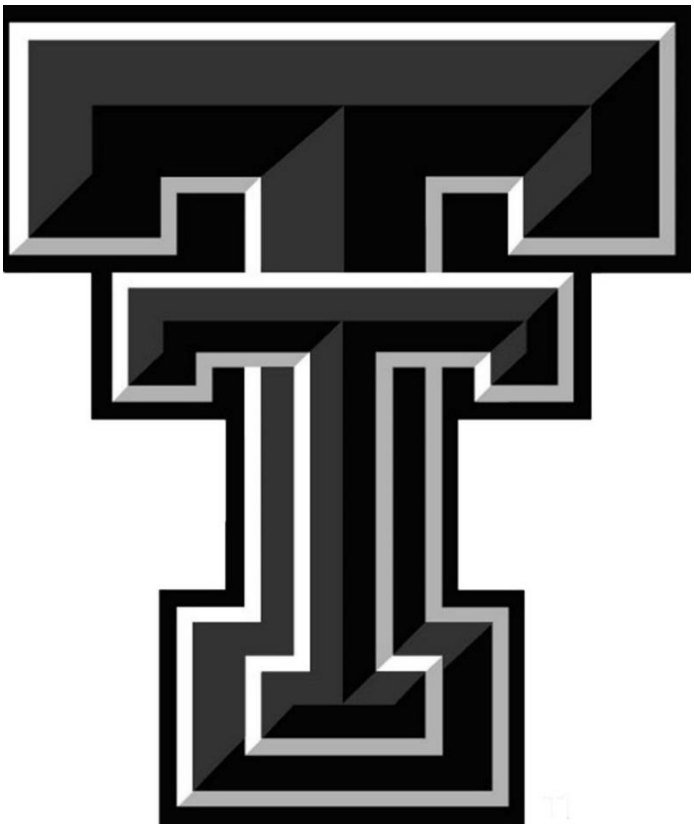
TIMBERLAKE



The mission of Timberlake Schools is to assist students in becoming independent, lifelong learners who are responsible, productive citizens.

Student / Parent Handbook
2026-2027

Timberlake Staff

ELEMENTARY

Shannon Masquelier	Principal/6th Grade
Tonja Caywood	Title 1 Reading/Music
Reagan Detrick	Elem Computer
Jennifer Diller	5th Grade
Connie Farris	2nd Grade
Tammy Johnson	PE
Judy Maples	Pre-K
Danya Nickel	1st Grade
Amanda Redman	Kindergarten
Calista Rogers	6th Grade
Melissa Shepard	6th Grade
Shelly Shepard	3rd Grade
Kasya Spade	Special Education
Christy Wallace	4th Grade

Jr/Sr High School

Gerald Parker	Principal
Baylan Byrd	Agriculture Education
Reagan Detrick	Teacher/Coach
Brie Foster	Secondary Teacher
Matt Foster	Teacher/Coach
Ashley Gaff	Technology
Laurie Gwinn	English
Jeremy Hickman	JH/HS Track & Field
Deidra Johnson	Counselor/Math
William Kilmer	JH/HS Science
Jeannessa McCollum	FACS
Garett Powell	Business/Computer/Coach
Calista Rogers	JH Teacher
Christen Rogers	JH/HS Special Education
Brian Severin	Social Studies/Coach
Tyler Severin	Social Studies/Coach

SUPPORT STAFF

Linda Anderson-Graf	Transportation
Esther Banderas	Head HS Cook
Rachel Bell	Para-Professional
Mary Blackledge	Food Service Director
Paula Burkes	HS Secretary
Jessi Burkes	Para-Professional
Adrian Carson	Maintenance
Hilary Chance	Daycare Director
Tammy Cummings	Transportation
Regina Cummins	Para-Professional
Traci Deckman	Elementary Secretary
Jennifer Fishback	Bus Driver/Elem Custodian
Skylar Fishback	HS Cook
Amanda Jones	Library/Para-Professional
Cheryl Korbel	SLPA
Kay Norton	Para-Professional
Tasha Pierce	Federal Programs
Courtney Ridgway	Para-Professional
Rhonda Sanders	Para-Professional
Kilee Schmidt	Para-Professional
Jeremiah Smith	JH/HS Custodian
Marcia Thomas	Elementary Cook
Lindsey Wallace	Para-professional
Deborah Wilson	Elementary Custodian
Carrie Winfield	JH/HS Custodian
Gene Worman	Head of Maintenance

District Office

Kale Pierce	Superintendent
Shelly Nichols	Business Office Manager

Table of Contents

Parental Involvement 4
Illness 4
Attendance 4
Activity Absence Policy 5
Inclement Weather Act. Policy 6
Withdrawal from School 6
Transfer Policy 6
Early School Dismissal 6
Visitors 6
Release of Students 7
Closed Campus 7
Student Dress 7
Medical Information 7
ACADEMICS 8
Honor Roll 8
Make-up Work 9
Student Eligibility 9
Textbooks 9
Library 9
FOOD SERVICE 10
Meal Prices 10
Charged Meal Policy 10
TRANSPORTATION 11
Buses 11
Bus Rider Expectations 11
Activity Trips / Classes 12
Lockers 12
Lost and Found 12
Gym, Wt. Room, Multipurpose 12
Central Office 12
Counselor's Office 12
Class Interruptions 12
COMPUTER USAGE 12
Acceptable Uses 13
Consequences for Misuse 13
Apple ID for Students 13
Internet Safety 13
No Expectation of Privacy 13
Use of Software 13
Money Raising Projects 13
Student Insurance 13
Telephone Calls 14
Telephone Calls 14
Wireless Communications 14
STUDENT CONDUCT 15
Respect 16
Student Discipline 16
Student Searches 19
Access to Student Records 19
Parents Right to Know 20
Independent Education Eval. 20
McKinney-Vento Act 20
Bullying Prevention Policy 21
Asbestos Notification 21
Unwritten Regulations 21
Disclaimer 21
JR/SR HIGH CONTENT 21
Class Period Schedule 21
Attendance 21
Discipline 22
9 Weeks/Semester Tests 23
Grading Policy 23
Valedictorian / Salutatorian 23
HS Clubs, Organizations, Classes 24
Class Changes 24
Driver's License Form 25
Eligibility Rules 25
Scholastic Eligibility 25
Dances 26
Royalty 26
Student Vehicles and Parking 26
Summer Co-Curric Camps 26
Class/Sr. Grad/Yearbook Policies 26
Diplomas 27
Graduation Requirements 27
Concurrent Enrollment 28
Student Drug Testing Policy 28
ELEMENTARY CONTENT 32
Discipline 32
Parental Involvement Site Plan 33
Pre-K Enrollment Policy 33
Scholastic Eligibility 33
Class Assignments 34
Assisted Grading Policy 34

Dear Parents/Guardians,

Providing your child with a high-quality educational experience in a safe, nurturing environment is the goal of the Board of Education and staff of Timberlake Schools. We invite you to share this responsibility by monitoring your child's academic progress and gaining a clear understanding of the standards we have for our students – standards that are vital to advancing the learning process.

This handbook has been written to provide important information concerning specific expectations, rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Please refer to the official policy and regulation documents for specific information. This handbook's content may be changed from time to time throughout the 2025-2026 school year. An up-to-date version will be maintained on our webpage. If you have any questions regarding this handbook, please contact your student's building principal.

Kale Pierce,	Shannon Masquelier	Gerald Parker,
Superintendent	*Elementary Principal*	*Jr/Sr High Principal*

PARENTAL INVOLVEMENT

Timberlake Public Schools encourages parental involvement in the educational process. The school and home have a shared goal of promoting success in our children. Our parents will be encouraged to act as advisors, resources persons, and coordinators in the following ways:

- attend school events and serve as advisors
- use talents/resources to enhance the instructional programs
- be school supporters and advocators
- respond to memos, surveys, and questionnaires expressing ideas and concerns The administrators will provide a school improvement plan which will include means through which parents can participate in the education of their child(ren).

ILLNESS

Students who become ill during the day should go to the office, where parents will be notified, and absence documented. Students will be sent home if fever is greater than 100, vomiting, and/or diarrhea. Students may return to school when they are fever/vomiting/diarrhea free for 24 hours without medication.

ATTENDANCE

A. The Timberlake Public School District believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond the students control, the board has adopted a policy requiring students to have no more than 8 absences per semester to earn credit for any course in which the students is enrolled. Exceptions to this requirement will be considered by the attendance review committee on an individual, case by case basis. **"Excused"** absences are only in regards to making up school work. The following is a list of possible "excused" absences.

