2026-2027

Glencoe Panthers



A Handbook for the Guidance of

Junior High & High School Students

and Teachers

Glencoe Public School

201 East Lone Chimney Road

Glencoe, OK 74032

School Website: https://www.glencoe.k12.ok.us

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Personnel

Board of Education

Mr. Dalton Ross	President
Mrs. Misty Hesser	Vice-President
Mrs. Dawn Frank	Clerk
Mr. Jason Harting	Deputy Clerk
Mrs. Katrina Darrah	Member

Administration

Mr. Jay Reeves	580-669-4002	Superintendent
Ms. Lindsay Bailey	580-669-2254	Elementary Principal
Ms. Sharee' Madsen	580-669-2261	JH/HS Principal
Mr. Tony Holt	580-669-2261	Athletic Director

Elementary School Faculty

Melissa Remington	Pre-Kindergarten
Sherry Thomoson	Kindergarten
Hilary de La Pena	First Grade
Raelee Gegen	Second Grade
Sarah Sanders	Third Grade
Melinda Reeves	Fourth Grade
Tabitha Wright	Fifth Grade
Penni Deaver	Sixth Grade
Bobbie Reeves	Title Reading
Tonya Jones	Special Education
Lindy Tucker	Speech Therapist
Sheila Wilhelm	PE
Jennifer Speer	PE/Counselor

High School Faculty

Cathy Pilkington	HS Science
Shannon Dershem	JH Science
Cary Shell	Vocational Agriculture
Lee Linsenmeyer	History/Coach
Trevor Maxwell	Coach
Karin Brisbin	English
Arryn Small	Math/District Curriculum Coordinator
Issac Sanders	JH English/CTE/Coach
Joanna Crow	Special Education
Jennifer Speer	Counselor
Bryan Brady II	Psychology/Spanish/HIstory
Ryan Boatright	CTE/Coach
Brad Reeves	Marketing/Coach
Garrett Schubert	Coach

Support Personnel

Rachel Stossel	High School Secretary
Kimberly Clark	Elementary School Secretary
Brittny Clark	Superintendent Secretary
Sergio Cardona	Bus & Bldg. Maintenance
Jett Higdon	Custodian/Coach
Jennifer Brien	Child Nutrition Director
Jessica Hall	Cook
Taryn Gilbert	Cook
Danna Bundy	Paraprofessional/bus driver
Denise Bullard	Paraprofessional
Amanda Johson	Library Paraprofessional
Gage Ronspiez	Paraprofessional/Coach
Ashley Sommers	Paraprofessional

Glencoe High School is fully Accredited by

the Oklahoma State Dept of Education

Daily Class Schedule

8:20-9:10----------First Period

9:15-10:05----------Second Period

10:10-11:00----------Third Period

11:05 - 11:30 –----------Power Hour

11:35-12:25----------Fourth Period

12:25-12:55----------Lunch Period

12:55-1:45----------Fifth Period

1:50-2:40----------Sixth Period

2:45-3:30----------Seventh Period

School Policies

Family Education Rights and Privacy Act

Section 438 of the Public Law 93-390

This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). By law, parents of students and eligible students (students 18 years or older) in the Glencoe School System must be made aware of this policy annually.

1. Parents and eligible students have the right to inspect and review the student's educational records.

2. Glencoe Public Schools limits disclosure of information contained in a student's educational record except: By prior written consent of the student's parents of the eligible students; Directory information; under certain limited circumstances, as permitted by FERPA.

3. Student's parents and eligible students have the right to seek to correct parts of the student's educational record which he/she believes to be incorrect, misleading, or in violation of student rights.

4. Any person has the right to file a complaint with the Department of Health, Education and Welfare if the Glencoe School system violates FERPA.

5. Certain medical reports and information, utilized in evaluation procedures and maintained by the district, require additional confidentiality protection. As indicated by Oklahoma Statutes (63 O.S. 1-502.2), all information and records which identify any person who has or may have any communicable or venereal disease, (e.g., Acquired Immune Deficiency Syndrome) which is required to be reported and which are held or maintained by any state agency or health care provider or facility, physician, health professional, laboratory, clinic, blood bank, funeral director, third party payer, of any agency, person, or organization in the state shall be confidential. Disclosure of such information received by the LEA or public agency shall also be protected under the confidentiality procedures outlined in this notification.

6. According to the State Statutes (63 O.S. 70-6-115), it is a misdemeanor for any teacher to reveal any information concerning a child obtained by the teacher except as may be required in the performance of contractual duties. This information may be furnished to the parent or guardian of the child upon request.

7. Student's parents and eligible students may obtain detailed copies of FERPA from the office of the superintendent of the Glencoe School System.

School Safety

School safety is an issue that has come to the attention of every school system in the country. Each school has been mandated with the task of forming policy which will make our schools a safer place for students, faculty, and staff. With this in mind, please note the following policies that are now in effect:

1. No gym bags or backpacks are allowed in the hallway or classrooms during the school day. They must be small enough to fit into lockers.

2. Cell phones are to be pouched upon entering the building at 8:10 a.m. each morning. (See Cell Phone Policy)

3. In case of an intruder on school premises, all school personnel and students will be notified through a code delivered by intercom. In the case of such an occurrence, lockdown procedures will be taken immediately.

4. Students who drive a vehicle to school will be required to register in the office. This may be accomplished by showing the student's insurance verification and driver's license to the principal or principal's designee.

Safe School/Healthy and Fit Schools Committee

Comprehensive school safety is fundamental to our students' success. It is a collaborative effort between the school, faculty and staff, parents and local community agencies, such as police, fire, mental health and faith organizations. Safety and security measures must be reasonable and effective and not oppose either individual freedoms or the educational expectations of both the school and the parents. Glencoe Public Schools has been tireless in establishing district protocol to anticipate likely threats and incidents and to create sound protective measures. Procedures guide the behaviors of those involved and ultimately protect both students and adults.

Glencoe Public Schools has a Safe Schools/Healthy and Fit Schools Committee. The Committee studies and makes recommendations to the building principals regarding:

- Unsafe conditions, crime prevention, school violence and other issues which prohibit the maintenance of a safe school;
- Student harassment, intimidation and bullying at school;
- Professional development needs of faculty and staff regarding methods to decrease harassment, intimidation and bullying
- Methods to encourage the involvement of the community;
- Traditional, accepted, and research-based prevention programs.

Glencoe Public School is continually evaluating their program so that our school is safe for students, staff and parents. The Committee welcomes your input, comments or suggestions.

Attendance

No single factor contributes more to a student's progress in school than regular attendance.

