driver's duty to notify the supervisor and the principal if any student violates the established rules of bus conduct.



## BEHAVIOR GUIDELINES AND CONSEQUENCES

### CLASS I OFFENSES

1. Spitting
2. Horseplay
3. Excessive noise
4. False identification
5. Eating or drinking on bus
6. Riding an unassigned bus without permission or using an unassigned bus stop.
7. Leaving seat/standing while bus is in motion
8. Squirt guns/liquid type containers in any form, except those intended for lunch box use
9. Riding or attempting to ride any bus after receiving a suspension
10. Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material
11. Laser lights of any type will not be allowed.
12. Failure to sit in the assigned section/seat.

### CLASS II OFFENSES

1. Hanging out of a window
2. Throwing/shooting of any object
3. Physical aggression against any person (subject to citation)
4. Use of tobacco or any controlled substance (subject to citation)
5. Vandalism to bus (restitution will be made)
6. Lighting of matches, firecrackers or any flammable object or substance
7. Holding onto/or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Other offenses as reported by the driver or principal
10. Public displays of affection are not permissible
11. Any offense committed on any bus outside of regular transportation to and from school (activity, field trips, etc.) will carry a minimum penalty of a Class II, First Offense.

## CONSEQUENCES

### CLASS I

1<sup>st</sup> Offense-warning or 1- 2 day suspension from bus

2<sup>nd</sup> Offense-4-8 day suspension from bus

3<sup>rd</sup> Offense

8 day minimum suspension

-Possible loss of bus service

-Parent/Guardian/Principal meeting

4<sup>th</sup> Offense-Loss of bus service

NOTE: May also include suspension from school.

### CLASS II

1<sup>st</sup> Offense-1- 4 day bus suspension

2<sup>nd</sup> Offense 4-8 days bus suspension

3<sup>rd</sup> Offense

-10 day minimum suspension

-Possible loss of bus service

-Parent/Guardian/Principal meeting

4<sup>th</sup> Offense-Loss of bus service

NOTE: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial/religious/bullying/harassment policy and weapons policy of the district will be strictly enforced on the school bus as well as at school. May also include suspension from school.

Secondary students are not allowed to ride the elementary run in the morning or after school without previous permission. The late bus will be running again this year for students participating in athletics, after school tutoring and after school detention.

### BUS VIDEO POLICY

Students will be monitored by video cameras while riding the bus. Due to privacy guidelines, parents/guardians are not allowed to view recorded footage of students. Bus transportation by the district is a privilege, not a right, and it will be extended only to students who display good conduct while preparing to ride, riding or leaving the bus.

### DRIVING/PARKING PERMITS

All vehicles in which a student may drive onto school premises MUST be registered in the assistant principal's office by the end of the first full week of school or when driving a new/different vehicle to school. To receive a parking permit, all students will need to complete the registration form which includes the vehicle tag number, as well as provide a copy of a valid driver's license and proof of insurance. Items presented will be kept on file and all fines must be paid before report cards or transcripts will be released. The cost of the driving/parking permit is \$10.00 per vehicle. A student driving a vehicle not registered may lose their driving privileges for a portion of/or the entire school year. Any Vo-Tech student currently not attending Little Axe High School is also required to register a vehicle as well as park in student parking. NO student attending the Vo-Tech will be allowed to drive their vehicle to the center, without proper permission and documentation.

Any accident involving a vehicle that occurs on campus will be reported to the Norman Police Department. The school is not responsible for damage or accidents involving private vehicles. The school administration cannot control when a student gets into a car with other students for transportation. This is the parent's responsibility. Moving vehicles without prior approval during the school day will result in disciplinary action being taken.

### EVACUATIONS

In the event buildings need to be evacuated, notice will be provided through the school PA system. During evacuations, everyone should remain calm, reasonably quiet, and follow directions. Students should follow directions from the teacher/staff to proceed to the appropriate area and remain there until an all-clear announcement is made.

In the event of any catastrophic emergency, students will be released to those individuals identified on the checkout list. The individual may be required to provide proper identification and sign for the child before removing them from the campus.

### FIRE DRILLS

The signal for a fire or a fire drill will be a constant tone, which continues for an extended period of time. The following procedures are to be followed in case of fire or fire drill. First, wait for the teacher's instructions and then walk in an orderly fashion to the assigned exits. Exits will be posted in each individual classroom. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear is given. Any student falsely pulling the fire alarm intentionally or tampering with the fire extinguisher will be subject to possible suspension.

### INTRUDER LOCKDOWN

All students are to obey the instructions of school staff and remain with their teacher until the all-clear is given. The Board of Education requires that two (2) security lockdown drills be conducted during the year.

### STUDENT DRIVERS

Students are to park in designated areas established at the beginning of the school year. Moving a vehicle from one parking section to another is prohibited during regular school hours. Parking north of the middle school gym is prohibited for students. Students are not allowed to park in any parking spaces between the middle school and high school buildings. Any violation of these parking restrictions will result in a citation and/or impoundment of the vehicle, as well as disciplinary action.