Absence should only be taken for the following reasons:

- Illness of the student or immediate family member;
- Family emergencies;
- Death of an immediate family member;
- Medical appointments with written documentation;
- Legal matters;
- Travel to and from and observation of holidays required by student's religious affiliation;
- Extenuating circumstances
- Any absence discussed with and approved by administration

It is the responsibility of the parent to notify the school between 8:00 a.m. and 9:00 a.m. if the child is to be absent that day. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The office will file Doctor's notes and/or verification notes. The school will do everything possible to notify parents when a child has missed three, six, and eight days in a given class with a warning of the possible failure of a class for excessive absences. The student must make up all work missed. The teacher will allow one day per day absent from school to make up all work. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

B. Upon reentry to school, each student will bring a note signed by the parent/ guardian explaining the reason for the absence. JH/HS Only: This note must be approved by the principal, who will issue an absentee form which must be signed by the teacher of each class missed and returned to the office at the end of the day.
C. JH/HS Only: A student will not be admitted to class without first receiving an absentee slip.
D. Continuing absences will be referred to the Alfalfa County District Attorney's Office.
E. Students must be in school attendance at least ½ day (Elem) or 4 of 8 (including Academic Achievement) class periods (Jr/Sr High) to participate in extracurricular activities that day.

Tardies:

JH/HS

1. A student is tardy who is not in the classroom when the bell rings to begin the period.
2. A student who is more than 10 minutes late is counted absent for the period.
3. Each three unexcused tardies will constitute an unexcused absence for that class.
   Discipline for tardies will be handled in the following manner.
   1st Tardy - Teacher Warning
   2nd Tardy - 1 day lunch detention - 10 minutes
   3rd Tardy - 1st unexcused absence - 3 days lunch detention
   4th Tardy - 5 days lunch detention
   All tardies beyond 4 will result in 5 days lunch detention.

Elementary

1. A student is tardy who is not with their class by 8:10 am.
2. A student who arrives at school after 9:30 am will be considered absent for the AM session (Half day).
3. Each three tardies will constitute an unexcused absence.
4. Elementary principal will take on the role and responsibilities of the attendance review committee at the elementary site.

ACTIVITY ABSENCE POLICY

The Timberlake Board of Education recognizes the value of both the academic program and the extra-curricular activities for a balanced educational program for students. The Board further recognizes that consistent classroom attendance is vital to a well-developed instructional program and maximum academic achievement of each student. With this in mind the Board adopts the following policy governing student absences from regularly scheduled classes for activities.

1. At the regularly scheduled meeting of the Board of Education in June of each year, the Board shall appoint an Internal Activities Review Committee for the following academic year. This committee shall consist of one principal, a teacher from each level of academic program and a vocational teacher.
2. A student shall not, with certain exceptions, be allowed to miss any one class period more than ten (10) times per school year due to participation in extra-curricular activities. Exceptions to this policy are listed elsewhere in this policy statement. Activity sponsors will make every effort to schedule the event outside school hours.
3. Individual requests for deviations from this policy must be made in writing to the Internal Activities Review Committee. This Committee will make its recommendation to the Board of Education and it will make the final decision to allow or reject the request. Such request must be made to the Committee by the second Wednesday preceding the regular Board meeting so that a recommendation may be made by the Wednesday preceding the Board meeting. If an emergency arises, a meeting of the Committee and Board of Education may be held within the framework of the law governing emergency meetings of the Board. This would require the posting of a notice forty-eight (48) hours, excluding Saturday and Sunday, in advance of the

meeting.

4. Activities excluded from this policy are as follows:
   •Assemblies •Field Trips •Career Day •Testing (State, National, or Local)
   •FCCLA State Convention •FFA State Convention •High School Quiz Bowl
   •Elimination Series sponsored by the OSSAA •Spring Stock Show (if right to continue is earned)
   •Academic Contests •Yearbook Picture Day •Gifted and Talented
5. All activities not listed in number four are included in this policy.
6. Complaints concerning decisions based on this policy shall be made by a signed written statement filed with the Board of Education through the Superintendent. Such complaint will be heard at the next regular board meeting. To be on the Agenda for this meeting the complaint must be submitted to the Superintendent of Schools by Tuesday of the week preceding the meeting. Board meetings are normally held on the first Monday of every month.
7. If the request of a student for additional days of absence is denied by the Committee and/or Board of Education, and the student arbitrarily misses classes to participate in the activity, he/she shall be accredited with an unexcused absence and zeros entered in the class record for such absence.
8. The principal of each building shall maintain a record of activity absences by students.
9. A schedule of activities which requires students to miss class time shall be presented for review by the Board of Education and Superintendent at the August meeting of the Board. Any additions to this schedule must be submitted to the Superintendent of Schools by the end of each calendar month. These additions will be reviewed and acted on by the Board of Education at its next regularly scheduled meeting.

INCLEMENT WEATHER ACTIVITIES POLICY

It will be the policy of Timberlake Schools that when school is cancelled or let out due to inclement weather, activities, meetings, and mandatory practices for that day will also be cancelled. Exceptions will be made for qualifying events. A qualifying event is any event that a student has previously qualified for or must compete in in order to qualify for a future event. In the case of qualifying events, a decision will be made jointly by the sponsor/coach, principal, superintendent, and governing body. In the event that the weather improves throughout the day, practices can be held if they are approved by the principal and superintendent. Students who are unable to attend due to conditions should not have any adverse action taken against them.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, the student's parents/guardian must contact the school and the student must get a withdrawal sheet from the counselor's office (JH/HS) or the elementary office. Each teacher must sign the withdrawal slip and give an estimated grade. All fees and fines must be paid. No credit will be transferred until the student has legally withdrawn. The principal reserves the right to contact parents before official withdrawal is completed.

TRANSFER POLICY

Open transfers do not have to be reapplied for on a yearly basis. The original open transfer must be submitted and approved by the deadline determined by the district to be considered an open transfer. Open transfers can be rescinded based on excessive absences or discipline referrals.

EARLY SCHOOL DISMISSAL

A. When weather conditions are such that the roads are deemed hazardous for student transportation, school will be called off by the following School Website, School App, and notification to local radio and television stations.
B. Parents are asked to listen to the radio and television for official word. The news will be on the air by 7:00 am and possibly the evening before if the decision not to have school has been made that early. Please refrain from calling school officials because they are busy on the phone with employees at this time.

VISITORS

A. Parents are always welcome to visit our school at any time. Parents who desire to visit with a teacher may do so between 8:00 a.m. and 4:00 p.m. each day. Please contact the principal's office of the teacher to arrange for an appointment. The school is open to properly accredited visitors at all times.
B. ALL visitors MUST check in at the office upon arrival. Visitors are NOT to go to the classrooms before checking in and receiving

permission from the office.

C. Students from other schools and young children are discouraged and not usually admitted as visitors..

RELEASE OF STUDENTS

Students shall only be released from school to a parent or guardian unless a parent or guardian has provided the principal with a written statement authorizing the release of the student to a third party. The principal may contact the parent or guardian to authenticate or verify the written authorization. Written authorization does not guarantee the student will be allowed to be checked out. Please communicate with your school's principal about each situation.

CLOSED CAMPUS

Timberlake JH/HS is a closed campus from 8:10 to 3:20 unless traveling to Jet for practice during last period. Closed campus means that students cannot leave campus by car or by person unless they have been checked out by a legal guardian. Students will not be allowed to be checked out during the lunch period in order to get lunch. This applies even to those students who are 18 or older. Students should park in their assigned parking spot when they arrive each morning and should not access their vehicle unless given permission by an administrator. Violating this policy can result in disciplinary measures and even losing the privilege of driving to school. Exceptions to this policy will be made by the High School Principal only.

STUDENT DRESS

A. No student shall wear any garment which advertises or promotes any alcohol or tobacco product. No tank tops, halter tops, or crop tops may be worn as the primary garment. The shoulder strap on a student's shirt must be the width of a dollar bill and their stomach or back may not show.
B. Garments will not be allowed which depicts or promotes immoral behavior, violent or sadistic acts, or which uses any profane messages. Garments which are sexually suggestive or have messages with dual meaning are prohibited.
C. Timberlake students will be allowed to wear shorts to school from August until Fall Break and from Spring Break until the end of school. The shorts must be hemmed, not excessively tight and must come to the mid-thigh or 6 to 8 inches above the knee so as to avoid being disruptive to education. Spandex shorts of any length will not be allowed.
D. Students are not to wear hats, caps, du rags, bandanas or any head covering unless it is necessary and cleared through the principal's office.
E. Shoes will have to be appropriate and intended for outdoor use.
F. Students should not wear jeans, shorts, or other purposely-frayed clothing (including pants with holes cut out) with tears, frays, or holes above the knee.
G. No pajama or "lounge" pants
H. Students are allowed to wear tights, as long as, the shirt worn adequately covers both the front side and backside of the student.
I. Hoods are not allowed to be worn inside any building on campus at any time. If issues with hoods become excessive, hooded sweatshirts can and will be banned.

Failure to comply with the Student dress code will result in removal from class until the situation is corrected.