The Oklahoma School Law demands that a student must attend school until the age of eighteen (18) years old or until completion of high school. It is the responsibility of every student to make the most of the opportunities that have been provided. This can be accomplished only by regular attendance. A student will be marked absent according to the ruling of the State Department of Education which states: "Any student must be counted absent if not actually present for classes although the cause of absence is beyond his/her control. A student being absent for school activity is not included in the above statement."

It is the responsibility of the parents to **notify the office by 8:00 A.M.** each day that a student is going to be absent from school. A student is considered truant when absent from the classroom without the knowledge of either the school or parent or **if the parent does not compel the student to attend school**.

A maximum of eight (8) absences in one (1) semester in any class shall be accepted for a passing grade.

Any absences beyond this **MUST be made up through Friday/Saturday school.** An absence will be counted if a student misses more than 5 minutes of class. Excessive absences due to illness, with a doctor's statement, will be considered by a committee appointed by the principal. These statements must be turned in within 72 hours of the student's return to school.

Excused Absences

1. Excused absences will be granted for the following reasons:
   i. Illness or injury
   ii. Funerals
   iii. Bereavement due to a death in the family
   iv. Inclement weather or natural disasters that prevent or inhibit the student from arriving safely at school.
   v. Personal or family business directly involving the student when

prior arrangements with the principal have been made. Such absences shall not exceed two (2) per semester.

vi. Family emergencies which require the assistance of the student. Such absences shall not exceed two (2) per semester.

vii. College visitations for seniors not to exceed three (3) per year

viii. Legal matters

- **Notification from a parent is needed for each of the above.**

2. Receipts

a. Types of absence which will be excused upon the presentation of a receipt from the proper professional:

i. Appointments with professions such as doctors, dentists, optometrists, counselors, etc.

ii. Driver license examinations not to exceed one (1) absence per class per year.

iii. Summons to appear in court

Unexcused Absence

Any absence which does not meet the criteria to be considered "Excused" with the proper notification or verification will be considered "Unexcused". (Examples: Family Vacation, Babysitting, or leaving campus without permission)

Make-Up Work

All work missed during a period of absence **MUST** be made up. Students are responsible for requesting make-up assignments. For each period of absence, a student shall have **one (1) school day, plus one (1) additional school day** to make up the missed work. (Example: 2 days absent- 3 school days to make up work). The teacher may grant additional time if they deem it necessary.

1. Make-up work for an "Excused" absence will receive 100% credit if it is turned in within the allotted time frame.
2. Make-up work for an "Unexcused" absence will receive 70% credit if it is turned in within the allotted time frame.

3. Any make-up work not turned in within the allotted time frame will result in a Zero (0), unless the teacher makes an exception.

Truancy

Oklahoma Truancy Laws **Oklahoma Statutes Title 70. Schools §70-10-105.**

Oklahoma school law holds the parent responsible for a student's attendance in school. A student is considered truant when absent from the classroom without the consent of the school or the parent.

When a student between the ages of 5-17 has five or more full-day unexcused absences within a semester, the attendance office will inform the parents/guardians they are not in compliance with state attendance laws and notify the Payne County Sheriff's Office that the parent/guardian is eligible for a charge related to the absences. The charge is a misdemeanor child neglect charge. Fines range from $500 to $1,200 and/or 30-60 days in jail.

In addition, students between the ages of 12 and 17 may also be cited by police officers for non-attendance in compliance with Oklahoma Truancy Laws. The first conviction carries a fine of $50, the second is a fine of $100, and the third and additional convictions are $150 each.

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

Driving privileges for students ages 14 through 17 will be canceled according to Oklahoma law when students have 15 or more unexcused absences within a semester or students who withdraw or are dropped from enrollment without verified enrollment in another school.

Tardiness

Students are required to be in the classroom and ready for work before class period starts. A student will be considered tardy if they arrive at class within 5 minutes after the bell rings. After 5 minutes, the student will be considered an "Unexcused" absence

Tardy Policy-By Nine Weeks

1. Tardiness-One & two-No Penalty
2. Three tardies will result in a 30 minute detention.
3 . Six tardies will be a 1 hour detention
4. Over six will result in ISS.

*Students who are habitually tardy may be subject to further disciplinary action, at the discretion of the administrator.

Career-Tech Attendance Policy

Students missing in attendance for six (6) days during any nine weeks will be required to meet with one or both parents, the H.S. principal, and counselor from Glencoe School. Career-Tech counselors or officials will be notified and invited to attend this meeting.

If the reasons for the absences are found to be unsatisfactory, the student will be placed on probation for the remainder of the semester. During this probation period, a parent or guardian will be required to contact the GHS principal for all other absences. Failure to report absences will cause them to be withdrawn from Career -Tech and enrolled in a seven period schedule at Glencoe School.

Students who are absent four (4) additional days while on probation will be required to have an additional conference. This conference will address reasons for non-attendance as well as discuss a possible withdrawal for Career -Tech.

Students missing more than fourteen (14) days in any one semester with unsatisfactory reasons will be withdrawn from Career -Tech and enrolled in seven class periods the following semester at Glencoe School.

Career-Tech Student Driving Policy

All students who attend Meridian Technology Center are required to ride school provided transportation to and from the Technology Center.

The High School Principal must approve any exceptions to this rule. Those exceptions must be on an emergency basis.

Exceptions may include, but not be limited to:

Medical appointments, family emergencies, school activities and students that job-out of an approved program at Meridian Technology Center.

Exceptions that will not be considered include: shopping, eating lunch, missing the bus, routine errands.

The purpose of this policy is for the safety and protection of our students.
(Policy Adopted by the Board of Education June 1, 1998)

Activity Trips

(State Board of Education)

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be (10) days for any one-class period of each school year. Excluded from this number are state and national contests for which a student must earn the right to compete.

Glencoe High School will establish an Internal Activities Review Committee that will be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. **Any deviation from the ten day absence rule shall not exceed five days.**

Any days missed over 10 (with no additional days approved by Internal Activities Review Committee) or 15 (with a maximum of 5 days approved by the Internal Activities Review Committee) will be considered unexcused, and no make-up work will be allowed. Each period missed will be made up in after school detention or Saturday School.

Since the student is considered present in the school, he/she must complete all assignments by the due date stated on the permission form.

When field or school related trips are planned, all students must go and return on school buses, unless other arrangements are designated. Special arrangements may be made with sponsors of the organizations for students to return from an activity with their parents. (Policy adopted by the Board of Education November 3, 1998)

Closed Campus Policy

All students will be required to remain on the Glencoe School campus from their time of arrival until the dismissal of school at the end of the school day. Students may bring their lunch or eat lunch at the school cafeteria.