Students are to leave their vehicles immediately after parking and shall not return to their vehicle until the close of the school day. If a situation arises where a student needs to leave early or get something from their vehicles, he/she must obtain permission from the principal or assistant principal. Students will not be allowed to run errands for faculty/staff members. This will be strictly enforced. Students leaving campus for any reason in a privately owned vehicle must have permission from the building principal. All students must display the appropriate sticker on any vehicle parked in the student parking lot. Students parking in unauthorized areas, violating traffic regulations on school property or any marked school safety zone will be subject to loss of driving privileges, impoundment, and/or fines.

Fines will be assessed by the Norman Police Department. For a minor offense, the principal will give the student a personal warning. On the second offense, the student's parents will be notified and the student will lose driving privileges for up to a week. For major offenses, such as reckless driving, or leaving the campus without proper authority, the parent will be notified of the incident, and the student may lose driving privileges for the remainder of the semester or the year. Charges may be filed against the driver as well. THE DISTRICT IS NOT RESPONSIBLE FOR DAMAGES TO VEHICLES WHILE ON SCHOOL PROPERTY. A student who is repeatedly late in arriving at his/her first class period for unexcused reasons may lose the privilege of driving a vehicle on campus. The above stated policies will be strictly enforced.

Transporting onto campus, whether placed in the vehicle by the student or someone else, any item not allowed on school property by Board Policies, state or federal law and the student handbook, may result in the loss of driving privileges on district property. If the items(s) are illegal, further action will be taken by the Norman Police Department.

#### TORNADO WARNING

It is important that precautions be taken so that everyone will know what to do in case of a tornado alert. All students will proceed in an orderly manner to designated safe rooms. Information and directions concerning the tornado warning will be given over the schools' intercom. In the event that our schools have evacuated to the safe rooms, there will be no personnel in the offices to check out students. As possible, information will be shared via our push text notifications and/or social media.

#### TRANSPORTING OF STUDENTS

Students will not be transported in an open truck, trailer, or allowed to hang onto the side of a moving vehicle during school hours or school related activity. EXCEPTION; during homecoming activities with appropriate permission slips.

UNDER NO CIRCUMSTANCES ARE STUDENTS PERMITTED TO DRIVE A SCHOOL-OWNED OR SCHOOL-EMPLOYEE-OWNED VEHICLE. EXCEPTION: DRIVER'S EDUCATION CAR DURING AN AUTHORIZED DRIVER'S EDUCATION CLASS WITH AN INSTRUCTOR IN THE RIGHT FRONT SEAT.

#### TRANSPORTATION CHANGES

Any changes to a student's transportation for dismissal at the elementary school must be communicated in writing to the elementary receptionist before 1:00 p.m. each day. Signed handwritten notes and emails from a legal guardian are acceptable forms of communication for these changes.

## **APPENDIX -A - MIDDLE SCHOOL DISCIPLINE POINT SYSTEM**

A point system has been devised to enforce the discipline plan. The infractions and points assigned are as follows:

10 points – Lack of Responsibility

- Leaving books/materials
- Leaving locks unlocked/sharing lockers
- Lost books
- Not doing work/wasting time
- Not following directions
- Not prepared for class

20-points – Public Display of Affection

20 points – Gambling

20 points – Misuse of Computer

20 points – Dress Code Violation(s)

30-points – Classroom/Campus Disruption

- Gum/candy/pop
- Making inappropriate noises
- Out of seat
- Possession of ignition device
- Talking without permission
- Throwing objects
- Paper tacos
- Laser lights

30 points – Inappropriate Language/Comment or Profanity

35 points – Open Defiance

35 points- Being in an Unauthorized Area

40 points – Disrespect/Rude to Others

40 points – Dishonesty

50 points – Directed Profanity to Others

60 points – Destruction of School Property/Vandalism/Stealing

70 points – Physical/Emotional/Social Abuse

- Bullying/Harassment
- Hazing
- Inappropriate Touching
- Racial/Ethnic Slur
- Sexual Harassment

100 points – Directed Profanity Towards Teachers

150 points – Safe School Violation

- Fighting/instigating or promoting(examples include; videoing or sharing)
- Gang Related Activity
- Possession of Drugs/Tobacco/Alcohol/Paraphernalia/Prescription Drugs
- Possession of Pornography
- School walkout
- Threats by word or deed
- Weapons

Be advised that this list of infractions is not exhaustive. Administration reserves the right to add to and take from it at any time. Outlined below are the actions which administration and staff will take for accumulated points:

Level 0 - 00-24 points

Level 1 – 25-44 points

Level 2 – 45-64 points

Level 3 – 65-84 points

Level 4 – 85-104 points

Level 5 – 105 – 119 points

Level 6 – 120-134 points

Level 7 – 135-150 points

Level 8 – 150 points Safe School

Teacher Discretion

Lunch Detention

1 Day of ISD

2 Days ISD

3 Days ISD

1 Day Suspension

2 Day Suspension

3 Day Suspension

Subject to Long Term Suspension

Administrators may override the point system at their discretion when they deem it necessary and depending on the severity of the infraction.