MEDICAL INFORMATION

Immunization Requirements

No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease. Immunizations required are:
   Five (5) DTP (Unless the 4th was received after the 4th birthday)
   One (1) Tdap Booster before entering 7th grade
   Four (4) Polio (Unless the 3rd was received after the 4th birthday)
   Two (2) MMR (Measles, Mumps, Rubella) received after the child's first birthday
   Two (2) Hepatitis A Three (3) Hepatitis B One (1) Varicella; or
B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the

physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Policy on Administering Medication to Students

If it is necessary that a medication be given during school hours, the following regulations must be met:

- Prescription Medication must be ordered by a physician/dentist and permission granted for the school staff to contact the prescribing physician/dentist if necessary regarding this medication.
- Prescription medication must be brought to school in the MOST RECENT, ORIGINAL container with appropriate label intact. The label must have the student's name, name of medication, dosage, and time to be given. IF MEDICATION IS NOT PROPERLY LABELED, IT WILL NOT BE GIVEN.
- The parent/guardian will, promptly notify the school of any change in the administration of prescription medication and will provide the school with new prescription bottle and physician order. Verbal and written changes from parent/guardian CANNOT be accepted.
- The parent/guardian will notify the school of any physician change and obtain a new written prescription.
- All medication to be given at school must be kept in the nurse's/administration's office, regardless of age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student AFTER the school receives the appropriate signed consent form. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
- Non-prescription medication must be in the ORIGINAL container. The dosage and time will be followed according to manufacture instructions and recommendations.
- Medication cannot and will not be accepted in baggies or envelopes.
- Parent/guardian MUST sign the consent form, granting designated school nurse/employee permission to give the medication during school or during school-sponsored activities, according to school policy.
- For your child's safety, the parent/guardian must bring prescription/non-prescription medication to the school, rather than sending it with the student. At the end of the school year, any remaining medication must be picked up by the parent/guardian or it will be discarded by the school. The school cannot send medications home with students. The only exceptions are emergency medications such as rescue inhalers, epi-pens and insulin. These medications must have a medication consent form on file, signed by a parent/guardian and a physician, stating the student can · carry the medications. It is highly suggested that you provide a back-up medication to the office.
- The parent/guardian agrees to provide medication and any particulars connected with administering medication at their own expense.

The school district retains the discretion to reject requests for administration of medication. This Policy Statement shall be provided to the parents or guardian of all students. The official certification of immunization record card ODH 218 is distributed by the Oklahoma State Department of Health. Other certification forms are accepted only if they have the type and date of immunization given. The signature of a licensed physician or authorized representative of the state or local health department is required.

Head Lice

In order to attend school, students must be free from live head lice. If the evidence of nits (eggs) is found, they must not be any closer than ¼ inch to the scalp. If a student is identified as having head lice and/or nits, the parent or guardian will be contacted to pick up the student from school. The student will not be allowed to return to school until the parent or guardian submits a written statement from a health professional which states that the student is free from head lice and/or nits.

ACADEMICS

Honor Roll

A. In order to qualify for the Superintendent's Honor Roll, a student must make no grade lower than an "A. " For the Principal's Honor Roll, a student must make no grade below a "B." Concurrent classes will count according to the Valedictoian/Salutatorian Policy.
B. The honor roll shall also be limited to those students whose citizenship is satisfactory.

Make-up Work

A. Students who qualify for excused absences will be given time equal to the absence time after they are back in school to see each teacher and make arrangements for their makeup work. *IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE NECESSARY ARRANGEMENTS TO MAKE UP MISSED WORK.*
B. Students with unexcused absences (including unexcused absences accumulated from tardies) can make up work but may receive only 60% of their earned grade
C. When students are gone for a school activity, students should receive the assignment prior to leaving with the expectation it will be due when they return OR they will be given the assignment when they return with the expectation they will receive one day to complete the assignment. When students are going to be gone for extended periods (more than one day), they are responsible for making arrangements prior to being gone.

Student Eligibility During a Semester

A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
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 at the end of a week, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of the probationary one week period, he/she will be ineligible to participate in or attend any extracurricular activities 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 with the first class of the new one week period (Monday through Sunday).
D. "Passing grade" means 60% or higher.
E. Students can be considered ineligible based off of their attendance as well. Once a student has 4 absences, they must attend school at least 90% of the time to be considered eligible to compete/attend/participate in <u>any</u> activity.

Textbooks

Students shall not mark or otherwise deface textbooks lent them by the school. Students shall return the books to the school at the end of each school year in as good condition as when they received them, barring ordinary wear, tear and use. Any student who loses or damages school property shall pay for the same.

LIBRARY

A. The library is open during regular school hours when the person in charge of the library is present. This includes time before school so that students can check books in and out. Students will also be allowed to visit the library during the school day with teacher permission should the librarian be present. Teachers have permission to take their class to the library when they deem it appropriate, but must accompany class. Each class will receive at least one scheduled 30 minute library class per week or as scheduled by the teacher and librarian. Loud and excessive talking will not be permitted and you will be asked to leave. If this is a continuous behavior, you will not be permitted in the library at these times. This same rule also applies when the librarian is not in the library.
B. All materials MUST be checked out before leaving the library. All books except reference books may be checked out for a minimum of two weeks and a maximum of nine weeks. They may be renewed when the student brings the book to the library. A book may not be renewed unless the book is brought back. NO BOOK, NO RENEWAL!
C. Lost and damaged books, magazines and other library materials: Students who lose library materials will be asked to pay for them. Students will also be asked to pay an amount if materials are returned in poor condition.
D. When returning material to the library, place it in the box provided. This box is by the door. Please DO NOT put borrowed material back on the shelves.
E. Fines and over dues need to be taken care of by the end of each semester or grade cards will be held.
F. All materials must be checked out using the library scan system. This must be done by the librarian or staff unless the student has received training and permission to utilize the scanning system.

A. NO candy or gum is allowed in the library. Beverages are only allowed with a closing lid.
B. Some school supplies may be purchased in the library, such as pens, pencils, paper, etc. Ask the librarian for assistance.
C. Marking or tearing out portions of books or magazines, etc., greatly reduces the value of materials and is unfair to other students.

Books and magazines are provided by the school for use by all students. Please leave material in good condition for everyone.

FOOD SERVICE

A. The school lunch room is a public place where courteous manners and quiet, pleasant conversations are required.
B. Students will enter the lunch room in a mature, orderly manner.
C. All students dismissed for lunch, whether eating school lunch or sack lunch, snack, etc., will eat that lunch in the lunch room.
D. Food will be eaten only in the cafeteria.
E. Students will not be allowed to leave campus for lunch. Students will assemble at designated school sites at their particular building. When JH/HS students have finished eating they are allowed to stay seated in the cafeteria or gather directly in front of the cafeteria and administration building. Students should not access any other areas until the bell has rung or they have received permission from a teacher on duty. Students are not allowed in the school building, gymnasium, Ag classroom, or their vehicles unless permission has been given by a teacher on duty or they are accompanied by a teacher.

Meal Prices for 2026-2027

STUDENT MEALS:	all Breakfast $1.95	*Elem* Lunch $2.65	*Jr/Sr High* Lunch $2.90
STAFF MEALS:	Breakfast: $1.95	Lunch $2.90	
ADULT GUEST MEALS:	Breakfast $2.40	Lunch $4.94	

Charged Meal Policy

Timberlake strongly encourages every family to complete a Free / Reduced Meal Application form even if you feel you may not qualify. It helps the district financially and qualification is actually easier than many believe it is. Please understand that the information on these forms remains COMPLETELY confidential and if your child(ren) qualify, there is no way for other students to be able to tell.

Effective Jan 4, 2017, all student meal accounts will be required to maintain a positive balance. Once the balance reaches $10, notice will be sent home informing you of such. Should the account reach a $0 balance, your child will be allowed to continue eating until the end of that week, accruing the normal costs. Students and/or parents will be notified of the negative balance and will be given 1 week to bring account to a positive balance. Should the balance remain negative after 1 week, the account will move to OVERDUE status which will fall under the Overdue Meal Account Policy (below). Should paying in advance for a semester or year be an option you wish to explore, we are offering a 5% discount for those payments only. Please visit with your school secretary regarding the specifics.

Overdue Meal Account Policy

Any accounts that qualify as Overdue (see Charged Meal Policy above) as of July 1, 2023 can be set up on a payment plan. Payment plans must be requested by an adult in the household at either the elementary or high school office and approved and signed by the superintendent. Plans will only be accepted if it is feasible for the account to be brought to a $0 balance in a reasonable amount of time. Timberlake still reserves the right to pursue action with the district attorney for excessive balances.

Phase I: Implemented July 1, 2023
Timberlake Public Schools will not accept payments for any school related fundraiser until ALL meal balances within the household are brought to at least a $0 balance OR until the household payment plan is brought up to date. This includes fundraisers for all Timberlake programs (ex: clothing sales, food sales, gift sales, etc.) Excludes entry fees for activities and concession sales at activities for Phase I.