Failure to abide by the driving rules or to obey the closed campus policy may result in the following disciplinary action:

1st Offense	1 Friday/Saturday School
2nd Offense	5 Days ISS
3rd Offense	Loss of driving privileges/2-day suspension from school
4th Offense	5-day suspension from school

Leaving School

Students needing to check out of school for approved appointments will need to adhere to the following procedure:

Parents should notify the principal's office of checkout time and approximate return time as well as the reason for missing class. Students are required to sign out when leaving and sign in when returning to school.

Withdrawal from School

If withdrawal from school is planned, the principal should be notified. The student will receive a student checkout sheet to be presented to each teacher. If the student has any school district owned equipment, supplies, or library books, they must be returned. After each teacher has signed the student checkout sheet it must be returned to the principal's office and the student will receive any refund that is due. Any obligation to the school must be taken care of before a transcript of credits will be sent to the school requesting them.

Graduation Requirements

Glencoe High School has adopted the graduation requirements set forth by the Oklahoma State Department of Education. A student graduating will need to complete twenty-three (23) credits of work for graduation from Glencoe High School. The following subjects are required:

Curriculum Requirements for Graduation through Class of 2028.

College Preparatory/Work Ready Curriculum

4	- English
3	- Mathematics*
3	- Science**
3	- Social Studies (including)
	1 - American History
	½ - Oklahoma History
	½ - Government
1	- Arts
2	-Computer Technology
6	- Electives
23	**Total Credits**

Core Curriculum

4	- English
3	- Mathematics*
3	- Science**
3	- Social Studies (including)
1	- American History
½	- Oklahoma History
½	- Government
1	- Arts
1	-Computer Technology
8	- Electives
23	**Total Credits**

Pathways Curriculum Requirements for Class of 2029 and Beyond

4	- English
4	- Mathematics*
3	- Science**
3	- Social Studies (including)
	1 - American History
	½ - Oklahoma History
	½ - Government
6	- Career Pathway Units
3	- Electives
23	**Total Credits**

*Mathematics: All students must take 3 units of mathematics in grades 9-12 in addition to any of the following courses taken prior to 9th grade.

**Science: One unit must be a life science meeting the standards for biology 1. One unit must be a physical science, chemistry or physics and one unit must be from the domains of physical science, life science or earth and space science, with content and rigor above biology 1 or physical science.

***Senate Bill 983 requires eighth grade students entering the ninth grade in the 2006-2007 school year to complete a college preparatory curriculum, unless the student's parent or legal guardian approves the student to "opt out" of the college preparatory. The parent or legal guardian must sign the "opt out" form and the form will be kept on file in the high school office.

Beginning with students entering the ninth grade in the 2006-07 school year and subject to other provisions of law, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the college preparatory/work ready curriculum units or sets of competencies at the secondary level. (70 O.S. § 11-103.6)

Grade Classification

Students entering into Glencoe High School from another educational system will be classified according to the number of credits he/she has received.

Credits	Classification
0-6½	Freshman (9th)
7-10½	Sophomore (10th)
13-18½	Junior (11th)
19-24	Senior (12th)

AP Test

Students enrolled in AP classes are required to take the AP test.

Textbooks

District owned textbooks are issued each semester. Students are responsible for returning textbooks in good condition. Damaged or lost books must be replaced before credit will be issued.

Change in Schedule

If it is necessary for a change in schedule, the student is to do so during the first week of the semester. The principal, counselor, parent and both teachers should be included in this process.

Proficiency Based Promotion

1. Proficiency Based Promotion
   a. Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
      i. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area; for example portfolio, criterion-referenced test, thesis, project, product, or performance. Proficiency in all laboratory science will require that students are able to perform relevant laboratory Techniques.
      ii. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S.S 11-103.6:
         1. Social Studies
         2. Language Arts
         3. The Arts
         4. Languages
         5. Mathematics
         6. Science
      iii. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
      iv. The opportunity for proficiency assessment will be provided twice each school year. The first test will be given the 4th full week of school and the second test will be given the 4th week of April.
      v. Qualifying students are those who are legally enrolled in the local school district.
      vi. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
      vii. Students will be allowed to take proficiency assessments in multiple subject areas.
      viii. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
      ix. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
      x. Students wishing to take the proficiency based promotion test

shall provide a written request from their parents as well as schedule an appointment with the high school principal to discuss the specifics with the high school principal and Counselor three weeks prior to the time of the test.

xi. Tests will be available for all core areas, but may only be taken once per semester, if scoring below 90%.

b. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum Area.

i. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.

ii. If the parents or guardians request promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

iii. Failure to demonstrate proficiency will not be noted on the Transcript.

iv. Students must progress through a curriculum in a sequential manners. Elementary, middle level or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

v. If proficiency is demonstrated in a 9-12 curriculum, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

vi. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.

c. Proficiency assessment will measure mastery of the Oklahoma Academic Standards in the same way that curriculum and instructions are focused on the Oklahoma Academic Standards. In other words, assessment will be aligned with the curriculum and instruction.

d. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

i. Individual instruction

ii. Correspondence courses
iii. Independent study
iv. Concurrent enrollment
v. Cross-grade grouping
vi. Cluster grouping
vii. Grade/course advancement
viii. Individualized education program

e. Each school district will disseminate material explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Oklahoma Academic Standards and type of assessment or evaluation for each core curriculum area will be made available upon request.

2. Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion may be recorded with a grade of pass. This unit will count toward meeting the requirements for the high school diploma.
   a. Letter grades will be placed on the student's transcript based on the school grading scale. A ninety or above will be considered an "A"

Chromebook

Each student at Glencoe Junior High and High School who attends classes on campus will be issued his or her own Chromebook and Chromebook electrical charger. The serial number of the Chromebook and Charger will be assigned to each student's name for tracking purposes. The student is responsible for taking his/her Chromebook to each class and is encouraged to take the Chromebook home each night to complete any homework and bring the Chromebook back each day with a full charge on the battery. Only Glencoe Public School-issued Chromebooks (no personal laptops, iPads, Chromebooks, etc.) will be allowed.

Glencoe Schools will offer insurance policies to parent/guardians for the protection of school-issued Chromebooks. If a parent/guardian chooses not to pay for the school offered insurance, then they will be financially responsible for any repairs or replacement to a damaged Chromebook.

Students and Parent/Guardians will sign a contract that defines the responsibilities and allowed usage of the school-issued Chromebooks.

Internet Rules

Students are responsible for good behavior on the internet, just as they are in the classroom or on school trips.

The network is provided for students to conduct research for educational purposes only. Access is a privilege, not a right. Students must display responsible behavior to retain that right.

Network files may be treated like school lockers. Network administrators and faculty members may review files and communications to maintain the integrity of the system and ensure responsible use. Users should not expect that files stored in the District's system would always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parent(s)/guardian(s) bear this responsibility.