**NOTE:** If a student reaches level 7, upon returning to school, that student will start over on the point system at level 1. If a student completes four (4) school days without incident ten (10) points will be removed; thereafter every four (4) days students can have ten (10) points removed for good behavior.

Students who carry 75 or more points at the time of any school related events will not be able to participate (i.e. Field Trips, Dances, Student/Faculty Softball game, Spring Fling etc....)

An update of the student's current point totals can be communicated to parents by calling the Middle School office anytime.

## **APPENDIX B - ELEMENTARY SCHOOL DISCIPLINE**

### **NATURAL CONSEQUENCES**

Life's most important lessons are learned when we experience the natural consequences of a poor decision. Whenever possible and appropriate, we will attempt to impose a natural consequence for inappropriate behavior. We believe misbehavior should result in a "learning experience." If a student throws food in the cafeteria, he or she should be required to assist in the cleanup of the cafeteria. If a student slashes a bus seat with a knife, he or she should be required to pay for the damages. If a student disrupts the learning of others, he or she will be removed from the classroom. If a student cannot control him/herself on the playground, he or she will lose playground privileges for a temporary time period. Students may be assigned to complete a service project such as picking up trash (under proper safety and sanitary conditions) or weeding flower beds, etc. These consequences will be imposed with an equal balance of understanding and empathy on the part of the adult, so that the child can focus on learning from his/her mistake.

Following are brief descriptions of the various disciplinary options designed to meet the needs of elementary students.

### **IN SCHOOL DETENTION**

In-School detention means exclusion from all classes and non-academic activities as determined by a school administrator. The student will be confined to a designated -space within the facility. A designated employee will monitor the student's daily activities and completion of assignments.

### **MANDATORY SUSPENSION**

Any student committing any of the following offenses while on school property or at school-sponsored or related activities shall, except for a first-time simple drug-use/possession offense, be automatically recommended by the principal/assistant principal to the superintendent for suspension of at least one (1) calendar year (365 days) and, when appropriate, referred for criminal prosecution:

1. Arson or attempted arson;
2. Possession, use, threat, or sale of a firearm or dangerous weapon;
3. Use, possession, being under the influence of or staging the appearance of selling, bringing, giving, distribution of dangerous or illegal substances.
4. Assault with a weapon or by physical means.

### **DISCIPLINE REFERRALS**

Little Axe Elementary has an established discipline plan designed to create a positive learning environment. In most cases, this plan is sufficient for handling misbehavior. In the event, however, that the plan is ineffective for a student, or a severe behavior occurs a teacher may refer the student to school administration via a "discipline referral."

Parents may be notified in writing, or by phone, when their child receives a discipline referral.

We welcome stakeholder input with regard to all discipline policies and procedures. However, final decisions relating to student consequences will be at the discretion of school administration.

### **Loss of Privileges at Recess**

The purpose of recess is to give children a daily opportunity for physical activity. Recess can be limited or modified for disciplinary reasons when appropriate. Recess will not be taken away for the purpose of completing or making up missed work.

## **APPENDIX C - HIGH SCHOOL DISCIPLINE**

- **Misuse of School Technology**  
Technology offenses will be handled on a case-by-case basis depending on severity. Discipline may include, but is not limited to; lunch detention, in school detention, and loss of technology privileges on campus.
- **Physical Offense**-Physical offenses will be handled on a case-by-case basis and be dependent upon the severity of the offense. Examples of physical offenses may include, but are not limited to; destruction of property, vandalism, theft, physical, emotional, or social abuse, including bullying; tobacco; fighting; cheating.
  - 1<sup>st</sup> offense-Student receives in school detention or out of school suspension, and possibly a citation.
  - 2<sup>nd</sup> offense-Student receives out of school suspension and citation.
  - 3<sup>rd</sup> offense-Student receives a long-term suspension and citation.
- **Safe School Violation**-Including, but not limited to; bomb threat; gang related activity; possession/distribution/under the influence of drugs, alcohol, or related paraphernalia, pornography, weapons.
  - Any safe school violation will result in long-term suspension and citation.
- **Other Violations**-Any violation not listed above will be handled accordingly by the administration. Violations may include but are not limited to; classroom disruptions; defiance or disrespect; inappropriate language/profanity; public displays of affection; violation of dress code.
  - Discipline for such actions may include, but are not limited to; lunch detention, in school detention, and out of school suspension.

## **APPENDIX D - INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Little Axe School 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 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 which is the ("policy") of the district that provides Internet access to the 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 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 or 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 he or she 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 district before they are given an access account.

