Smithville Elementary/Middle School



Student Handbook

2026-2027

P.O. Box 8
423 State Hwy 4
Smithville, OK 74957

580-244-7212
www.smithville.k12.ok.us

MISSION STATEMENT

The Mission of Smithville School is to protect and enhance educational opportunities for students so they will become responsible, lifelong learners who are confident and equipped to succeed.

MESSAGE FROM THE PRINCIPAL

Welcome to Smithville Elementary/Middle School and to our Brave traditions. I am looking forward to working with you this year. As a Smithville Brave, you can be proud to know that you are not just part of the school but part of a school family with the highest standards in academics, athletics, and the arts. You will have the opportunity to learn much and meet teachers and friends who will become, and remain, a great part of your life. We here at Smithville are a family.

The Smithville Staff is committed to providing you with a safe, quality education that will prepare you for a bright and promising future.

I'm very proud to have the opportunity to serve as your principal. If I can ever be of assistance, please feel free to come by my office.

Laticha Polk

Elementary Principal

Dear Families,

I want to officially welcome all of you to the 2026/2027 School Year! For those of you who are new to our school, I want you to know that you are coming to an absolutely wonderful place. I am committed to our community and firmly believe that all students can succeed.

Our teachers and staff are caring, innovative, and always learning something new for the benefit of your children. We are a collaborative and driven group of educators who strive to have our students reach their highest potential. Smithville is committed to providing your child with a safe, quality education that will help prepare them for a bright and promising future.

As principal, my door is always open. I strongly believe that parental involvement will support your child's academic and social emotional well-being it is an essential component to student success. Communication is key! I cannot stress how important it is for parents and teachers to communicate. I believe that building strong relationships between home and school is a key factor in increasing student achievement. We need your help with providing the best education possible for each of our students.

a) School Hours: 8:10-3:20. Office will be closed for Lunch 12:20-12:50.
   Please make sure your children attend school regularly and are at school on time. Students who are consistently tardy are at a clear disadvantage and usually arrive feeling frantic and unprepared. All students who arrive late must check in at the office. If your child will not be present, please call and inform the office at (580)244-7212. We are required to report any students with over 9 absences in a semester. Excessive tardiness is also reported.
b) If your children are riding another bus or are going somewhere different, please send a note. We understand that situations come up and sometimes other arrangements must be made and are unavoidable. Please do not make it a habit of calling everyday this disrupts class and takes learning time away from the students.
c) Parent Drop-off and Pick-Up will remain at steps at the front of the school. After school pick up will be at 3:20. Please be here by 3:15 to ensure every student has a ride home. At the end of the day, teachers will escort students to the bus and to the parent parking for pick-up.
d) All Students must be signed out from the office before leaving school.
e) Students will not be pulled from class for phone calls unless of an extreme emergency.
f) Students are not allowed to have a cell phone or other electronic device in sight or turned on during school. 1st offence, the Principal will take the phone up until after school. 2nd offense, The Principal will take the phone and ask the parent to come collect it. 3rd offense, other disciplinary actions will be taken.
g) Please make sure we have a contact listed in the office in case of emergencies.
h) If you ever have any questions please do not hesitate calling or coming by for a visit.

I look forward to our continued partnership in ensuring a productive and fun educational experience for your child(ren).

Sincerely,
Laticha Polk

IMPORTANT TELEPHONE NUMBERS

Elementary Office.....……244-7212
Superintendent's Office.....……244-3333
High School Office.....……...…..244-3281
Elementary Fax.....…….....244-3641
Administration Fax..... …….…...244-7583
Cafeteria.....…….....244-3282

MIDDLE SCHOOL DAILY SCHEDULE

First Period	8:10 - 9:00
Second Period	9:05 - 9:50
Third Period	9:55 - 10:40
Fourth Period	10:45 - 11:30
Fifth Period	11:35 - 12:20
Lunch	12:20 - 12:50
Sixth Period	12:55 - 1:40
Seventh Period	1:45 - 2:30
Eighth Period	2:35 - 3:20

STATEMENT OF PHILOSOPHY

The philosophy of education of Smithville Schools is to provide a clean, safe and caring academic environment in which the student can grow into a self-sustaining productive individual. By teaching basic skills and encouraging the development of individual talents, we believe our overall purpose is to educate each student for complete living in a democratic, automated society with the ability to function as an effective citizen. We believe that all children can achieve and that there is a common concern that students want and need challenges to reach their full potential. We further believe the relationships between student and student, student and teacher, teacher and administrator, faculty and community, should be one of mutual respect for the rights and opinions of members from each group.