Students are not permitted to

1. Reveal a password, personal address, or phone number-for the student, a classmate, or colleague;
2. Use, send, or display obscene language or graphics;
3. Participate in illegal activities;
4. Disrupt the work of others
5. Violate copyright laws;
6. Damage computers, computer systems, or networks.

Students who accidentally access prohibited material are instructed to inform the system operator or a faculty member, immediately. Any student who violates policy listed above will have Internet access suspended, pending a hearing. After the hearing, the District may decide to suspend, revoke, deny further access, or take no action. School administrators will decide inappropriate use of the system and their decision will be final.

Cell Phone Policy

WIRELESS TELECOMMUNICATION DEVICE
STUDENT PHONE POLICY & GUIDELINES

Phone (here and after) refers to cell phones, smartphones, smartwatches, earbuds, or any electronic wireless telecommunication device.**Phones are not to be used during school hours.** Every 7th-grade through 12th-grade student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each

student's responsibility to bring their Pouch with them to school every day and keep it in good working condition. If the student does bring their Yondr pouch to school, they will place their phone in the office for the day.

DAILY PROCESS (Grades 7th - 12th)

As students **Arrive at School**, they will:

1) Turn their phone, smartwatch, and any listening devices (i.e. earbuds) off.
2) Place their phone &/or electronic device(s) inside their Pouch.
3) The Pouch will then be locked in front of school staff.
4) Students will store their locked Pouch for the day (either on their person, locker, etc.)

At the end of the school day:

1) Students will open their Pouch and remove their phone &/or electronic device(s).
2) Students will lock the empty Pouch and then take their Pouch home.
   *Student-Athletes in grades 9th-12th may un-pouch their phone after 6th hour.
   *Students must bring their Pouch to school with them each day.
   *Students arriving late or leaving early will pouch/un-pouch their phones in the office.

VIOLATIONS:

<u>Using Phone During School</u>

If a student is caught on their phone &/or electronic device(s) or if they are not i the Pouch:

1st Offense: Administration will collect the phone &/or electronic device(s) and Pouch. Pouch will be locked in the vault or the Phone Box in the office and the student may pick it up at the end of the day. The student will receive a 30 minute after school detention, at the discretion of the administrator. Student will be required to turn in the phone to office daily to be placed in the secured Phone Box for the remainder of the semester.

Students are responsible for their Yondr Pouch. In the event that a pouch is lost or damaged, the student must pay $30.00 to replace the pouch.

Students can self-report if they did not bring their pouch and place the phone in the office in the secured Phone Box. Student may pick up phone at the end of the school day. Student will sign and date the form in the office that they did not bring their phone. The parent may be called to inform them that the student self-reported that they did not bring their phone.

(Policy Adopted by School Board on April 6, 2024)

Cheating & Plagiarism

As Glencoe High School prepares students for the challenges of today and tomorrow, it is important to maintain a high standard of academic honesty and integrity. Therefore, it is vitally important that students show their own work, skills, and abilities on assignments and assessments.

Cheating

Cheating is obtaining or attempting to obtain an unfair advantage on assignments. Examples include, but are not limited to the following:

1. Copying from another student on an assignment or assessment without teacher permission.
2. Using notes, electronic devices, or other aids on assessments or assignments without teacher permission.
3. Sharing answers with other students without permission.
4. Submitting work that has been completed by someone else without proper attribution.

Plagiarism

Plagiarism is claiming someone else's words, ideas, or works as your own without proper attribution.

Examples of plagiarism include, but are not limited to:

1. Copying text from a source without proper citation or quotation marks.

2. Paraphrasing text without proper citation.
3. Using images, charts, or graphs without attribution.
4. Reusing or recycling your own work from a previous class without asking for teacher permission.

Use of Artificial Intelligence (AI)

Students need to be ethical and responsible in their use of AI technologies for academic work. Students should take the following considerations into account when using AI:

1. AI should be used as a learning aid, not as a replacement for completing assignments.
2. Students should not use AI material and claim it as their own work. If AI is used in creating work, this should be acknowledged to the teacher. Failure to do so will be treated as cheating.
3. Students should understand that AI sources are not always accurate. Students are ultimately responsible for inaccurate information.
4. If students are not sure on the proper use of AI for an assignment, they should consult their teacher.

Online/Distance Learning

Any Glencoe Public School Student may choose the option of online classes. Online courses will be made available via Edgenuity, and the courses will be assigned by the school counselor. Students enrolled in online courses will still be subject to maintaining a passing grade (60% or higher). If the student fails any online/distance learning classes, the student will be required to return to in-person learning.

Concurrent Enrollment

Any junior or senior student may earn college credit while attending high school. The student may be enrolled in less than full-time load (fewer than six course units per semester) at the high school. The student must be eligible to complete requirements for high school graduation no later than the spring of their senior year. A combination of home high school, college enrollment, and transportation time equivalent to six (6) hours will constitute a full day of attendance for the senior student. For purposes of calculating workload, one high school hour is equivalent to three credits of college work. College classes will count as advanced classes and the Grade point average will be calculated on the 5.0 grading scale.

Senior Work Permit

Students who are seniors and in good standing may be released 7th period for job experience when arranged through the high school principal. There is no academic credit for work release.

The student must meet with the school official to arrange the work site conditions and to sign the agreement of employment.

A school official will communicate with the work site periodically to determine that the employer is maintaining a safe working environment and that the student is productively engaged. The employer will be expected to document the student's absenteeism and the student's job related progress.

Students on work release cannot be a classroom aid or office aid during the school year.

This Agreement will be voided when:

1. The employer notifies the school of the student's termination.
2. The student comes under discipline from the school office or from Home.
3. The student's grades or attendance make him/her ineligible. No Exceptions.
4. All other eligibility terms are the same as for competitive events. (No pass no play rule). Students who are on the eligibility list (below 60%) will be placed on probation for one week. If students make below 60% in any class the following week. He/she will have the work permit voided. (Policy adopted by the Board of Education, April 6, 1998)

Parent Conferences

Parents are welcome to visit the school at any time. Parents who desire to confer with a teacher should first secure permission in the Principal's office to schedule an appointment with the teacher.

Report Cards

Parents and students may check grades anytime throughout the year via the parent/student portal. Grades will be a running cumulative score through the semester.

The school is not pleased with failing work on the part of any student and school officials will gladly cooperate with students and parents, in an effort to determine the cause of failing work and to encourage passing work. Parents should not hesitate to phone or visit the school in case of unsatisfactory grades on the part of any student. Semester grades will be calculated using a running total of all homework assignments, participation, quizzes, unit tests, and NWEA tests deemed necessary by the teacher and/or administration.