### **Acceptable Uses**

1. **Educational Purposes Only.** The 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 district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the network of computers of others; and download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the network 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. 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 email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email 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 email (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.
4. **Cyber Bullying.** Cyber Bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes, but is not limited to, the following:
- A. Sending mean or threatening messages via e-mail, IM, or text messages.
  - B. Spreading rumors about others through email, IM, or text messages.
  - C. Utilizing a Web site or social media (or other social-networking) account to target another student or other person(s).
  - D. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
  - E. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

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

#### **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 be shunned. 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 building principal.
- 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 district 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 district 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 Communications 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 sexual acts, or a lewd exhibition of the genitals.
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### **Privacy**

Network and Internet access is provided as a tool for the user's education. The 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 and received in connection with such usage. All such information files shall be and remain the property of the 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 district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the district. A user violates this policy by his or her 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 district may also take other disciplinary action in such circumstances.

#### **Warranties/Indemnification**

The district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parent(s) or guardian(s)) 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 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 initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that user is on a school computer or on another computer outside the 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 parent(s) or guardian(s)) 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. 1040.75, 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)

## **APPENDIX E – HIGH SCHOOL RESOURCES**

<u>ACE (Achieving Classroom Excellence)</u>
---

3 Components:  
Curriculum, Testing, Remediation

Students choosing NOT to complete the College Preparatory/Work ready Curriculum MUST have their parents complete and sign an “OPT OUT” form in the Counselor’s office.

---

College Preparatory/Work Ready Curriculum for High School Graduation
--

**4 Units English**

to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

**3 Units Mathematics**

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

**3 Units laboratory Science**

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

**3 Units History and Citizenship Skills**

including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements.

**2 Units of the same Foreign or non-English language, or 2 Units Computer Technology**

approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

**1 Additional Unit**

selected from the courses listed above or career and technology education courses approved for college admission requirements; and

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

**½ Personal Financial Literacy**

**6.5 Electives**

**Total Credits = 24**

Oklahoma Promise

Subject to availability of funds, OHLAP will help pay college tuition for students provided they meet program requirements. Students must have at least a 2.5 GPA upon graduation and have completed 17.5 units of college-prep courses. Family income must be less than \$60,000 annually and students must enroll in the program in 8th, 9th, 10th or 11th grades. Curriculum requirements are as follows:

Units	Courses
4	English (grammar, composition, courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus, Advanced Placement statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language) OR Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do NOT qualify) <b>(1 foreign language and 1 computer course will NOT meet this requirement.)</b>
1	Additional unit of subjects listed above
1	Fine arts (Music, art, drama) OR Speech
.5	Personal financial Literacy
17.5	<b>Total Units</b>

CERTIFICATE OF DISTINCTION

Must complete 24 credits with a minimum 3.5 cumulative GPA in the following courses:

4 – Language Arts

4 – Lab Sciences

4 – Mathematics

4 – Social Studies

2 – Fine Arts

Combination of 3 Foreign Languages/Computer Technology

2 Foreign Languages and 1 Computer Technology

Or

2 Computer Technology and 1 Foreign Language

All courses must be OHLAP acceptable courses. Students are required to successfully complete ACE requirements and all End-of-Instruction exams (Algebra I, English II, Biology, Geometry, English III, US History, and Algebra II).

## **CONCURRENT ENROLLMENT** **BRIDGING THE GAP**

### **EARN COLLEGE CREDIT WHILE STILL IN HIGH SCHOOL REGULATIONS**

(Revised July 2010)

1. A twelfth grade student enrolled in an accredited high school may, if he or she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.

#### **HIGH SCHOOL SENIORS\***

University of Oklahoma	24 ACT or 1090 SAT <b>and</b> 3.0 GPA or top 50% class rank <b>or</b> 3.0 GPA and top 30% class rank
Oklahoma State University	24 ACT or 1090 SAT <b>or</b> 3.0 GPA and top 33% class rank
Regional Universities	20 ACT or 940 SAT <b>or</b> 3.0 GPA and top 50% class rank
University of Science and Arts of Oklahoma	24 ACT or 1090 SAT <b>or</b> 3.0 GPA and top 25% class rank
Community Colleges	19 ACT or 900 SAT <b>or</b> 3.0 GPA

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

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

<b>High School Juniors</b>
----------------------------

University of Oklahoma	25 ACT or 1130 SAT <b>or</b> 3.5 GPA
Oklahoma State University	25 ACT or 1130 SAT <b>or</b> 3.5 GPA
Regional Universities	23 ACT or 1050 ACT <b>or</b> 3.5 GPA
University of Science and Arts of Oklahoma	24 ACT or 980 SAT <b>or</b> 3.5 GPA
Community Colleges	21 ACT or 980 SAT <b>Or</b> 3.5 GPA

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

4. Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college as defined by State Regents' policy.
3. A high school student may enroll in combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's lead, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.
4. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.
5. A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if she/he achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards.