Character Counts at our School

Caring
Citizenship
Fairness
Respect
Responsibility
Trustworthiness

Board of Education

President……...Lee Brown
Vice President……..Russell Boles
Clerk…….Patty Skeen
Member……....Corey Pollard
Member…….Kisha Crawford

ADMINISTRATION

Superintendent - Delbert McBroom
Principal - Laticha Polk

ADMINISTRATIVE STAFF:

Felecia Brown – Superintendent Secretary
Robyn Tipton- Board of Education Secretary
Lisa Nichols-Administrative Secretary
Sarah Ford – School Secretary

FACULTY:

Jessica Barton
Dustin Beck
Tracy Beck
Christy Brown
Trent Brown
Miranda Caldwell
Hillary Cannon
Tammy Carter
Darla Cost
Traci Fairless
Jerry Ford
Kimberly Hickman
Jamie Hudson
Ellen Johnson
Tanner Keiss
Kasey Lowrie
Maria McBroom
Melissa McDaniel
Cheyanne McGee
Linda McReynolds
Ryann Melson
Lucinda Miles
Brittany Murray
Jennifer Murray
Tyler Pollard
Andrew Simmons
Ashley Smith
Dana Smith
Patricia Todd
Ashten Williams
Krystal Williams
Andrea Youngblood

SPECIFIC EDUCATIONAL OBJECTIVES

Smithville Elementary/Middle School Students will demonstrate that they are:

1. Self-directed learners who research, evaluate and communicate information to prioritize personal goals, develop and monitor a long range plan, and analyze community, national and global issues.

2. Cooperative Citizens who interact effectively within a diverse culture or organization to solve collective problems.

2. Productive Individuals who innovate, assimilate, create and implement products which reflect originality, merit and use of advanced technology.

3. Responsible contributors who reflect humanitarian attitudes, standards and values to improve the quality of life in their social and natural environment.

4. Complex Thinkers who analyze, compare, and evaluate components of complex problems to make decisions to solve those problems in varied settings.

Absences

Regular attendance is one of the high goals of any school. It is almost impossible to do satisfactory work without regular attendance in every class. State law requires each student to attend 90% of the school year. Once a student has fallen below the 90% requirement, they will be referred to the McCurtain County District Attorney's office. The Truancy officer will then contact the parent for information concerning the excessive absences. In an extreme emergency, the student and his or her parents may appeal to a committee consisting of the superintendent, principal and faculty members and then, if necessary, they may appeal to the board of education.

Tardies

1. A student is tardy who is not in the student's seat when the bell rings to begin the period.

2. A student who is more than 15 minutes late is counted absent for the period.

3. 3 tardies equal 1 Absence

School Activities

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per year to participate in activities sponsored by the district.

2. The student will be allowed to make up any work missed while participating.

ACTIVITIES ATTENDANCE POLICY

The Smithville Board of Education recognizes the importance of activities in the educational program. The Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.

Students may not miss a class more than ten (10) times in a school year for excused school sponsored activities unless approved by the Internal Activities Review Committee.
After the tenth excused school sponsored activity, sponsors will submit in writing to the IARC the reason why they feel that a student has earned the right to attend the activity. By evaluating the student's attendance record and the student's grade in each class, the IARC will determine if the student should be allowed to participate in the activity.

State and national sponsored activities are exempt from the above regulations. Using the guidelines of the Oklahoma Secondary Schools Activities Association and the State Department of Vocational Education will determine what constitutes a state and/or national activity.