Only the semester grade is recorded on the permanent record. Grades appearing on report cards and the permanent records are:

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Below Average
Below 60%	F	Failure
Incomplete	I	(F if not made up)

Eligibility

If a student's grade in any subject drops below 60%, the student's parents will be notified by the principal, with a request for the parent(s) to contact the teacher. If the parents do not contact the teacher and the student's grades have not improved, then the principal will call the parents to set up an appointment.

State law governs a student's academic eligibility. If a student's average drops below 60%, he or she is failing that subject. The first week that this happens, the student will be placed on probation, meaning that his or her eligibility is intact for the time being. If the average remains below 60% for a second week, then that student will be deemed ineligible to participate in extracurricular activities. Also, if a student is on

probation in one subject the first week, and falls below 60% in another subject the second week, the student will be **ineligible**, even though he or she raised the grade to passing in the first subject. Eligibility runs from Monday to Sunday. The official Eligibility list is calculated every Monday morning at 8 a.m. If a student is ineligible for that week, they will remain ineligible until the following Monday,

Eligibility runs from Monday thru Sunday of the following week.

RULE 3 - SCHOLASTIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities. (Board Policy)

Section 1. Semester Grades

a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block schedules that offer 8 or more credits during an 18-week grading period, a student must earn 6 credits counted toward graduation during that 18-week grading period. (1 credit = 1/2 Carnegie Unit) (Trimester Eligibility – Refer to Board Policy XXXIX)

b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.

c. A student who does not meet the above 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.

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9d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

NOTE: The Board of Directors may make exceptions to non-traditional structures. (Ex. block, trimester, etc.) (Trimester Eligibility – Refer to Board Policy XXXIX)

Section 2. Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career-Tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two weeks (during third week) of the first and third blocks and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

(Trimester Eligibility – Refer to Board Policy XXXIX)

Section 3. Special Provisions

a. A senior student maintains eligibility by passing the classes required for graduation. The number of classes in which a student is enrolled can be no less than four. (For

block and trimester exceptions contact the OSSAA office.) A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.

b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)

Grooming Code/Dress Code

Any form of dress, which is considered distracting or disruptive in appearance and detrimental to the learning environment, purpose, or conduct of the school will not be permitted.

1. Shorts, skirts, or dresses must be fingertip length. Tears in jeans must be below the fingertips. ***If a student wears any type of attire that is not appropriate, he/she will be required to change clothes.***

2. Appropriate dress excludes the wearing of halter tops, clothing that exposes the midriff, spaghetti straps, low-neck attire, and shirts with low cut arm hole areas. (Practice clothing and game uniforms will be acceptable during practice and games).
3. No holes in clothes.
4. Hats, caps, headdress and sunglasses may be worn in the building, but must follow the teacher's classroom rules upon entering the classroom.
5. Shoes are to be worn at all times while the student is under the jurisdiction of the school.

    a. Shirts, hats, or gym bags advertising drugs, cigarettes, tobacco, or alcohol products may not be worn or used. (This includes such shirts as Winston Racing Team, Camel products, Butt Naked, etc).
    b. Repeat violations will result in additional punishment, at the administrator's discretion.

3. Pants must be worn at the waist. (No Sagging) Under garment must be covered

at all times
4. No blankets in school.

***This Dress Code applies to all school activities**.

For any formal occasion the following exceptions will be acceptable:

Dresses with spaghetti straps, or strapless dresses, will be allowed as long as proper undergarments are worn, proper undergarments built into the dress will be accepted. Dresses with a back no lower than the waistline will be acceptable as long as proper undergarments are worn or built into the dress.

Costumes

No costume will be allowed to be worn to school. The only exception would be designated "Dress Up" days that have been pre-approved by the building Principal (i.e. Homecoming Week, Halloween, etc.)

School standards for dress code are defined as no garment deemed too short and/or showing too much skin. Building Principals will have the final decision on any clothing that is deemed inappropriate.

Care of School Property

The buildings and grounds reflect pride in the school. The help of the student body in maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat. Under no condition should anyone mark the walls, desks, or in any way deface school property. The destruction of school property will merit disciplinary action. This also applies to school buses.

Vandalism

Students found guilty of showing disrespect or causing damage to school property, property belonging to school employees, or any act of vandalism while under supervision of school personnel, are subject to disciplinary action. Vandalism is an extremely serious offense and may result in a student being suspended from school for the remainder of the school semester and the succeeding semester. Glencoe High

School shall be entitled to recover damages from the parents of any minor who shall maliciously or willfully destroy property belonging to the school. Authorities may be contacted to investigate the incident if necessary.

Public Display of Affection

Public Display of Affection (PDA) is considered in poor taste and will not be condoned. Students who persist in such practice will be referred to the principal, and if necessary the parents will be called in for a conference.

Library

The library will be posted. Students may check out a book for two (2) weeks. No student may have more than one (1) book checked out at the same time.

If a Library book is lost, the person responsible must pay to replace the book.

Lockers

Students will be issued lockers at the beginning of the year.

Lockers are subject to inspection at any time. A student will be held responsible for the condition of the locker assigned. All lockers should be kept free of marks, writing, and waste paper.

Hall Passes

No student is permitted in the halls during class time without a hall pass issued by their teacher. Teachers have been instructed to issue hall passes only in extreme cases, so it is important that students use the phone, etc. before school or between classes. Students wishing to visit with the principal or counselor should make an appointment in the office and wait to be called. A student should not be released from a class for another student or teacher without prior approval from the principal. Students are encouraged to stay outside as long as weather permits. Students will be allowed to come into the building on bad days or to study in a selected classroom with a teacher's permission. No Food or drinks are allowed in the high school without prior arrangement with the principal.

Visitors

All visitors are required to check-in at the school office and check out a visitor badge to be worn throughout their time on campus. Visitors are not allowed to freely transverse the campus. The term "visitor" includes parents, other relatives, guardians, community members, representatives from state/federal agencies and from other educational institutions. Badges shall be returned to the office before departure.

School Dances/Prom

All school dances held in school buildings shall be under the direction of the Student Council or class sponsor or Principal. Any group wishing to sponsor a dance must make a request to the sponsor. The principal will give final approval. There will be a maximum of four (4) dances per semester.

Should there be bands or musical groups employed to furnish entertainment; a contract with the musical group must be signed and approved by the sponsor and the principal.

Dance rules to be observed for all school-sponsored dances are as follows:

1. Students will not be allowed to re-enter the dance after leaving.
2. Guests will be allowed only with a date from Glencoe and must be approved by the sponsors. Guests will be signed up on a list posted at the High School office. Each Glencoe student is allowed only ONE date.
3. Guests must be currently enrolled in high school, no guests will be allowed who have already graduated high school or dropped out of high school.
4. All dances, except those held after ball games, will end by 11:00 P.M.
5. There will be no tobacco allowed by students or adults at any dance.
6. Dress should be school wear or better unless specified otherwise by sponsors. The school dress code will be adhered to during dances.
7. Sponsors will be responsible for cleaning up after each dance.
8. Dances will include grades 9-12 unless otherwise specified.