Phase II: Implemented August 1, 2025
Entry fees for Timberlake events have been added to the fundraiser policy laid out in Phase I. An administrator will inform the family that they will be unable to pay gate and gain entry to Timberlake events if meal account is in Overdue status. Gate keepers will have a list of households maintaining an Overdue balance that would be kept confidential. Should members of the household attempt to attend after notice, they will simply be told that they cannot accept payment and no members of the household will be allowed entry until ALL meal balances within the household are brought to at least a $0 balance or until the household payment plan is brought up to date. This can only be taken care of in the elementary or high school office during regular school hours and CANNOT be taken care of at the time of

the event. Student participation will not be affected in any way by this policy. Students directly participating in the event will be allowed entry.

TRANSPORTATION

Buses

The school law of the State of Oklahoma stipulates that transportation by bus may be furnished by the School District but that the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.

The school and its drivers are concerned foremost about the health and safety of the students riding the buses. The behavior expected of students on the bus is similar to that expected in the classroom. Students who do not behave in an appropriate manner on the bus may expect disciplinary action. Students must help the bus drivers make each trip taken on the buses be as safe as possible.

A. Buses for students will be loaded and unloaded at spots designated by the building principal.
B. Students who ride the school buses should be careful about loading and un-loading. Always wait for the bus to stop.
C. After a student gets on the bus, he or she is under the control of the bus driver. The driver is a school official and has the same authority over the student as the teacher.
D. Any misconduct on the buses will be reported to the office with bus disciplinary form and disciplinary actions will be taken.
E. Students are to be at the bus stop on time. Drivers are not required to wait on late students. The bus driver will stop at each stop on his route each morning: if no one is there, he will sound his horn and if no recognition is shown, he will drive on. It is common courtesy to notify the driver before he leaves his home if students do not intend to ride the bus.

Bus Rider Expectations

RIDING A SCHOOL BUS IS A PRIVILEGE and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading students should:

1. Be on time at the designated school bus stops - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, the bus driver and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

Activity Trips Involving Absence of Students from Classrooms

A. Students going on an activity trip must be eligible.
B. A list of all students involved should be given to the principal's office two days before the trip.
C. The principal or sponsor may prohibit any student from participation in any activity at any time.

LOCKERS

A. Lockers will be assigned to students the first day of school.
B. Students will use only the locker assigned to them.
C. Do not leave money or valuables in locker. (Student is responsible for own loss if this rule is violated.)
D. Each locker is to be kept clean and neat and is subject to inspection at any time.

LOST AND FOUND

A lost and found department is maintained in the principal's office. Articles which are found should be take there. If a student has lost an article, he/she may redeem it by identifying the same. Apparel, books and other articles should be marked for identification. Lost and found will be cleaned out after each quarter. All unclaimed items will be donated.

GYMNASIUM, WEIGHT ROOM, and MULTI-PURPOSE BUILDING

Students will not be allowed in the gymnasium, weight room, or multi-purpose building at any time without a school official or approved (by administration) adult who is in charge.

CENTRAL OFFICE - (SUPERINTENDENT & SECRETARY)

The Central Office is off limits to all students at all times except when an individual has been summoned there.

COUNSELOR'S OFFICE

A. Any visit to the counselor's office must first be cleared through the principal's office or counselor's office for scheduling purposes only.
B. Counseling hours are tentatively set from 8:00 to 4:00 each day. Specific hours will be posted.

CLASS INTERRUPTIONS

No student, teacher or other individual will enter any classroom or office until he or she knocks, is acknowledged and asked to enter.

COMPUTER USAGE

Timberlake Public Schools provides a wide variety of opportunities for students to use the District's computers and to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students will not access such material.. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

The District makes no warranties of any kind, either express or implied, regarding the usage of its computers or the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District.

The District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using

electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information. However, such software and other measures are not a guarantee that students will not be able to access inappropriate materials or engage in prohibited uses. By allowing students to utilize the District's computers and obtain Internet access, parents are acknowledging that inappropriate material may be access and that students may engage in prohibited uses for which the parent may be liable.

Acceptable Uses: The District's computers, equipment, and software are intended for administration, education, and academic research purposes only. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: The District's computers and the Internet access provided by the District shall not be used:

A. To violate an individual's right to privacy;
B. To access materials, information, or files of another person or organization without permission;
C. To violate copyright laws;
D. To spread computer viruses;
E. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
F. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
G. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
H. For any commercial purpose unless authorized by the Administration or Board; or
I. To engage in any illegal activity.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

Internet Safety: Students shall not reveal personal information such as home addresses, home telephone numbers, last names, or social security numbers when using the Internet without the permission of the teacher and the student's parent if the student is under 18 years of age. Students shall not arrange to any face-to-face meetings with a person who they "met" on the Internet without parental permission. The District may monitor on line activities of students to ensure that students are not accessing inappropriate material, revealing prohibited information, or violating the District's policy on Internet access and acceptable uses.

NO EXPECTATION OF PRIVACY: No student shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access. The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

USE OF SOFTWARE: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware.

MONEY RAISING PROJECTS

Each class, club or other school organization must submit to the principal a list of all fund raising projects to be approved by the Board of Education at the September board meeting.

STUDENT INSURANCE

A. Timberlake Schools maintain a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold soon after school begins in the fall.
B. It is recommended that all students taking physical education or shop classes participate in the program if they do not have any other insurance coverage. It is required for students participating in athletics to have some form of insurance coverage.

TELEPHONE CALLS

A. Phone calls are limited to the noon break only (with permission from the principal).
B. Students will not be called to the phone during class time except for an emergency.
C. At the proper time, calls may be made in the office.

WIRELESS COMMUNICATION AND ELECTRONIC DEVICES:

IMPORTANT CHANGES TO COMPLY WITH NEW LEGISLATION

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending school sponsored activities with the exception of during school hours. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from possessing or utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
    a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
    b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction. Headphones fall under this policy and are not allowed unless required for a classroom activity.

REQUIRED PROCEDURES

Students must turn off all personal devices and lock them in a school supplied cell phone locker slot prior to the first bell each day. (Unless an approved exception exists.) If a student arrives late, personal devices must be stored in the same manner prior to going to class. Student will receive a numbered locker tag corresponding to the slot in which their device is stored. Devices shall be recovered at the end of the day or prior to last hour athletics by returning the locker tag which will be traded out for the device.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy laid out below.

Students with an approved exception may only utilize their personal device from bell to bell for the purpose of the exception. Students found to be violating this rule are subject to the same disciplinary action laid out below.

DISCIPLINARY ACTION
1st Offense- Parent contacted, student can retrieve phone from the office at the end of the day
All Additional Offenses: Parent must pick up the device PLUS,
2nd Offense- 3 days lunch detention
3rd Offense- 1 day ISS
4th Offense and those after- 3 days ISS

Staff shall not contact students using cell phones and social networking sites. Staff shall ONLY contact students utilizing district approved communication tools including Rooms or school email. Any inappropriate behavior should be reported immediately.

STUDENT CONDUCT

Student Conduct Code

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self- defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products,
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Being in possession of any unauthorized wireless telecommunication device,
6. Possessing; using, transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law;
12. Engaging in or threatening conduct which endangers or jeopardizes the safety of other persons;
13. Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission;
14. Using profanity, vulgar language or expressions, or obscene gestures,
15. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;

19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Being in possession of or using a laser pointing device in any manner other than for classroom presentation.
21. Preparing, publishing or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property.

Any student conduct or activity which does not occur on school property, while the student is in transit to or from school or a school function, or on any property subject to the control and authority of the District shall be prohibited if such conduct or activity adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property or disrupts school operations.

Respect

A. Students will refer to teachers as Mr. or Mrs./Miss
B. Respect for all adult personnel, lunch workers, custodians, teachers and others will be expected.

Student Discipline, Suspension, and Due Process

Consequences for Class I and Class II offenses differ by site and are located within the appropriate site level content area.

CLASS III Offenses

Malicious and intentional harm or threat to harm others. Students are forbidden knowingly and voluntarily to possess, handle transit or use any instrument in school or on school ground that is ordinarily or generally considered a weapon. Any object, which could be used to injure another person or which has no school-related purpose for being in school- related purpose for being in school or on school ground, will be considered a weapon for purposes of this code.

Harassment, Intimidation, and Bullying: Harassment, intimidation and bullying are defined as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear or harm to the students' person or damage to the students' property or insult or demean any student or group of students in such a way as to disrupt or interfere with the student's mission or the education of the student. Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. At school means on school grounds, in school vehicles, at bus stops, at school sponsored activities or school sanctioned events.

The above unacceptable behaviors will have the following corrective actions:

Law Enforcement will be notified of any criminal activity, and school officials will cooperate fully.
The parent/guardian will be notified.