6. All other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the State Regents' Opportunity Admission Category.
7. Each high school senior who meets the eligibility requirements shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of six (6) credit hours per semester. Tuition waivers shall be granted without any limitation on the number of waivers granted in any year other than the amount of funds available for the program and the number of eligible applicants. The Oklahoma State Regents for Higher Education shall establish an application process and criteria for prioritizing applicants on the basis of need, timeliness of application, or other factors as determined by the State Regents (70 O.S. § 628.13). (Contact the local college or university for information on the application process.)
8. To meet minimum graduation requirements, local options may include courses taken by concurrent enrollment (70 O.S. §11-103.6).
9. When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district (70 O.S. § 628.13).
10. A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled, the district can use a combination of local school enrollment, college enrollment, and travel time.
11. No independent school district shall prohibit any student who meets the requirements for concurrent enrollment from participating in the program.
12. Every independent school district shall disseminate materials explaining the requirements, features, and opportunities of concurrent enrollment to all high school students prior to enrollment each year. It is recommended that each district designate a person or persons who may be contacted for detailed information.

<p style="text-align: center;"><b>A joint project of the Oklahoma State Board of Education and the Oklahoma State Regents for Higher Education</b></p>
--



## **APPENDIX F - MENINGOCOCCAL DISEASE**

### **IMPORTANT INFORMATION FOR PARENTS ABOUT MENINGOCOCCAL DISEASE AND MENINGOCOCCAL VACCINES FROM THE OKLAHOMA STATE DEPARTMENT OF EDUCATION AND THE OKLAHOMA STATE DEPARTMENT OF HEALTH**

#### ***What is meningococcal disease?***

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

#### ***Who is at risk from meningococcal disease?***

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On the average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

#### ***How is the disease spread?***

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip-balm-anything an infected person touches with his or her mouth.

#### ***Is meningococcal disease dangerous?***

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

#### **Signs and Symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash or small purplish black-red dots

***How can meningococcal disease be prevented?***

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),  
College freshmen who live in dormitories,  
Other people at high risk 11-through 55-years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSVR, or MPSV, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2-through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

***Is the meningococcal vaccine safe?***

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

***Does the meningococcal vaccine work?***

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

***Does the meningococcal vaccine prevent all cases of meningitis?***

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association website listed below.

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

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who:

- \*Have no health insurance,
- \*are Medicaid eligible,
- \*are Native American,
- \*or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

***Is this vaccine required to attend school in Oklahoma?***

This vaccine is not required to attend kindergarten through the 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

***Where can I get more information?***

For more information contact your healthcare provider or local county health department or visit these Websites:

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition at  
<http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins  
Bloomberg School of Public Health at  
<http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at  
<http://www.immunizationinfo.org/>

This information was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control, and Prevention and the Children's Hospital of Philadelphia.

## **FORMS**

### **FORM A - TECHNOLOGY AND NETWORK**

#### **LITTLE AXE SCHOOL DISTRICT TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY**

Upon enrollment, your child is provided with access to the Little Axe School District Computer Network. This access includes computer labs, in-class computers and our wireless network. These connections include access to the internet, which would connect your child with educational resources all over the world.

Please read the Little Axe School District Technology and Network Acceptable Use Policy EFBCA with your child. In accepting an account, your child accepts the responsibility of using the computer equipment and network in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicating that you have read and agree with our Acceptable Use Policy is required for your child's account to remain active for the school year.

Children's Internet Protection Act (CIPA) Federal regulations require us to filter the internet to prevent children from being exposed to inappropriate or explicit online content filtering by our Internet Service Provider.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

#### **Student Acknowledgement:**

I HAVE READ THE Little Axe School District Network Acceptable Use Policy and agree to use the school network in the appropriate manner. I further understand that any violation of the regulations may result in revoked privileges and school disciplinary action.

Printed name of Student: \_\_\_\_\_

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

Parent/Guardian Acknowledgement:

I have read the Little Axe School District Network Acceptable Use Policy and give the school permission to issue an account to my child.

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

**Page 2 - FORM A - TECHNOLOGY AND NETWORK**  
**LITTLE AXE SCHOOL DISTRICT TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY**

**Student Use Policy**

1. Any use of Little Axe School District's network shall be for the exchange of information in order to enhance research and education and is not to be used for non-school activities.
2. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material.
3. Unauthorized access to the Little Axe network or any external networks or resources, including "hacking" and other unlawful activities, is strictly prohibited. Any user suspected of illegal activities will be reported to the proper authorities.
4. Web pages will be published only with the written consent of the technology director or designee.
5. Use for product advertisement or political lobbying is prohibited.
6. You are expected to take proper care of the equipment. Report any malfunctions to staff on duty. Do not attempt to move, repair, reconfigure, modify or attach external devices to the system. Intentional damage to district technology property will not be tolerated.

**Network Etiquette**

1. All users are expected to abide by generally accepted rules of network etiquette. Abusive or inappropriate communications or images will not be tolerated and offenders will receive disciplinary action.