All students who have been excused by the principal will be reported on the daily bulletin. These absences will be recorded with "E" on the absentee card and in the grade book. State and national sponsored activities (noted on the daily bulletin) will be recorded as an "E" with a circle around it.

DRESS CODE

1. Students shall not lead officials to reasonably believe that such dress or grooming will disrupt, interfere with, or distract from school activities.

2. Shall not create a health or other hazard to the student's safety or to the safety of others.

3. Shall not conflict with secondary dress code guideline listed below:

   A. Tank tops, tube tops, halters or strapless dresses without a covering shirt, blouse or jacket.

   B. Shorts must be at least mid-thigh when seated.

   C. Jeans with holes (without patches) in them shall be below mid-thigh when seated.

   D. Mini-skirts must come to at least mid-thigh when the student is seated.

   E. Hats, caps and non-prescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the building.

   F. Any garment with decoration patches, lettering, advertisement, etc. that may be considered obscene, offensive or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine or any type of alcoholic beverage advertisement on the garment.

   G. Transparent and/or see through material will be considered inappropriate. Shirts and blouse must cover the entire torso at all times, even in movement.

   J. Earrings may be worn on the ear only. No other body piercing will be permitted.

   K. Pants/shorts/skirts will be worn on the waist above the point of the hip. (No sagging pants.)

   L. Any attire related to negative group behavior (gangs, etc.) will not be permitted.





SCHOOL BUS PROGRAM

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
4. Any passenger who defaces or vandalizes a school bus in anyway shall be immediately suspended from riding school buses. The first suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
5. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action he/she deems necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. Third and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.
6. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
7. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
8. Elementary school students waiting at the high school until school dismissal must remain in bus.
9. Smoking or the consumption of food or beverage is not permitted on school buses.
10. If a student is denied transportation for any reason, the parent must be notified.
11. The bus driver shall not put a child off other than at the student’s regular stop without written parental permission. Please make arrangements to send a note with the child that morning.

GAMING

No card playing, board games, or video (computer) games are to be brought or played at school.

ARTICLES PROHIBITED IN SCHOOL

It is the policy of the Smithville Board of Education that no student shall possess or use the following while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school:

1. Electronic Paging Device
2. Cellular Telephone
3. Laser Pointer
4. Pocket Knife
5. Radio
6. Portable CD players and IPOD's

RESTROOMS

Restrooms have been placed in the building for your convenience, and each and every student is expected to take pride in helping to keep them neat and clean. This applies also to the dressing rooms in the gymnasium. Students will not be permitted to loiter in the restrooms.

LOCKERS

We will assign each student a locker. You must keep the same locker or get permission to change. Do not leave money or valuables in the locker. If students wish to lock their locker they shall furnish a lock at their own expense. Locks must be combination, with combination turned into the office. No lock key locks. Lockers are subject to periodic inspection.

HALL AND CLASSROOM BEHAVIOR

Students will be expected to use the 5-minute break between classes to exchange their books and use restroom facilities and go immediately to their class. Students will be expected to be in their seats and ready for class when the last bell rings. Students will not be allowed to leave the room during the class period unless it is an emergency. Excessive visiting and lingering in the hall or foyer will not be permitted. When the bell rings at the end of the class period, students will not leave the room until they are dismissed by the teacher.

CARE OF SCHOOL PROPERTY

Anyone who damages or defaces any school property (such as scratching and writing of names, etc., on desk, lockers, walls) will replace or pay for the property damaged and are liable for suspension from school. School property includes the physical plant and its contents, including textbooks, library books, and any physical property on the school campus.

TELEPHONE

The telephone is to be used for business purposes only. You will not be called from your class to answer the telephone unless the call is absolutely necessary.

VISITORS

General Visitors

Parents and others are welcome to visit our school. For the safety of those within the school and avoid disruption of instructional time, all visitors must first report to the principal's office.

We ask parents not to send smaller brothers, sisters or friends to visit with students in the classroom. The teacher does not plan for visitors and they usually disrupt the class.