Junior High Dances

1. All dance policies above will be adhered to.
2. Junior High dances will include 7^{th} and 8^{th} grades only.
3. Only two junior high dances will be allowed per year.

Activity Calendar

To eliminate conflicts, an official calendar is maintained by the high school principal. All school activities, including fundraisers, must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible.

Daily Bulletin

The daily bulletin will be read each day at the beginning of the 4th hour. Its purpose is to give the students information as well as special instructions. The Pledge of Allegiance and Oklahoma Flag Salute will also be given during this time. A minute of silence will be observed at this time. The minute of silence is for the express purpose of allowing each student time to reflect, meditate, pray, or engage in other silent activities.

Asbestos

NOTICE: Under AHERA 40 CFR Part 763, Glencoe Schools has asbestos containing materials. Periodic surveillance of the facilities is conducted twice a year with 3-year re-inspections conducted tri-annually. Building occupants and workers shall be informed when response actions take place. Documentation for such action shall be posted on the designated school information board for review. Management plans for the facilities that contain asbestos are available for review in the superintendent's office.

Fire Drill

Practiced fire drills will be held yearly in the school year as well as from time to time throughout the school year. Complete instruction will be given to each teacher concerning the procedure to be followed by each student. The signal for a fire drill is the continuous **ringing** of the fire alarm.

Tornado Warning/Drills

The signal for severe weather will be announced over the intercom. Teachers should lead their students to the designated area. The designated area for all junior high and high school students will be the Event Center safe room.

In extreme situations where exiting the building would endanger the students, the designated area will be: (1) restrooms (primary area) and/or (2) against the west wall of the east classrooms. In a severe situation, students should sit or lay against the west walls, staying as far away from windows and glass as possible. To avoid confusion, the intercom system (instead of the bells) will be used to warn of this type of impending storm.

Students in the Agriculture Education building, outside, or in the Gymnasium will exit and proceed in an orderly manner to the Multipurpose Center and enter through the west door. The elementary intercom system will be used to warn students and teachers of the storm. In the extreme situations where exiting the building would endanger the students, in the teacher's judgment, students will proceed to the inner hall and sit along the wall.

We will have two tornado drills during the school year. One drill will simulate a storm in which we have time to evacuate, and the other will simulate a storm in which we do not have time to evacuate.

Lockdown/Intruder Drills

Lockdown and Intruder drills will be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. A minimum of two practiced lockdown drills and two practiced intruder drills will be held each school site during each school semester totaling. Complete instructions will be given to each teacher concerning the appropriate procedure to be followed.

Adverse Weather

There may be times when school will be dismissed because of bad weather. At such times, announcements of dismissal will be broadcast on radio, TV channels 4, 5, and 9 from Oklahoma City as well as the Glencoe Public School Website, Twitter, Facebook and the Glencoe School App.

Disciplinary Problems

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

School law in Oklahoma empowers teachers with the same authority over students (while they are in school, involved in a school-sponsored activity or in transit to or from school) as parents have over their children.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such a student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. It is the responsibility of every parent to provide their child with appropriate training in regard to respectful attitude, cooperation with others, and responsibility for his/her actions and consistency of attendance.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the examples of these circumstances: The student's attitude, the seriousness of the offense, the effect of the offense on the other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with the parents on disciplinary measures that might prove most effective in particular instances.

In considering alternatives for disciplinary actions, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

1. Conference with student
2. In-school suspension
3. Detention
4. Referral to counselor

5. Behavior contract
6. Conference with parents
7. Changing student's seating assignments or class assignments
8. Requiring the students to make financial restitution
9. Requiring the student to clean or straighten items or facilities he or she damaged
10. Restriction of privileges
11. Involving the police
12. Referring the student to an appropriate agency
13. Corporal punishment
14. Suspension
15. Expulsion
16. Any other disciplinary action deemed appropriate to the situation.

The parent or guardian of every child residing in the school district shall be notified at the beginning of the year that such a policy is in effect.

After School Detention Rule

Detention may be held any school day for thirty minutes immediately after school.

A minimum of one day will be given, **if needed**, before detention will be served.

Students are to report to detention immediately after school or will be counted tardy. Tardy to detention on the **1st offense** will add an additional 30 minutes to be served on the next day. A **2nd** tardy to detention will lead to 1 day ISS.

· It is the responsibility of the teacher who assigns the detention to monitor that student OR make arrangements with the building principal.

· The teacher may make seating assignments that are appropriate.

· There is to be no talking or leaving of assigned seats unless authorized. Only those students in detention should be present.

· After three detentions, the student's file will be reviewed for consideration of further disciplinary action, at the discretion of the administrator.

Students who do not show up after detention has been doubled will be given Friday/Saturday Detention from 7:00 to 10:00 A.M. the following Friday/Saturday.

Failure to show up for detention on Saturday will result in a minimum of a one-day in-school suspension and completion of Friday/Saturday detention on the next weekend.

Suspension

In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of the students from school:

The authority to suspend a student from a school in the school district is delegated to the respective building principals. No student will be allowed to practice for, or participate in, extracurricular activities during the time period of a suspension (including the time the suspension is under appeal).

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act, which provides unlimited suspensions.
3. Except under circumstances which 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.
4. 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 that student no longer poses a threat to self, other students or faculty.
5. Procedural steps to suspension:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such

alternative placement is rejected, written justification must be placed in the student's permanent record.

a. Probation. 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.

b. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement and the reasons therefore.

c. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school placement is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Suspension Committee or the Board of Education. A student suspended out-of-school <u>for more than five consecutive days</u> will be placed in a supervision, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student. The plan shall address academic credit for work satisfactorily performed. If out-of-school suspension is assigned, the student will be placed in ISS for the remainder of the day or will be sent home immediately, once the parent has been contacted. The suspension will officially begin when the student leaves school property.

6. Appellate Procedures. Any student who has been suspended under the steps listed above, or the student's parent(s) may appeal the out-of-school suspension to the suspension committee, if the period of suspension is ten days or less; or the Board of Education, if the suspension is for more than ten days. The following procedures shall govern the appellate process:

a. The student, or student's parent(s), shall notify the superintendent within 48 hours or two (2) school days following the suspension or the notice of the intent to suspend or appeal suspension.

b. If a suspension is appealed, all school activities will be suspended until the resolution of the appeal. This means that a student may have to wait until the Board or Committee meets and resolves the situation before he/she can resume activities. (Policy adopted by the Board of Education, September 5, 2000)

c. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the President of the Board of Education (long term). The appeal shall be heard within ten school days from the date the notice of intent is filed with the superintendent.

d. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses, and offer other evidence on the student's behalf including his/her own testimony.

e. The suspension committee (short term) or the Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student's parent(s) shall be notified by phone or personal contact at the end of the meeting. In addition, the student's parent(s) will be notified in writing.

f. Decisions of the suspension committee may be appealed to the Board of Education.