**Security**

1. You may not allow any person to use your password or to share your account.
2. It is your responsibility to protect your account from unauthorized use by changing your password periodically and use passwords that are not easily guessed.
3. Any attempt to tamper with system security, guess other passwords, or in any way gain unauthorized access to local or network resources is forbidden.
4. You may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
5. Never give out personal information such as your home address or telephone number when using electronic mail, chat rooms or other forms of direct electronic communication.

**Vandalism**

Vandalism will result in cancellation of the user's account. Vandalism is defined as defacing or damaging any technology hardware or system, as well as any malicious attempt to harm or destroy data of another user, agency, Internet or any other network. This includes, but is not limited to uploading or creation of computer viruses.

Little Axe School District makes no warranties of any kind, whether expressed or implied, for the service it is providing, and therefore, will not be responsible for any damages an individual suffers. Use of any information obtained via such sources is at your own risk. The Little Axe School District specifically denies any responsibility for the accuracy or quality of information obtained through network or online resources.

**FORM B -RELEASE FORM**  
**LITTLE AXE PUBLIC SCHOOLS RELEASE FORM**

(PLEASE SIGN AND RETURN TO SCHOOL)

Dear Parent/Guardian:

As a part of Little Axe Public School's (referred to as the "District") promotion of school activities and recognition of student achievement, District staff members or members of the news media may photograph or film students while they are engaged in school activities not generally open to the public. District staff members or members of the news may also photograph, film or display examples of your child's work. Because the District values your child's privacy, your child's last name will not appear in connection with any images of your child's work on the District's Website.

**PERMISSION TO PUBLISH STUDENT WORK ON THE INTERNET**

INITIAL ONE

\_\_\_\_\_ I, the undersigned, hereby authorize the District to display my child's work on the internet. I understand that my child's last name and personal information will not be included. I understand that this work is accessible to anyone who is connected to the internet and the ownership of intellectual property cannot be guaranteed.

\_\_\_\_\_ I, the undersigned, DO NOT authorize any piece of my student's work to be displayed on the internet.

---

**PERMISSION TO RELEASE STUDENT IMAGE TO NEWS MEDIA**

INITIAL ONE

\_\_\_\_\_ I, the undersigned, authorize the release of my child's image to the news media as part of his/her class work, or to publicize district activities not normally open to the public including the senior panel. An image could take the form of a photograph, video, or multimedia project.

\_\_\_\_\_ I, the undersigned, DO NOT authorize the release of my child's image to the news media.

---

**PERMISSION TO PUBLISH STUDENT IMAGE ON THE INTERNET**

INITIAL ONE

\_\_\_\_\_ I, the undersigned, hereby authorize the District to publish my child's image (photo) on the internet. I understand that my child's last name and personal information will not be included. I understand that this image will be accessible to anyone who is connected to the internet.

\_\_\_\_\_ I the undersigned, DO NOT authorize the District to publish my child's image (photo) on the internet.

Name of Student (please print): \_\_\_\_\_

Name of Parent/Guardian (please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

## **FORM C - TOPICAL MEDICATION AUTHORIZATION**

### **PARENTAL AUTHORIZATION TO ADMINISTER TOPICAL MEDICATION**

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of a student attending Little Axe Public School. I hereby give my consent and authorize and request a designated employee or the school nurse to administer non-prescription medication as required for minor injuries that may occur during the course of the school day.

The following medications have been recommended by the school nurse as topical applications for use at school:

Antifungal cream	_____
Anti-itch cream	_____
Bacitracin	_____
Carmex	_____
Hydrocortisone cream	_____
Neosporin	_____
Oral-jel	_____
Sterile eye solution	_____
Sunscreen	_____

I understand that under the state law, the Board of Education, the district, or employees of the district shall not be held liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which results from acts or omissions of school employees in administering the above referenced topical medications.

Name of Student (please print): \_\_\_\_\_

Name of Parent/Guardian (please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

**FORM D - HANDBOOK RECEIPT**

ACKNOWLEDGEMENT AND RECEIPT OF THE  
LITTLE AXE SCHOOL STUDENT/PARENT HANDBOOK

I UNDERSTAND THAT I MAY VIEW THE CONTENTS OF THE  
LITTLE AXE PUBLIC SCHOOL STUDENT/PARENT HANDBOOK BY  
VISITING [www.littleaxeeps.org](http://www.littleaxeeps.org).

A HARD COPY OF THE HANDBOOK MAY BE OBTAINED THROUGH  
THE SCHOOL OFFICE AS WELL.