CLOSED CAMPUS

1. No student is to leave school except by permission of the principal or superintendent and such permission will not be given except in the case of sickness or upon personal or written request of parent or guardians. Any pupil who violates this rule and does not sign out in principals office forfeits membership in the school until reinstated by the principal after meeting the parents.

2. Closed campus will be in effect for both students and visitors classes and spend the time with nothing to do.

BOY-GIRL RELATIONSHIPS

Students at Smithville are expected to exhibit acceptable standards of social behavior while in the classroom, in the halls, and on the school grounds. Students engaging in displays of affection which school officials consider inappropriate in an educational environment will be called to the office for a conference with the principal and/or other school officials. If necessary, parent consultations will be arranged.

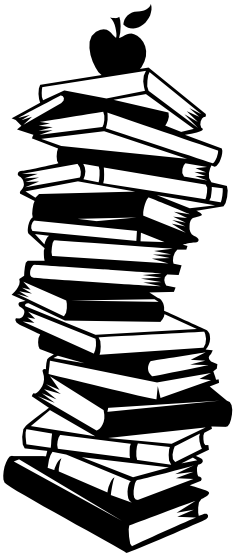
LIBRARY

When checking out a book, be sure the due date is in the back of the book you check out.

Dictionaries, encyclopedias, and magazines may be checked out for three days. Most books may be checked out for two weeks. Book report books may be checked out for three weeks. All materials may be rechecked one time.

Once a student checks out library materials in his/her name, that student is responsible for the safe return of the material to the library.

All books must be returned or replaced before the school year is out. Lost paperback books may be replaced with another paperback book. Lost hardback books must be replaced with the same book or paid for at the current price.



IMMUNIZATIONS – STUDENTS

Students must meet the Oklahoma Statutes, Sec. 1210.191 "Rules and Regulations for Immunization for School Children."

The board of education shall require that no child be admitted to this school without evidence of having received the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal ground.



MEDICAL POLICY

If it is necessary for a student to bring medicine to school, he or she should bring the medicine to the office. Directions for dispensing should accompany the medicine. Tylenol will be dispensed by the office when the following requirements are met:

1. A form giving parental permission is on file.

2. It is an absolutely necessary situation.

Also, we request a Medical Consent Release form be signed by a parent so that in case of an emergency and a family member is not available, we will be able to seek emergency treatment.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, teachers are immediately required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support personnel, or other employee of this school district shall report any suspected physical, mental or sexual abuse or neglect of any school student to the Department of Human Services by telephone followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Smithville Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within the district and who is qualified under Oklahoma law to attend school.

It is the policy of this board of education that students who have contracted Acquired Immune Deficiency Syndrome (AIDS), or students who are infected with the Human Immunodeficiency Virus (HIV) will not be denied educational opportunities.

The placement of students with AIDS or with HIV within the school system will depend upon the student's needs and the school's capabilities.

DISCIPLINE POLICY

"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 individual and of the school."

DISCIPLINE AND CONTROL OF STUDENTS

The teacher of a child attending a public school will have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to and from school or any other school function authorized by the school district or classroom presided over by the teacher.

Discipline is the responsibility of the teacher. Children who do not conform to the rules and regulations and continue to be a distracting element must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavioral problems which cannot be handled by the teacher will be referred to the principal, the superintendent in that order.

BULLYING OR TAUNTING BEHAVIORS

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense.

HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "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. Harassment, intimidation, communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure 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.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with students
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activated as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

CORPORAL PUNISHMENT

It is the policy of the Smithville Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. Corporal punishment must be administered by a teacher or principal only in the presence of another professional, certified staff member, preferably an administrator.

Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certified personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered. If possible, the parent(s) or legal guardian shall be notified that corporal punishment is being planned.

Corporal punishment is defined as paddling with a paddle and may never be administered in any degree that will result in serious injury. The maximum paddling is five strokes on the buttocks for any one offense. No student shall receive more than two paddlings in one day.

Corporal punishment will not be administered without parental consent.