7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester or more may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The Board shall take whatever action it deems appropriate.

8. A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent. (Policy adopted by the Board of Education August 4, 1997)

HARASSMENT, INTIMIDATION, BULLYING AND HAZING

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

Harassment, Intimidation and Bullying

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

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

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

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

Parental Responsibilities

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

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

Anonymous Electronic Reporting: Students who wish to report an incident may do so via the anonymous electronic platform found on the Glencoe School app.

Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

a. The alleged incident shall be documented in writing by the principal.
b. The investigation shall be made in a timely fashion.
c. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documents or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
d. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters.

Discipline

When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying. In administering discipline, consideration will be given to alternative methods of punishment (see Disciplinary Problems) to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Glencoe Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing

conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Hazing

It is the policy of Glencoe School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

References 21 O.S. 1190 (Section 826, School Laws of Oklahoma) Amended by SB 129, 1995 Legislative Session, SB 1941, 2008 Legislative Session, Title 70, Section 24-100.4 Oklahoma Statutes. **State law requires that a copy of any hazing policy be given to each student enrolled in the school*.

Weapons-Free Schools Policy

It is the policy of the Glencoe Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property, including school transportation, will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (B) The frame or receiver of any such weapon; (C) Any firearm muffler of firearm silencer; or (D) Any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, mine or any device similar to the above.

Such firearms or weapons will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1, prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property, or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

> "Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapons." The definition of a knife has been expanded to include any knife including pocket knives of any kind or size.

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

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

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

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modifications must be reported to the board of education at its next meeting.

Sexual Harassment

It is the policy of the Glencoe Public Schools that sexual harassment of students is prohibited in and out of the classroom and in the evaluation of a student's academic performance. It is also the policy of the district that accusations of sexual harassment, which are made without good cause, shall not be condoned. It should be

remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

Procedure: Students who have a complaint alleging sexual harassment should report their complaint to the high school principal or teacher. The principal will then initiate an investigation of the complaint and then file a report to the Superintendent of Schools regarding the accusation, investigative procedures, and reconciliation of complaints.

Drug and Alcohol Use and Abuse

Any student reporting to school activities under the influence of, in the possession of, or in the act of distribution, or consuming any alcoholic beverage or any other dangerous controlled substance, or firearms or other weapons may be suspended from school. The proper law enforcement authorities will be notified when appropriate.

Fighting/Assault

Fighting will not be condoned during school hours or extra-curricular activities. Students are encouraged to visit with the principal and/or counselor to solve differences or problems.

First offense violators will face the following discipline, depending on the severity of their actions:

1. After school detention;
2. Corporal punishment;
3. In school detention
4. Friday/Saturday Detention
5. Out-of-school suspension

Financial Obligations

Students owing delinquent financial obligations will not be allowed the following privileges:

1. No diplomas will be issued.
2. A letter and/or phone call will be made to the parents of the student refusing to pay financial obligations. No response from parents or students will result in legal proceedings with the Payne County District Attorney's office.
3. Those students not able to meet financial obligations are encouraged to visit with the principal for special arrangements or circumstances.

Medication

Students who are prescribed medication are required to have on file in the office a note to that effect. The note must be signed by the student's parents or the student's doctor.

Tobacco & Vape Usage

Tobacco and Vape usage of any type (smoking, dipping, and chewing) is not permitted on school property (grounds, buildings, or vehicles). See Drug & Alcohol Use and Abuse (pg. 48)

Stealing

Students found guilty of stealing school property or property belonging to students/teachers are subject to disciplinary action and prosecution of law enforcement agencies. Stealing is considered an extremely serious offense and may result in a student being suspended from school for the remainder of the school semester.

Transportation

We would appreciate it if students and parents would go over the following bus rules. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver to the respective principal for appropriate action which may include the temporary or permanent withdrawal of riding privileges,

depending upon the seriousness of the violation and all other circumstances of each individual case.

1. The driver is in full charge of the bus and students. Students must obey the driver promptly. Disobedience and impudence will not be tolerated.
2. Students must not extend any part of their bodies out of the bus windows, nor shall they in any way touch or hang on the bus before boarding or after leaving.
3. Students must ride their assigned bus. If a student wishes to ride another bus for specific reasons, he/she must bring a note from his/her parents to the principal stating why they wish to ride another bus. If the principal signs it, then it must be presented to the driver so that the student can ride if room is available.
4. Boarding school buses: Students must board and exit at their designated stop.
    a. Do not be late; be at your stop on time. The bus cannot wait.
    b. Students must not stand in the roadway.
    c. Maintain a single file, six feet from where the bus will stop.
    d. Be seated and remain seated until the bus arrives at your school or home.
5. Departing from school buses:
    a. Departing from the bus in an orderly manner. Those students who need to cross the roadway must stop and wait for the signal from the bus driver.
    b. Do not walk down the side of the bus or behind the bus
6. Fighting or scuffling in any form while waiting for the bus or riding the bus may result in suspension of bus riding privileges.

Driving to School

Students driving any type of motor vehicle to school are required to get a driver's permit form signed by their parents and placed on file in the office.

Students bringing any type of motor vehicle to school must leave it parked until school is dismissed at the end of the day or given permission to move the vehicle. Students should park in designated areas only. Designated parking for students will be located on the east side of the high school. Students may not go to their cars or motorbikes

without permission from the office. Students will not be permitted to sit in cars at any time during the school day.

Permission may be obtained from the office for the student to use their vehicles in case of emergency. In such cases, the student will be issued a written permit from the office.

- ***Any student who abuses their driving privileges may be asked to check in their keys to the office upon arrival at school each day for the rest of the school year.***
- ***If further abuse of driving privileges continues, then driving privileges will be revoked.***
- ***Students participating in extracurricular activities may drive to their designated practice/departure locations <u>ONLY</u> (7th hour).***

<u>Graduation Policy</u>

The Glencoe High School District recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the Board enacts the following policies:

1. A student shall be a graduate of Glencoe School District and entitled to a high school diploma whenever the student has:
    a. Successfully completed the minimum number of credits established by the district for graduation.
2. All students participating in graduation ceremonies are encouraged to wear appropriate attire (slacks, dress shirt & tie with dress shoes for males; a dress, skirt, or slacks with dress shoes for females). Any exception to the appropriate attire (i.e. Native American ceremonial attire) will need to be approved by the principal prior to the day of the graduation ceremony.
3. All students participating in graduation exercises will be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" after the last graduation program and the student has exited the premises.
4. All students participating in graduation ceremonies will be required to abide by the School's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
    a. Throwing caps or objects in the air, (without prior approval)
    b. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.