1st Offense: 10 days of out of school suspension
2nd Offense: 45 days of out of school suspension
3rd Offense: Out of school suspension up to rest of current year or succeeding semester
The severity of the offense can and will be considered when deciding the disciplinary action. The above is meant as a guide only.
Any offense deemed to be Sexual Assault by administration will result in a minimum 45 days of out of school suspension.

Drug, Alcohol, and Tobacco Policy

A. Possession or consumption of alcoholic beverages, drugs, tobacco, or e-cigarette ("vaping") is forbidden by State Law and shall be enforced by all members of the faculty and administration during the school day, at school functions, and when representing the school away from home, as either a participant or spectator.
B. Possession, sale and/or use of tobacco in any form is not allowed on the school campus.
This includes the parking lot or any area that is school property. This includes school- sponsored activities at home and away.
Oklahoma Statutes 1241 and 1242 make the sale or purchase of tobacco products by a juvenile a misdemeanor.
C. **Timberlake Public Schools** will annually provide an age appropriate developmentally based drug, alcohol, and tobacco prevention program for all students in all required grade levels and those deemed necessary by administration.

Students will be made aware through distributed materials attached to enrollment forms as well as through the curriculum, that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students will be provided information about any drug, alcohol, and tobacco counseling and rehabilitation and reentry programs available.

The unlawful possession, use, or distribution of illicit drugs, including prescription and/or non-prescription, on school premises or as a part of any of the school's activities is strictly prohibited.

Any student found to be in possession of illicit drugs, alcohol, tobacco, e-cigarette, or any paraphernalia associated with alcohol, tobacco, or drugs on school property or at school activities may be suspended by the principal for a period not to exceed the current semester and the succeeding semester. Said suspension may be appealed to the Board of Education by the suspended student. Additionally, students in possession of illicit drugs or alcohol on school premises or at school activities will be referred for prosecution.

The possession and/or use of electronic cigarettes and/or any paraphernalia associated with electronic cigarettes are not allowed on the school campus. This includes the parking lot or any area that is school property. This also includes school activities at home and away.

Any student found to be in possession of cigarettes, lighters, electronic cigarettes and/or paraphernalia associated with electronic cigarettes on school property or at school activities may be suspended by the principal.

1st Offense: 10 days of out of school suspension
2nd Offense: 45 days of out of school suspension
3rd Offense: Out of school suspension up to rest of current year or succeeding semester
The severity of the offense can and will be considered when deciding the disciplinary action. The above is meant as a guide only.

CLASS IV

Guns or Explosives: Possession, threat or use of a gun or explosive device will result in the following corrective action:

- Law Enforcement will be notified and the Administration will cooperate fully
- Parents/Guardians will be notified
- The student will be suspended for no less than a semester and up to one school year from school

A student who is suspended for possession of a weapon or a firearm shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. The student may be referred to the alternative school.

STUDENTS WITH DISABILITIES: Students with disabilities as defined by the Individuals with Disabilities Education Act ("IDEA") shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act ("Section 504") or students who are "disabled" as defined by the Americans with Disabilities Act ("ADA") shall be subject to the same discipline policies and regulations as any other student.

In School Suspension (ISS): ISS maybe used as a disciplinary method. ISS will occur on the next school day of or the day following the behavior which is subject to discipline. The student will not be allowed to participate in any extracurricular activities until ISS has been served. Once the student has served the ISS, the student may resume extracurricular activities. There is no right to appeal ISS.

Suspension: An administrator may suspend a student from school when the student's behavior is in violation of the District's Student Conduct Policy or directives received from school authorities and the behavior occurs while the student is:

A. in attendance at school or any function authorized or sponsored by the District;
B. in transit to or from school or any function authorized or sponsored by the District;
C. on any property subject to the control and authority of the District; or
D. not on District property but the student's actions:
   1. are a continuation of activity that was initiated under conditions A through C above,
   2. adversely affect or pose a threat to the physical or emotional safety and well- being of other students, employees, or District property, or
   3. disrupt school operations.

Before a student can be deprived byway of suspension of the student's right to an education, the student has the right to notice of the

alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Appeal of Suspension: A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator is adverse to the student, the student shall be notified of the right to appeal the administrator's decision as follows:

Long Term Suspensions:

1. A student may appeal a long term suspension to the Board by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of the administrator's decision.
2. A hearing before the Board shall be scheduled and the student or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student or the student's parent or guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be represented by legal counsel.
3. At the hearing before the Board, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board may also ask questions of any witnesses. The student will then have an opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements.
4. The Board shall then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session.
5. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold, modify, or revoke the long-term suspension. The decision of the Board shall be final.
6. Pending an appeal hearing on a long-term suspension, the student may attend school subject to "in-house" restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or would substantially interfere with the educational process, the student may be prohibited from school pending the appeal hearing.

Effect of Suspension: Except as otherwise provided, a student who has been suspended shall not be allowed on District property. A student who is suspended shall be allowed to make- up assignments and tests given during the suspension period. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student's parent or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. The student will receive full credit for all work correctly performed.

A student who is suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. The student may be referred to the alternative school.

Extra-curricular Activities: A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e. if suspended from school through Friday, suspension is effective until next school day, Monday).

Student Searches: As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or other personnel items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
- The right to object to the disclosure of directory information. Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least ten (10) days

after receipt of this Notification of any or all of the items they refuse to permit the District to designate as directory information regarding the student. In addition, two federal laws require District to provide to military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the District in writing that they do not want their student's information disclosed without prior written consent.

- "Directory Information" shall include a student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, grade level, degrees, honors, and awards received, most recent previous school attended, student statements, photographs, audio or videotapes depicting students and/or a student's work, and electronic mail addresses. Any parent or eligible student's objection to the release of directory information shall be appropriately designated on the student's educational records.

PARENTS' RIGHT TO KNOW

Timberlake Public Schools is required by "The No Child Left Behind Act" to notify parents that they have the right to request and receive information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). The Right-to-Know applies to all schools receiving Title I funds.

Parents wishing to request the professional qualifications of their child's classroom teacher(s) and paraprofessional(s), must provide a written request to the Superintendent including the child's name, name of teacher(s), school site, and address where the requested information can be forwarded.

TIMBERLAKE SCHOOL POLICY INDEPENDENT EDUCATIONAL EVALUATION

Parents have the right to obtain an independent educational evaluation. Timberlake School shall provide information to parents, upon request, about where an independent educational evaluation may be obtained and the agency's criteria for such evaluations. This information shall be maintained as part of the district's administrative records and will be subject to compliance review. Independent evaluations may be obtained through:

Youth & Family Services	Enid Counseling & Diagnostic, Inc.
1710 W. Willow	230 W. Main
Enid, Oklahoma 73701	Enid, OK 73 701

Parents have the right to an independent educational evaluation at school expense if the parent disagrees with an evaluation which has been obtained by Timberlake School. If Timberlake School believes that its evaluation is appropriate, the school may initiate a due process hearing to determine whether the evaluation is appropriate. If the evaluation is determined to be appropriate, the parent still has the right to an independent educational evaluation, but not at public expense. The results of all independent educational evaluations must be considered in decisions regarding the free appropriate public education of a child and may be presented as evidence in due process hearings.

Timberlake School requires parents to provide prior notice to the school concerning independent educational evaluations at public expense.

Criteria for independent educational evaluations at public expense, including location and qualifications of the examiner, shall be the same as the criteria which Timberlake uses when it initiates educational evaluations. Independent educational evaluations at school expense must be provided in accordance with State standards and Federal regulations.

Independent educational evaluations at school expense must be conducted by qualified examiners. These examiners must meet OSDE approved or recognized certifications, licensing, or State Office of Personnel Management (OPM) standards to provide such professional services.

Independent educational evaluations must be conducted by persons who are not employees of Timberlake School. Timberlake School may fulfill this obligation by arranging for independent educational evaluations through other public agencies or resources or may pay for the cost of the evaluation.

Timberlake School will pay up to $1,000 for a comprehensive independent evaluation.

McKINNEY-VENTO ACT NOTITFICATION

If your family lives in any of the following situations: In a shelter; In a motel or campground due to lack of an alternative adequate accommodation; In a car, park, abandoned building, or bus or train station; Doubled up with other people due to loss of housing or economic hardship, please contact your building Principal or Supt. to find out what services and supports may be available. 580.852.3307

For additional assistance or if there are concerns regarding placement or transportation decisions when other than what was

requested, please contact Kale Pierce, Supt. 580.852.3307. Appeals will go first to the appropriate Site Administrator. The parent or guardian of the child or youth, or unaccompanied youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Oklahoma State Department of Education.

TIMBERLAKE PUBLIC SCHOOL BULLYING PREVENTION POLICY

Timberlake Public Schools has a zero tolerance policy for harassment, intimidation, and bullying. All incidents should be reported to a trusted school employee. Employees shall report all incidents made known to them to the site principal. A bullying report form is available on the school website, in each site office, and in the counselor's office and shall be available to all students, staff, and parents upon request. Forms shall be turned into the site principal which will set an investigation into motion. Potential discipline for such incidents is available on page 15 of the Student-Parent Handbook. The full bullying prevention policy is also available on the school website and in each office in the district and will be made available upon request.