Smithville Public Schools does not use corporal punishment for any student served under an Individualized Education Program (IEP). Students with disabilities remain subject to the district's code of conduct, but discipline will be addressed through lawful and appropriate school disciplinary procedures, supports, and interventions consistent with applicable state and federal law.

TRAVEL IN NON-SCHOOL OWNED VEHICLE

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and such travel has been authorized by the administration and sponsor of the activity in which the student is engaged.

ELIGIBILITY REQUIREMENTS FOR SPORTS AND OTHER EXTRACURRICULAR ACTIVITIES

1. Must meet the eligibility rules as set forth by the Oklahoma Secondary Schools Activities Association.

2. To be eligible to participate in activities involving other schools, a student must be passing in at least four regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school sponsored activity.

3. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

4. Any person absent during the day of an activity must have absence accounted for prior to being eligible. If the absence is considered as "hooky" by the administration the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

5. Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students should conduct themselves in true sportsmanship manner.

6. Students enrolled in competitive athletics must have on file in the school office a signed parental release of liability and a physical examination.

ATHLETICS

1. Only those girls and boys who are interested in making teams will be permitted to take athletics.

2. Only the athletes will be permitted to ride the bus to games and meets, unless otherwise indicated by the coaching staff.

3 Students riding buses will return on the same bus unless the parent of guardian gives oral consent directly to the sponsor in charge for the student to do otherwise.

4. Each athlete will be well groomed and neat in appearance at all times.

5. No tobacco products of any kind are to be used by the student athlete.

6. The student should take very good care of the uniforms and equipment furnished by the school. If the uniform is lost or misused by the athlete, he or she will be held responsible.

7. The student athlete is expected to be courteous and respectful to those in authority. Conduct on activity trips must be beyond question.

WEAPONS-FREE SCHOOL

It is the policy of this school 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 or school sponsored 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 or firearm silencer;
   (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon 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 of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

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

TRAINED DOGS

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

It is the goal of the Smithville Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students will be better able to make intelligent choices based on facts. The objectives of the program are:

15. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.

2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.

3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.

4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.

5. To understand the need for seeking professional advice in dealing with problems related physical and mental health.

6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.



TOBACCO PRODUCTS

(State law concerning tobacco products at school or elsewhere.)

Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court,

or any judge of the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding five dollars ($5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, of both: if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.

1. No tobacco products shall be in student possession on school premises.

2. No tobacco products shall be used by students in any form on school premises.

PROCEDURE FOR DEALING WITH STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.

The procedure for reporting and dealing with students suspected of being under the influence of DRUGS or ALCOHOL is as follows:

1. Immediately report to the principal in your building.

2. Remove student to the principal's office as quickly and quietly as possible.

3. Principal will call superintendent, another teacher, or other witness.

4. No diagnosis will be made, but it will be determined if other action is needed at this time.

5. Parent will be called, if it appears there is justification.

6. The family doctor or County Health Nurse may be called in.

7. If it is determined that the student is under the influence of a drug or alcohol, or dangerous drug or alcohol is found on this person, appropriate action will be taken by the school. A student will be expelled indefinitely.

8. Law enforcement people may be notified. Any pupil found to be in possession of a controlled dangerous substance (drugs or alcohol) while on school premises or while in transit to or from school, or any school related activity, shall be suspended by the principal or superintendent for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended.

STUDENT SEARCH BILL

Oklahoma's student search bill, 70 O.S.Sec. 24-102 provides the following.

1. School officials who can search students are superintendent, principals, teachers, and security personnel.
2. A search is permitted when the student is on school premises, in transit while under the authority of the school, or while attending any function sponsored or authorized by the

school.

3. A search may seek dangerous weapons, controlled dangerous substances (illegal drugs), intoxicating beverages, non intoxicating beverages (beer), or missing and stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.
4. School searches of a student's person may be conducted only by a school official of the same sex as the student with a witness of the same sex if practicable. Property of a student (purse, billfold, etc.) may be searched by a school official of a different sex than the student.
5. A search may be conducted when there is reasonable suspicion by the searcher that the person searched has the item sought.
6. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear (coat, sweater, gloves, cap, etc.) shall be removed prior to or during the conduct of any warrantless search.
7. Students shall not have any reasonable expectation of privacy toward school officials in the contents of a locker, desk, or other school property. School lockers, desk and other areas of school facilities may be opened and examined by the school officials at any time and no reason shall be necessary for such search.