I UNDERSTAND IF I HAVE ANY QUESTIONS CONCERNING THE  
CONTENTS OF THIS HANDBOOK I MAY CALL:

ELEMENTARY SCHOOL (405)447-0913

MIDDLE SCHOOL (405)329-2156

HIGH SCHOOL (405)329-1612

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's cell phone number

\_\_\_\_\_  
Name of Parent/Guardian (please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**LITTLE AXE PUBLIC SCHOOLS**  
**SELF-ADMINISTRATION CONSENT FORM**  
**PART I - PHYSICIAN'S STATEMENT**

NAME OF STUDENT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: HS MS ES

Address: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

XX

1. Name and type of medication \_\_\_\_\_
2. Is the prescribed medication for an asthmatic condition? \_\_\_\_\_
3. Dosage / amount to be given \_\_\_\_\_
4. Route of administration \_\_\_\_\_
5. Frequency and time of administration \_\_\_\_\_
6. Duration (week, month, end of current school year) \_\_\_\_\_
7. Diagnosis, intended effect, and anticipated reaction to medication  
(symptoms, side effects. etc.) \_\_\_\_\_
8. Other medication the student is receiving \_\_\_\_\_
9. Other requirements or special circumstances \_\_\_\_\_
10. Must this medication be administered during the school day in order to allow the student to  
attend school? \_\_\_\_\_
11. Is supervised student self-administration authorized? \_\_\_\_\_
12. FOR ASTHMA MEDICATION ONLY\* IS UNSUPERVISED SELF-ADMINISTRATION  
AUTHORIZED? YES OR NO

\*PURSUANT TO OKLAHOMA LAW, UPON PARENTAL CONSENT, A STUDENT WHO IS  
PRESCRIBED ASTHMA MEDICATION MAY POSSESS AND USE HIS/HER ASTHMA  
MEDICATION DURING SCHOOL OR AT SCHOOL SPONSORED ACTIVITIES WITHOUT THE  
SUPERVISION OF DISTRICT PERSONNEL.

The student has demonstrated and understands appropriate use of asthma medication. Yes No

Physician's Signature \_\_\_\_\_ Date signed \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

PART II - PARENT/GUARDIAN REQUEST/APPROVAL

I hereby authorize, request and grant permission for Little Axe Schools to permit the self-administration of prescribed inhaled asthma medication(s) by my son, daughter, or ward, according to the policy adopted by the Board of Education. I further waive any claims against Little Axe Schools, members of the Board of Education, their agents and employees arising from the self-administration of said medication, and agree to hold harmless and indemnify Little Axe Schools, the members of the Board of Education, their agents and employees, either jointly or severally, from and against any and all claims, liability, demands, causes of action, costs and expenses of any kind whatsoever, including attorney's fees, resulting, relating to or arising out of the self-administration of inhaled asthma medication.

I further agree to provide to the Little Axe Schools an emergency supply of the child's inhaled asthma medication to be administered pursuant to Title 70 O.S. 1-116.2 by a school nurse, county nurse, administrator, or designated school employee.

THIS AUTHORIZATION APPLIES TO ASTHMA MEDICATION ONLY: I consent to my child's possession and unsupervised self-administration of the prescribed inhaled asthma medication.

---

Student name (printed)

---

Grade

---

Parent/Guardian name (Printed)

---

Phone

---

Parent/Guardian Signature

---

Date

---

Address

**LITTLE AXE PUBLIC SCHOOLS**  
**MEDICATION PERMISSION FORM**

Student name: \_\_\_\_\_

Parent / Legal Guardian: \_\_\_\_\_

\_\_\_\_\_  
Mother's cell phone          Mother's work phone          Home phone

\_\_\_\_\_  
Father's cell phone          Father's work phone          Home phone

\_\_\_\_\_  
Name of relative or neighbor to call in case of an emergency Phone

\_\_\_\_\_  
Name of student's physician Phone

Please list any known drug allergies for your child: \_\_\_\_\_

The following medications are authorized for administration during the  
\_\_\_\_\_ school year.

Medication	Purpose of Medication	Dosage	Frequency
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is the responsibility of the parent / guardian to provide the office with the medication and the Responsibility of the student to request the medication. All medications not picked up at the end of the year will be discarded.

\_\_\_\_\_  
Parent / Guardian signature

\_\_\_\_\_  
Date

**LITTLE AXE PUBLIC SCHOOLS**  
**HEALTH HISTORY**

**TO BE COMPLETED BY PARENT / COURT APPOINTED LEGAL GUARDIAN**

In the unforeseen circumstance that 911 should be called to assist your child, please provide the following: Any medication(s) taken regularly at home.

The State of Oklahoma requires each student to have the varicella immunization unless the student has had Chickenpox.

My child had Chickenpox at the age of: \_\_\_\_\_, the date was: \_\_\_\_\_.