TIMBERLAKE PUBLIC SCHOOL ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located in the superintendent's office and at each campus.

UNWRITTEN REGULATIONS

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making regulations to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

DISCLAIMER

The preceding is meant as a guide only. Administrators reserve the right to add to this as needed, with School Board approval. In severe or unusual cases, the judgement of the Administrator will take precedence.

JR / SR HIGH SCHOOL SPECIFIC CONTENT

SCHEDULE OF CLASS PERIODS

First Period	8:10-9:00
Second Period	9:04-9:54
Third Period	9:58-10:48
Fourth Period	10:52-11:42
JH Fifth Period / HS Lunch	11:46-12:34/11:42-12:12
HS Fifth Period / JH Lunch	12:12-1:00/12:30-1:00
Sixth Period	1:04 -1:52
Seventh Period	1:56-2:43
Eighth Period	2:47-3:30

JH/HS Attendance

Students are allowed 8 absences per semester. Any student who exceeds 8 absences in any semester will be subject to the Attendance Review Committee, with the possibility of not receiving credit for classes.

First 8 absences of semester

Every excused absence must be documented

Documentation can be from a parent/guardian or professional (doctor, lawyer, counselor, etc.)

Any undocumented absence will be unexcused and the student will receive a maximum of a 60% on any assignments assigned that day.

Any absences after 8

Only absences documented by professionals will be counted as excused absences.

Any student who exceeds 8 absences in any semester will be subject to the Attendance Review Committee, with the possibility of not receiving credit for classes.

Any absences not documented by a professional will be considered unexcused

Student will receive 60% at most for any assignment and will not receive any additional days to make up the missing assignments.

Attendance Review Committee

3 member committee of teachers

Any decision can be appealed to the Superintendent and then the Board of Education if needed. Appeal procedure will be handled the same as for a suspension.

Checkout Procedure

Parent must call or come to school regardless of age or situation.

A parent calling or coming to check out does not ensure the absence will be counted as excused.

No student will be allowed to leave with someone other than their parent/guardian or someone on their contact list.

Any student that does not check out will be counted as truant and subject to disciplinary actions.

Outside Drinks and Food in the Classroom

The only outside drinks allowed are clear liquids in clear bottles. Anything other than this will be thrown away once students enter the building. Drinks sold within the building as class fundraisers will not be subject to this policy and will still be allowed.
Outside food will not be allowed. Any outside food needs to be consumed before the 8:05am bell or during the lunch period. Food sold as class fundraisers will be allowed. Individual teachers have the right to make their own policies concerning food and drink and do not have to allow it if they do not want.

JH/HS Student Discipline, Suspension, and Due Process

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction or revocation of privileges, in-school suspension, and out-of-school suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. the student's attitude;
2. the seriousness of the offense;
3. the effect of the offense on other students;
4. whether the offense is physically or mentally injurious to other people;
5. whether the incident is isolated or repeated behavior, and
6. any other circumstances which may be appropriately considered.

CLASS I

Disruption of learning environment — Profanity
Cheating — Inappropriate gestures
Violation of individual teacher's classroom rules
Bypassing internet filter, demeaning other students or information sites, unauthorized printing of material from sites
Unauthorized use of cell phones (phones will be confiscated)
Physical harm without malicious intent (e.g. prankster actions which may cause harm)

1st Offense: Conference with students, parent/guardian, and/or 1 day of detention (morning, lunch, or after school)
2nd Offense: 3 days detention (before school, lunch, or after school)
3rd Offense: 5 days detention
4th Offense: 3 days ISS (In-School-Suspension)

ISS will be followed through the next day after the inappropriate behavior was performed. The student will not participate in any extracurricular activity until the ISS has been carried out. After the student has fulfilled his/her obligation, he/she may resume practices or extracurricular activities.

TRUANCY

At Timberlake JH/HS truancy is defined as being absent from classes without being checked out by a legal guardian. Students found to be truant will face the following disciplinary measures.

1st occurrence - 1 day ISS
2nd occurrence - 3 days ISS
3rd occurrence - 5 days ISS
4th occurrence - 5 days OSS

CLASS II

Fighting
Indecent exposure
Willful disobedience to faculty or staff
Destruction of property/vandalism/theft
Inappropriate internet usage
Internet usage for pornographic or violence oriented sites, tampering with school or faculty sites or information

1st Offense: 3 days of OSS (Out-of-School-Suspension)
2nd Offense: 5 days of OSS
3rd Offense: Same as Class III corrective action

OSS will be followed through the next day after the inappropriate behavior was performed.

9 WEEKS AND SEMESTER TEST

9 weeks and semester tests will be given in all classes. All students will be required to take 9 weeks tests but students can be exempt from Semester tests if they meet the following criteria:

Students with a 90% and above – 3 or less excused absences, 0 unexcused absences (2 or less tardies / period), no ISS or OSS
Students with an 80%-89% - 2 or less excused absences, 0 unexcused absences (2 or less tardies / period), no ISS or OSS
Students with a 70%-79% - 1 or less excused absences, 0 unexcused absences (2 or less tardies / period), no ISS or OSS
Students with a 60-69% - 0 excused or unexcused absences (2 or less tardies / period), no ISS or OSS

Semester tests will count for 10% of a students' total semester grade.

JH/HS GRADING POLICY

Weighted grades will be used to figure student averages. Grades will be classified as either formative or summative. Formative grades are things such as daily assignments, quizzes, or checkpoints for projects. Summative grades are end of chapter / end of unit tests or final projects (some quizzes may fall under this category). Summative grades should be a summation of content or work.

Grades will be weighted as follows (unless approved by Principal):

60% Summative
30% Formative
10% Semester Test

Because there is such an emphasis on summative assignments, we will adopt the following policy that allows for students to correct summative assessments under certain conditions.

Test Correction Policy

All students will be given an opportunity to correct any summative assessment in one of two ways.

1. Students will be able to improve their grade up to one letter grade (10 points).

OR

2. Students will receive up to half of the points missed.

All daily assignments must be completed prior to a student correcting their test.
In the case of defiant learners, teacher discretion will take precedence over the policy stated above.

VALEDICTORIAN AND SALUTATORIAN POLICY

A. The selection of the Valedictorian and Salutatorian will be made after all first semester grades have been recorded for seniors. Students will be notified no later than the day following Spring Break. Students must meet the following criteria in order to be considered.

a. Grades from the 9th grade through first semester of the 12th grade will be considered for seniors. Students striving for this honor must have: 4 years of English, 4 years of science, 4 years of math (Algebra I taken during the eighth grade may count toward the 4 years of math), and 4 years of social science. Students who successfully complete 1 or more years of a Career Tech program during their junior or senior year may substitute this for 1 of their 4 social science requirements for the Valedictorian/Salutatorian Policy ONLY.
b. A student must have 4 cores (math, science, ELA, and social science) their senior year (Exceptions: 8th grade math for HS credit, Career Tech substitution for SS credit). Concurrent enrollment students may substitute a college class for any of the above except English IV. Only Comp. I AND Comp. II may be substituted for English IV. Courses chosen for substitution must correlate to the class being replaced with the exception of Science. Students will be advised of classes eligible to be substituted for a Science class. If a student substitutes a college class for one of these requirements, that grade will count when calculating GPA for valedictorian or salutatorian.
c. The student is allowed to choose to take a college course in lieu of a traditional high school class. If they choose this option, grades will be calculated as follows for the Valedictorian/Salutatorian Policy ONLY:
    i. Class of 2027: 5 point scale.
    ii. Beginning with Class of 2028: D=2.0, C=3.0, B=4.0, A=4.5
    iii. Beginning with Class of 2030: D=2.0, C=3.0, A OR B=4.0
d. A student who has not attended a school within the Timberlake district for one full year will not be considered for these honors, and no students who are under disciplinary action will be considered for this or any other award. A student must attend Timberlake High School at least one semester before the start of their senior year to be considered for these honors.

B. Students who have met the above criteria and attain a GPA of 4.0 or above will be named Valedictorian. The student with the highest non-4.0 GPA will be named Salutatorian. Co-winners are possible.
C. Graduates of Distinction: Timberlake will honor up to 2 Graduates of Distinction each year beginning with the class of 2029. These honorees will give a speech at graduation and receive a badge on their diploma. To qualify, students must be selected as a valedictorian or salutatorian of their class, as well as be on pace to complete a minimum of 9 college credits that will be counted towards their HS graduation requirements. There will be different criteria to select each graduate of distinction as follows:
    a. Highest ACT Composite Score
    b. Highest score on the Graduate of Distinction Rubric which includes the following consideration
        i. Number of College Credits received during high school
        ii. Extra-curricular involvement
        iii. Leadership positions within the district
        iv. Documented volunteer work
        v. ACT Score

    In the event of a tie on either or both sets of criteria, multiple students will qualify for this honor.