SUSPENSION OF STUDENTS (Regulations)

1. In accordance with the policy of the board of education, the following regulations shall govern the suspension of students from school. The authority to suspend a student from a school in the schools district is delegated to the respective building principals.

2. 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.

3. A full suspension shall not extend beyond the present semester and the succeeding semester.

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

5. Make-up work for suspended students shall not be permitted.

6. Procedural steps to suspension:

   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. Short term suspension. A student may be suspended from school for up to a ten day period by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons therefore, and the right to appeal the suspension to the suspension committee.

   C. Long term suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. 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 board of education.

7. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee, if the period of suspension is ten days or less, or to the board of education, if the suspension is for more than ten days. The following procedures shall govern the appellate procedure.

    A. The student, or the student's parent(s), shall notify the superintendent of their intent to appeal the suspension as soon as possible following the suspension or the notice of the intent to suspend.
    B. 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 days from the date the notice of intent is filed with the superintendent. The superintendent, at his discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
    C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his own behalf; cross examine opposing witnesses, and offer other evidence in his behalf including his own testimony.
    D. 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 and the student's parent(s) shall be notified within five school days of a decision.

8. 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 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 superintendent for reinstatement. The superintendent may, in his 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.

9. 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.

DISTRICT INTERNET/TECHNOLOGY POLICY

Internet access is now available to students and teachers in the Smithville Public Schools. We are very pleased to bring this access to Smithville and believe Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Smithville Public Schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world which can give students and teachers access to a variety of rich, educational resources. The world wide web, a portion of the Internet that students will be able to use, includes information specially designed for children, up-to-the minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in a school environment. Student and teachers will also have access to:

1. Electronic mail communication with people all over the world
2. Information and news
3. Public domain shareware of all types
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics
5. University catalogs

DISTRICT INTERNET/TECHNOLOGY POLICY

Technology- Terms and Conditions

Instructional technology is defined as any equipment or product which is used to enhance the learning of students in the Smithville Public Schools. This may include computer hardware, software, and peripherals; televisions, VCR'S, video cameras, videotapes, telephones, laser disk players, audio equipment, and any other forms of technology, which would be appropriate in a classroom setting.

1. Acceptable Use- As with the Internet, appropriate use is specifically defines as use which is consistent with the district's educational objectives.

2. Privileges- The use of any form of educational technology is a privilege. Users must respect the rules associated with use or risk losing the privilege. Students should not be using any form of educational technology without permission from a teacher or other school employee.

3 Vandalism- Most forms of educational technology are electronic in nature and are relatively fragile. For this reason, extreme care must be taken when utilizing them, not only for the well-being of the equipment, but also because misuse could result in injury to the user. Vandalism of any form of educational technology will result in loss of privileges and punishment as outlined in the Smithville Public Schools Discipline Policy. The following rules should be observed when using educational technology:

a) No food, drinks, or gum around the equipment.
b) No makeup, hairspray, brushes or combs around the equipment.
c) No magnets or other magnetically charged materials around the equipment

d) Do not attempt to move equipment without permission.
e) Do not attempt to dissemble equipment
f) Do not attempt to repair equipment
g) Do not mark on or deface equipment in any way.

For computer hardware, software, and peripherals, the following rules should be observed in addition to those listed above:

a) Do not use disks or CD-ROM products from home without permission of the teacher in whose room the computer is located.
b) Do not reset computer preferences or operating specification without permission of the teacher in whose room the computer is located.
c) Do not attempt to reprogram computers or alter files in anyway.