Does your child now or ever in the past had an issue with any of the following, please circle all that may apply:

Allergies	Arthritis	Asthma	Bee Stings	Cancer
Convulsions	Deformities	Diabetes	Chronic Earaches	Foods
Emotional Problems	Fractures	Handicaps	Headaches	
Kidney	Heart Condition	Measles	Migraines	
Mumps	Polio	Pneumonia	Pertussis	
Rheumatic Fever	Scarlet Fever	Speech	Chronic Sinusitis	
Skin Disease	Stomach Disorders	Rubella	Chronic Tonsillitis	
Tuberculosis	Wears Glasses or Contacts	Surgery		

Other concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
PLEASE PRINT STUDENT'S NAME

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

<https://5il.co/37osk>

<p><b>JULY '25</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p><b>4 Independence Day</b></p>	<p><b>JANUARY '26</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>1 Winter Break No School 5 Professional Day 6 Students Return 9 Remote Learning Friday 19 MLK Day - No School 23 Remote Learning Friday 29 Parent-Teacher Conference PTC-3hr - 1 PD - 16 Instructional</p>														
S	M	T	W	Th	F	S																																																																																															
		1	2	3	4	5																																																																																															
6	7	8	9	10	11	12																																																																																															
13	14	15	16	17	18	19																																																																																															
20	21	22	23	24	25	26																																																																																															
27	28	29	30	31																																																																																																	
S	M	T	W	Th	F	S																																																																																															
				1	2	3																																																																																															
4	5	6	7	8	9	10																																																																																															
11	12	13	14	15	16	17																																																																																															
18	19	20	21	22	23	24																																																																																															
25	26	27	28	29	30	31																																																																																															
<p><b>AUGUST '25</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>1 New Teachers Report 4-6 Professional Days 7 Student's First Day 15 Remote Learning Friday</p> <p>3 PD - 14 Instructional</p>	<p><b>FEBRUARY '26</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28															<p>5 Parent-Teacher Conference 6 Remote Learning Friday 27 Make-up Day if needed</p> <p>PTC-3hr - 17 Instructional</p>
S	M	T	W	Th	F	S																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
31																																																																																																					
S	M	T	W	Th	F	S																																																																																															
1	2	3	4	5	6	7																																																																																															
8	9	10	11	12	13	14																																																																																															
15	16	17	18	19	20	21																																																																																															
22	23	24	25	26	27	28																																																																																															
<p><b>SEPTEMBER '25</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>1 Labor Day No School 5 Remote Learning Friday 11 Parent-Teacher Conference 18 Parent-Teacher Conference</p> <p>PTC-6hr - 18 Instructional</p>	<p><b>MARCH '26</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>6 Remote Learning Friday 16 - 19 Spring Break 27 Make Up day if needed</p> <p>15 Instructional</p>														
S	M	T	W	Th	F	S																																																																																															
	1	2	3	4	5	6																																																																																															
7	8	9	10	11	12	13																																																																																															
14	15	16	17	18	19	20																																																																																															
21	22	23	24	25	26	27																																																																																															
28	29	30																																																																																																			
S	M	T	W	Th	F	S																																																																																															
1	2	3	4	5	6	7																																																																																															
8	9	10	11	12	13	14																																																																																															
15	16	17	18	19	20	21																																																																																															
22	23	24	25	26	27	28																																																																																															
29	30	31																																																																																																			
<p><b>OCTOBER '25</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>3 Remote Learning Friday</p> <p>19 Instructional</p>	<p><b>APRIL '26</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>3 Remote Learning Friday 10, 17, 24 Make Up days if needed</p> <p>19 Instructional</p>														
S	M	T	W	Th	F	S																																																																																															
		1	2	3	4	5																																																																																															
6	7	8	9	10	11	12																																																																																															
13	14	15	16	17	18	19																																																																																															
20	21	22	23	24	25	26																																																																																															
27	28	29	30	31																																																																																																	
S	M	T	W	Th	F	S																																																																																															
				1	2	3																																																																																															
4	5	6	7	8	9	10																																																																																															
11	12	13	14	15	16	17																																																																																															
18	19	20	21	22	23	24																																																																																															
25	26	27	28	29	30																																																																																																
<p><b>NOVEMBER '25</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>7 Remote Learning Friday 14 Remote Learning Friday 24-27 Thanksgiving/Fall Break No School</p> <p>14 Instructional</p>	<p><b>MAY '26</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>1 Remote Learning Friday 15 Graduation 21 Student's Last Day 22 Professional Day</p> <p>1 PD - 13 Instructional</p>							
S	M	T	W	Th	F	S																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
S	M	T	W	Th	F	S																																																																																															
					1	2																																																																																															
3	4	5	6	7	8	9																																																																																															
10	11	12	13	14	15	16																																																																																															
17	18	19	20	21	22	23																																																																																															
24	25	26	27	28	29	30																																																																																															
31																																																																																																					
<p><b>DECEMBER '25</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td>&lt;</tr></table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																														
S	M	T	W	Th	F	S																																																																																															
	1	2	3	4	5	6																																																																																															
7	8	9	10	11	12	13																																																																																															
14	15	16	17	18	19	20																																																																																															
21	22	23	24	25	26	27																																																																																															
28	29	30	31																																																																																																		

Calendar Template © calendariabs.com