HIGH SCHOOL CLUBS OR ORGANIZATIONS AND CLASSES

A. Student Council consists of president, vice-president, secretary-treasurer and reporter, who are elected in the spring by secret ballot after a week of campaigning. Student representatives from each class are elected at the beginning of each school year. A faculty member will serve as advisor.
C. Classes will elect a president, vice-president, secretary-treasurer and reporter, and one boy and girl student council member during their first meeting.
D. FCCLA: Membership in FCCLA is open to students currently enrolled in a family and consumer science course.
E. FFA: Membership in FFA is open to students currently enrolled in Vocational Agriculture and Horticulture courses.
F. FCA: Membership in FCA is open to all students in grades 7 through 12.
G. No student may be President of more than two of the above organizations.

CLASS CHANGES

A. Class changes may be made during the first week of the school year and the first week of the second semester.
B. Classes will be classified as a one-year course study or a one-semester course study.
C. Any student enrolled in a one-year course study will complete one semester of that course after the first week of school has

expired.

D. Any student enrolled in a one-semester course study will complete the full term of that course after the first week of school has expired.

E. Any class changes must be approved by the high school principal, counselor, and the teachers involved.

FORM FOR DRIVER'S LICENSE

Every student must have a signed driver's form to take with them when going to agency to get permit or driver's license. This form will provide proof of enrolment, proof of attendance, and proof of passing a reading test verifying 8th grade reading level. Students need to contact counselor for the form. The form will be available for students to pick up two days after the student has contacted counselor. WE WILL NOT FAX THIS FORM.

ELIGIBILITY RULES

YOU ARE ELIGIBLE IF:

1. You will not be 19 years of age before September 1st.
2. Have not attended school more than 8 semesters since the time he/she entered the 9th grade (15 days membership counts as one semester).
3. Attended your school the previous year (2 semesters).
4. Live with both natural parents in your school district.
5. Passed five classes the previous semester that your school offers for graduation credit.
6. Are currently (within the semester) passing all classes.
7. A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrolment, or late with the beginning of attendance.

SCHOLASTIC ELIGIBILITY.

Semester Grades

A. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students.)

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 semester attended.

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.

D. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Special Provisions

A. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no fewer than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four 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. (Physical education and athletics cannot be included in the four requirements.)

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

C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply this exception.)

D. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the

requirements of Rule 3, Section 1-a for the end of spring semester.

E. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

DANCES

The high school (9-12) may have two dances during the school term. The Winter Ball and the Junior and Senior Prom. The Winter Ball will be open to 7th-12th grades Timberlake students and their dates. The prom is for juniors and seniors and their dates. Should the dates not be members of the junior or senior class, they must be preregistered through the principal and the meal ticket must be prepaid one week in advance by the junior or senior. The junior or senior will be responsible for the conduct of their date. Dates to the prom that are below the ninth grade or more than one year graduated will not be allowed. Those who leave will not be readmitted. Other dances may be considered, but must first be approved by the principal.

ROYALTY

A. Football Royalty: Each class, grades 9 through 11, will select a girl and boy (that is A member of the team) as attendants. The senior class will select three senior candidates for football King and three for football Queen and the football team will elect the King and the Queen. All votes will be counted by the principal and the winners' names put in a sealed envelope to be opened at coronation.

B. Basketball Royalty: The classes, grades 9 through 11, will select a boy and a girl that are members of the basketball squad as attendants. The senior class will elect three senior candidates for basketball King and three for Queen and the basketball team will elect the King and Queen. The girls' team will vote for the boy athlete and the boys' team will vote for the girl athlete. All voting by the teams will be by secret ballot with the principal counting the votes and sealing the results to be opened at crowning time. If more than 3 seniors participate in basketball, the football homecoming king or queen will be ineligible to be a candidate.

C. A member is defined as an actual suited-up participant in the sport.

STUDENT VEHICLES AND PARKING

Students are granted the privilege of driving their vehicles on to the District's campus. Students shall enter the school grounds, park in their assigned parking place, and park immediately. Students are not permitted to drive, ride, or sit in vehicles during the school day without the permission of the principal. Students are not allowed to park in front of the Superintendent's office. Vehicles shall not be removed until the student leaves the campus at the end of the scheduled school day or to attend athletic practice in Jet (if applicable). Students shall observe and obey the posted speed limits and respect one-way zones, handicapped zones, and "no parking" areas. Any student's continued failure to comply with rules for driving a personal vehicle may result in the loss of the privilege of driving on to the District's property or otherwise subject the student to discipline. Any vehicle on the District's property may be subjected to a search for controlled dangerous substances, alcohol, weapons, or stolen items when circumstances so justify a search. The District assumes no liability for vehicles parked on District property. Students must possess a legal driver's license in order to drive and park on campus. Students will be assigned a parking spot in which they should park every day unless directed differently by administration. Once students park their vehicle, they should not access or move their vehicle until the end of the school day, they are checked out by a parent/guardian, or are required to leave campus for practice, event, or other school related activity. Students should only access their vehicle if approved by administration. Students who do not follow this policy will face disciplinary action and could face a suspension from driving and parking on campus. Disciplinary will be as follows:

1st offense: Verbal warning
2nd offense: Written referral, call to parents
3rd offense: Written referral, call to parents, keys must be turned into office when the student arrives on campus.
4th offense: Student will be suspended from driving and parking on campus for a period of 10 school days.
5th offense: Student will be suspended from driving and parking on campus for the remainder of the school year.

SUMMER CO-CURRICULAR CAMPS

The camp fee (tuition) shall be paid by the student or his or her parents without concession.

RINGS, SENIOR PICTURES, YEAR BOOKS, GRADUATION ANNOUNCEMENTS

A. Class rings will be chosen by the Timberlake students in the fall of their Sophomore year. The class will choose a common design

by a majority vote. Other features, however, such as size, color, hollow filled, etc., will be left up to each student. Sales will be bid by area sales representatives. Price, quality and service will be considered in final selection.

B. Senior pictures and yearbooks: Bids will be submitted by area sales representatives. Price, quality and service will be considered in final selection. Announcements will also be handled in this manner.

DIPLOMAS

There are two types of diplomas available to Timberlake High School students; College Preparatory and Core Curriculum.

REQUIREMENTS FOR GRADUATION

A. Timberlake High School requires four years of high school attendance for graduation.

B. Timberlake High School allows students and parents to select from the 3 graduation paths provided by the State of Oklahoma which include:
   a. College Preparatory/Work Ready Curriculum (for graduation classes of 2027-2029)
   b. Core Curriculum (for graduation classes of 2027-2029)
   c. Standard Curriculum (Required beginning with class of 2030, prior classes can choose to opt in to this path)

C. Specific course requirements for each path are provided on the school website at https://www.tlake.k12.ok.us/page/parent-resources and hard copies are available at enrollment and the high school office.

Credit may be given for classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma. No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

EARLY GRADUATION

Early graduation from high school is offered by the district on an extremely limited basis. Students are expected to complete eight (8) semesters of high school in order to graduate and receive a diploma unless special circumstances exist and with the approval of the high school principal. Students requesting early graduation shall submit an application to the principal for approval. In order to approve the request, the high school principal must determine that early graduation is in the best interest of both the student and the district based on the specific circumstances in each case. All other graduation requirements must be met. The principal may request documentation from the student or a parent/guardian necessary to make an informed decision. The principal shall notify the parent/guardian (or student if 18 years or older) of the decision within 10 business days of receiving the application and all requested documentation. The principal's decision may be appealed in writing to the superintendent within 10 days of written notification. The superintendent's decision shall be final.

CONCURRENT ENROLLMENT STUDENT POLICY

This Timberlake Board of Education Policy, in accordance with ACE legislation and SB290 session 2009, shall govern the concurrent enrollment and dual credit courses of any Timberlake High School student who wishes to participate in college classes during his or her junior and/or senior year of high school.

In order for any junior or senior to enroll in college coursework, he or she must qualify and follow these rules and regulations:

I. Qualifications:

A. Seniors__Only Option: minimum GPA and/or ACT score set by individual university

B. Juniors__Only Option: minimum GPA and/or ACT score set by individual university

C. Any student wishing to enroll in college coursework must be on schedule to graduate with his or her class.

II. All concurrent enrollment classes taken by high school students will be listed on student's transcript, but not all classes may count for credit or be calculated in the student's grade point average.

A. Prior to enrollment in college coursework, the student and parent/guardian must sign an "Agreement of Dual Credit" document at the counselor's office. This form will allow student and parent/guardian the option of choosing whether the coursework will count or will not count towards high school credit. High School principal must also sign the document.

B. Students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating course load, one-half high school unit shall be equivalent to three semester credit hours of college coursework.

X. Tuition for classes may be waived per individual college and OSDE regulations. Fees and books are the responsibility of the student, as per individual college regulations.