4) Exception of Terms and Conditions-All terms and conditions as stated in this document are applicable to the Smithville Public Schools. These terms and conditions reflect the entire agreement of the Public Schools Discipline Policy. A user must not share his/her account number with others. Each user is responsible for any action taken by the person using his/her account. Attempts to access the Internet as any other user may result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

5) The Smithville Public Schools make no warranties of any kind, whether expressed or implied, for the service they are providing. The Smithville Public Schools will not be responsible for any damages suffered. This includes, but is not limited to, loss of data resulting from delays, not-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Smithville Public Schools Internet access is the users own risk. The Smithville Public Schools are not responsible for the accuracy or quality of information obtained.

6) Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, he/she must notify a teacher, who will in turn, notify a system administrator. Users must not attempt to breach security of the local system or any other system. Users must not demonstrate any problem to other users. Any attempt by any user to access, use, or alter records which do not belong to him or her will result in the loss of access privileges and punishment.



DISTRICT INTERNET/TECHNOLOGY POLICY (Continued)

Internet-Terms and Conditions

1) Acceptable Use- The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Playing games or interactive chats are not appropriate use of the system. Users are responsible for staying abreast of changes in the system by regularly reading the announcements on the Smithville Public Schools' web page or publications. In the Smithville Public Schools, appropriate use is specifically defined as use which is consistent with the district's educational objectives.

Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S., state, or local district regulations is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable. Use for the purposes of cheating, plagiarism, gambling, extortion, harassment, hazing, or vandalism is expressly prohibited.

2) Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will receive initial training from a Smithville Public School's faculty member pertaining to proper use of the network. Yearly refresher units will also be given. The Smithville Public School's administrators and teachers will deem what is inappropriate use, and their decision is final. The district may deny, revoke, or suspend specific user access at any time as required. The district must notify the user in writing or in person within two weeks of the reason for suspension or termination of an account. Students whose accounts are denied, suspended or revoked do have the following rights:

a) To request in writing a written statement justifying the actions.

b) To submit a written appeal to the administration, and, as a follow-up to this letter, to have a meeting with the administration and other interested or involved staff. Students who are under 18 must also have a parent or guardian present at this meeting.

3) Netiquette- each user is expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

a) Users should be polite. One's message should not be abusive to others.

b) Users shall utilize appropriate language. The following types of speech are prohibited:

i) Criminal speech and speech in the course of committing a crime- threats to the president; instruction on breaking into computer systems; child pornography; drug dealing; purchase of alcohol; gang activities, etc.

ii) Speech that is inappropriate in an educational setting or violates district rules.

iii) Inappropriate language-obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.

c) Users shall not post defamatory, inaccurate, obscene, profane, sexually oriented, threatening, offensive, or illegal material.

d) Illegal activities are strictly forbidden

e) Note that electronic mail (e-mail) or any other on-line information is not guaranteed to be private. People who operate the system do have access to all e-mail, files, and transmissions. Messages discovered relating to or in support of illegal activities shall be reported to the appropriate authorities.

7) Vandalism- Vandalism will result in the cancellation of privileges and punishment as outlined in the Smithville Public School Discipline Policy. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
8) Exception of terms and Conditions- All terms and conditions as stated in this document are applicable to the Smithville Public Schools in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral o written agreements and understandings of he parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

To: Smithville Faculty & Patrons

From: Delbert McBroom

I wish to inform you that inspection of district facilities for asbestos has been conducted and management plans have been developed in accordance with state and federal regulations. There is not a need for removal of any of the asbestos at this time.

Every six months the buildings will be surveyed to see the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the building. The building will be re-inspected periodically.

Management plans are available for review in the administrative offices.

Sincerely,

Delbert McBroom

Scan the above QR code to view the Student Handbook. You may request a printed copy of the Student Handbook in the office.

Handbook Signature Form

We the undersigned the receipt of the handbook for the 2026-2027 school term.

Parent's signature also implies consent for student to participate in school activities including but not limited to (Sports, AG., Music Field Trips, etc.)

_____

Student Name (Printed) Grade Student Signature

_____

Parent Name (Printed) Parent Signature Date

Please sign and return to the principal's office by Friday, August 7th, 2026 so that enrollment can be completed.