5. Students who admit or who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in the rules above shall be subjected to discipline. Such discipline may include, but shall not be limited to, permanent denial of a diploma and suspension from the school for the balance of the school year if the commencement ceremony is held prior to the end of the school year.

Junior High School Retention Policy

1. Any student failing more than one core curriculum class during the school year may be retained in their present grade level.
2. In the case of a student that has been retained previously, a principal's committee, composed of the principal, classroom teachers, and parental input will make the decision.

Valedictorian and Salutatorian

All students with a 4.0 or higher grade point average (on a weighted scale) will be designated as "Valedictorian." In the event that there is no 4.0 or higher grade point average, then the member of the senior class with the highest grade average will be selected as "Valedictorian." The member with the second highest grade average will be selected as "Salutatorian." A student must have attended Glencoe High School for one (1) year.

Semester grades for grades nine (9) through twelve (12) will be used to figure grade averages. The first nine (9) weeks grades of the eighth semester will be used in figuring the grade average for these honors.

Grade average will be determined on the following basis: Each unit "A"-four (4) Points, "B"-Three (3) points, "C"- two (2) points, and "D"- one (1) point. The total number of points will be divided by the total number of units. (AP/Honors courses will use 5 point scale.)

Valedictorian and Salutatorian Honors will be determined by calculating grade point averages to the nearest tenth. Rounding will be used using numbers of five (5) and over to obtain the highest individual grade point average possible.

Honor Students

Honor students will be recognized during the eighth grade and senior graduation by either wearing an honor stole or receiving an honor medallion or plaque. The honor students will be students who are recognized as the top 20% of the graduating class.

Athletics

Glencoe Public Schools has a storied tradition of athletic excellence. Winning is a big part of that history, but our priority is to provide our students with opportunities to compete at the highest levels, in a positive and encouraging environment. Spectators, fans, parents/guardians, and students must act accordingly or they will be removed from such events. Obscene gestures/language, insults/rude comments directed at officials, coaches, players or fans will not be tolerated! Anyone removed from such events at Glencoe Public Schools must meet with the Superintendent or his/her designee before being allowed to attend any future events. (This does not pertain to a coach being ejected by an official). Anyone being removed from an event again (during the same school year), after being reinstated by the superintendent, will be required to meet with the Board of Education at the next scheduled meeting to determine status for the remainder of the school year.

Furthermore, any parent, spectator, fan, player, or student posting content or remarks on social media platforms that are degrading and or defamatory toward Glencoe Public Schools, its coaches, players, and/or administrators will be subject to the same disciplinary action as mentioned in the paragraph above.

Athletic Eligibility

OSSAA governs all athletic eligibility requirements. For more information please visit the OSSAA Rules Manual www.ossaa.com/manual_rules.aspx

Organizations & Fundraising Activities

Clubs

Membership in clubs at Glencoe is optional. Any group of students interested in the same activity may form a club by securing approval from the principal and by obtaining a faculty member to act as a sponsor.

Any money derived from school sponsored activities will not be used for personal gain of members of any club or organization.

All club constitutions are to be on file with the principal.

Glencoe High School and Junior High Clubs

1. Fellowship of Christian Athletes
2. Glencoe Book Club
3. FFA
4. Student Council
5. Gaming Club

Most clubs meet during the school day and parents can pick-up their children after school unless otherwise informed by the club sponsor.

Fundraising Activities

Fundraising activities should be reported to the principal for approval at the September Board of Education meeting. (Founders Day Activity is not included)

Each organization is allowed two fundraising activities during the year with the exception of the following classes;

Juniors-two (2) fundraising activities per semester.

Student Council- Two (2) fundraising activities per semester.

Special exceptions will be considered for teams/groups exhibiting extraordinary results or accomplishments.

Be reminded teachers and sponsors must supervise all fundraisers (money) and receipts must match receipts that are turned into the secretary. Any cash must be turned into the office no later than the next school day.

Class Officers

Students who wish to be candidates for class officers should be good citizens of the school. To be eligible for a class officer, a student is to have at least a 2.0 grade point average for the preceding semester.

Student Council

The student council is the student government organization of Glencoe High School. An executive committee, consisting of students in high school and junior high will lead the council. Elected representatives from the student body work together as a liaison between the students and administration. The Student Council plans school wide activities and sponsors events for the pleasure, education, and upbringing of the student body.

Class Sponsors

202-2027

7th Grade

Mr. Sanders
Mr. Linsenmeyer

8th Grade

Mrs. Dershem

9th Grade

Mr. Brady
Mr. Reeves

10th Grade

Mrs. Small
Mrs. Brisbin

11th Grade

Ms. Crow
Mr. Boatright

12th Grade

Mr. Shell
Ms. Pilkington

Glencoe Schools Student Drug Testing Program – Extra-Curricular Activities

The Glencoe Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Glencoe Public District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Glencoe Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Glencoe Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extra-curricular activities such as interscholastic athletics at the Glencoe Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulation of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not

intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extra-curricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the junior high school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.

2. **Extra-curricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.

3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

4. **Random tests** are given monthly to participants from the pool.

5. **Random selection basis** means a mechanism for selecting students for drug testing that:
    1. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and

2. Does not give the school district discretion to waive the selection of any student athlete or extra-curricular activities participant selected under the mechanism.

6. **Follow up tests** can be monthly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.

7. **Illegal drugs** are any substances that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extra-curricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable

suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. Student participants in extra-curricular activities shall be provided with a copy of this policy and an extra-curricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extra-curricular activity. The student shall provide a urine sample (a) as chosen by the random selection basis; and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed consent form.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extra-curricular participants in off-season or in-season activities. The school district will determine a monthly number of students to provide a urine sample for drug testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extra-curricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the superintendent, athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of

subsequent tests will be borne by the parent, school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen will be taken by the student urinating inside a provided designated cup to provide enough urine needed for the test. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the proceeding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no

circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such an appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extra-curricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and unappealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extra-curricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period. **The parents will be responsible for the cost of counseling services which will not be provided by Glencoe**. Documentation of services must be provided to Glencoe Public Schools.

2. **Second positive retest.** The student will be suspended from participation in any extra-curricular activity for 70 days.

3. **Third positive retest.** The student will be suspended from participation in any extra-curricular activity for 140 days.

4. **Self-Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extra-curricular activities. However, the student will be considered to have committed his/her first offense under

this policy, and will be required to retest as would a student who has tested positive.

5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extra-curricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.