ALARMS

A. FIRE - One continuous loud buzz

B. TORNADO –Intercom Announcement

ACTIVITY STUDENT DRUG TESTING POLICY

The Timberlake Board of Education in an effort to protect the health and safety of its extra- curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Timberlake Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Timberlake Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions: imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to· a student's privilege to participate in extra- curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations for the Timberlake Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Timberlake Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental, and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition, and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Timberlake Public School District. For the safety, health, and well-being of students in extra- curricular activities the Timberlake Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 9-12.
The administration may adopt regulations to implement this policy.

I. Definitions
"Activity Student" means a member of any high school Timberlake Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Timberlake Schools in any extra-curricular activity in interscholastic competition, such as FFA, FCCLA, Academic Team, Cheerleader, and Athletics.

"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. -

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal Drugs" means any substance which an individual may not sell, possess, use, -distribute, or purchase under either Federal or Oklahoma law. "Illegal Drugs" includes, but is 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 and abusive purpose. "Illegal Drugs" shall also include alcohol.

"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 which can be lawfully purchased in over-the-counter transactions.

"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 performance- enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable Suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

II. Procedures
Each activity student shall be provided with a copy of the "Student Drug Testing Form" which shall be read, signed, and dated by the student or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed

"Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the Activity Student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the "Activity Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an education presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

All Activity Students will be req1rired to provide a mine sample before the student may participate in an extra-curricular activity covered under the "Activity Drug Testing Policy. A student who moves into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Timberlake Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance- enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use teas will be administered by or at the direction of a professional laboratory chosen by the Timberlake Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of the specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. 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 principal / athletic director 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 legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guarding shall be able to confirm the medication list submitted by their child during the twenty-four (24)hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by the district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas –chromatography / mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography / mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive hall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test: To keep the positive test results confidential, the principal / athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal / athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Timberlake Public School district will rely on the opinion of the laboratory which performed the test in determining whether the positive test result

was produced by something other than consumption of an illegal or performance-enhancing drug.

The test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision of the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her 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 not appealable.

V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or by a school counselor. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/guardian and student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense:

Suspension from participation in all activities covered under this policy for fourteen (14) calendar days and successful completion of four (4) hours of substance abuse education/counseling by a qualified drug treatment program or counseling entity. This cost, if any, will not be covered by the school district. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and be determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

C. For the Third Offense (in the same school year):

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is longer.

VI. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance, and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Timberlake Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Timberlake Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early

detection and intervention can save lives.

2021-2022 Amendment to Drug Testing Policy

Must test within 30 days of 1st positive test notification. The test can be administered through the school on a normal testing visit or at an approved testing facility at the student's expense. If not tested within 30 days, the student will be suspended from all extracurricular activities for 14 days and a second positive test will be assumed.

Student has the right to refuse the school test if it occurs within the 30 day window. Refusal will require an approved lab test at the student's expense.

If the school test occurs outside the 30 day window, refusal will result in a positive test.

ELEMENTARY SCHOOL SPECIFIC CONTENT

DISCIPLINE: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction or revocation of privileges, in-school suspension, and out-of-school suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. the student's attitude;
2. the seriousness of the offense;
3. the effect of the offense on other students;
4. whether the offense is physically or mentally injurious to other people;
5. whether the incident is isolated or repeated behavior, and
6. any other circumstances which may be appropriately considered.

Elementary Discipline

CLASS I Offenses:

Disruption of learning environment
Profanity
Cheating
Inappropriate gestures
Violation of individual teacher's classroom rules
Bypassing internet filter, demeaning other students or information sites, unauthorized printing of material from sites
Unauthorized use of cell phones (phones will be confiscated)
Physical harm without malicious intent (e.g. prankster actions which may cause harm)

1st Offense: Conference with students, parents or guardians, and/or one day of detention (morning, lunch, recess, or after school)
2nd Offense: Up to 1 day of In-school-suspension (ISS)
3rd Offense: Up to 3 days of ISS
4th Offense: This and all future Class I offenses will be considered a Class II offense resulting in Out of School Suspension.

ISS shall be followed through the next day after the inappropriate behavior was performed. The student will not participate in any extracurricular activity until the ISS has been carried out. After the student has fulfilled his/her obligation, he/she may resume practices or extracurricular activities.

CLASS II Offenses

Fighting
Willful disobedience to faculty or staff
Indecent exposure
Destruction of property/vandalism/theft

Inappropriate internet usage
Internet usage for pornographic or violence oriented sites, tampering with school or faculty sites or information

1st Offense: Up to 1 day of OSS (Out-of-School-Suspension)
2nd Offense: Up to 3 days of OSS
3rd Offense: Up to 5 days of OSS
4th Offense: Same as Class III corrective action

OSS will be followed through the next day after the inappropriate behavior was performed. The student will not participate in any extracurricular activity until the OSS has been carried out. After the student has fulfilled his/her obligation, he/she may resume practices or extracurricular activities.

CLASS III AND CLASS IV OFFENSES ARE THE SAME FOR BOTH SITES AND LOCATED IN DISTRICT LEVEL CONTENT (PG. 14)

CLOSED CAMPUS

Timberlake Elementary is a closed campus from 8:00 to 3:20. Closed campus means that students cannot leave campus by car or by person unless they have been checked out by a legal guardian. Violating this policy can result in disciplinary action.

PARENT INVOLVMENT SITE PLAN

All student's potential for academic success improves significantly when schools and parents form strong partnerships. Timberlake Elementary will have programs, activities, and procedures for the involvement of parents in all Title I, Part A programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated within meaningful consultation with parents of participating students.

Parents will participate in regular, two-way, meaningful communication involving student academic learning and other activities, including ensuring 1) that parents play an integral role in assisting their child's learning; 2) that parents are encouraged to be actively involved in their child's education at school; and 3) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In order to meet the goal of parental involvement, Timberlake elementary may:

- Involve parents in the planning process for all education programs, review, and improvement;
- Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children;
- Provide information concerning adult literacy and parental training;
- Educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners;
- Coordinate and integrate parental involvement programs with other programs when appropriate;
- Work with community based organizations and businesses in parental involvement activities;
- Ensure that information concerning school programs is available in the language used in the home;
- Arrange meetings at a variety of times to maximize opportunities for parents; and conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluation to design new strategies for parental involvement.

TIMBERLAKE PRE-K ENROLLMENT POLICY

The Timberlake School District will enroll students in the pre-kindergarten program on a first come first serve basis up to and including twenty students. If there are more than twenty students who wish to enroll in the pre-kindergarten program, students will be enrolled in the following manner:

First: Students who live in the Timberlake School District
Second: Transfer students who have siblings enrolled in the Timberlake School District
Third: Transfer students

SCHOLASTIC ELIGIBILITY Semester Grades

A. A student must have received a passing grade in at least half of their classes enrolled in during the last semester. If a student does not meet this minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the semester attended.

B. 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.
C. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

CLASS ASSIGNMENTS

Requests for specific classes or teachers will not be considered. Students in split classes will be separated with input of previous teachers in order to provide each student with the best educational environment possible. Teachers of each group will then be chosen by the principal based on previous students taught or by a random selection.

Daily Assignments

- Questions in which students receive substantial help from staff need to be highlighted or marked by a circle.
- Students can be helped substantially on NO MORE THAN 50% of graded questions.
- Substantial help can include walking students step-by-step through problems to ensure a complete understanding of the material, however, best judgement shall be used by staff to allow the student to do as much of the work as they can successfully do on their own.
- Students are required to complete ALL unmarked questions on their own.

These guidelines will better serve students by leading them to be able to work more independently and receive the grades that they earn, while keeping in mind fairness amongst all students.

Tests: Tests are to completely reflect the students' knowledge of the content and need to be completed by the student with no help beyond accommodations required by each student's IEP or 504 plan.

- Test proctors for tests read to students per an IEP or 504 plan, shall not give any assistance on any graded tests, including feedback concerning the correctness or incorrectness of an answer, until that test has been graded and recorded by the classroom teacher or teacher of record.
- Test proctors for benchmark tests, including Gates and Alpha Plus tests, that are read to students per an IEP or 504 plan shall not give any assistance to the student beyond reading the questions and/or possible multiple choice answers to the student.
- Other modifications may allow for corrections, which can include assistance from school staff, but students need to have the opportunity to prove their knowledge of the content and receive a grade prior to this assistance taking place.

ELEMENTARY ASSISTED ASSIGNMENT GRADING POLICY

This policy is to ensure fairness in grading practices, while providing accommodations consistent to students' needs based on their IEP or 504 Plans. Special education teachers, classroom teachers, reading specialists, paraprofessionals, teacher's aides, and other school staff designated to help students independently or in small groups must abide by the following guidelines:

All Tests and Graded Assignments: All answers to graded questions need to be written by the student on both daily assignments and tests. This includes questions in which the student receives substantial help from school staff.