Dewar Public Schools

DMS & DHS Student Handbook

2026-2027



www.dewar.k12.ok.us

Dewar Public Schools

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SCHOOL MASCOT
Dragon

SCHOOL COLORS
Black & Orange

SCHOOL FIGHT SONG
It's Black & Orange Forever
Faithful & True
For the Dewar Dragons,
We Stand Up for You
It's Fight & Fight Forever
Fight for DHS
It's Black & Orange Forever
Yes! Yes! Yes!
Go Dragons!

DEWAR PUBLIC SCHOOL 2026-2027

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					(14)

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						(20)

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						(19)

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						(18)

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						(14)

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						(16)

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						(16)

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			(15)

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	(17)

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	(12)

Students First/Last Day of School
Professional Day 9:00-3:00
No School
Parent/Teacher Conferences: 4:00-7:00

August 10 Open House 6:00
December 17 Odd Semester Tests
December 18 Even Semester Tests
May 17 Senior Walkthrough 9:00
May 17 Senior Awards 9:30
May 17 6-7 Awards Assembly 11:00

May 17 9-11 Awards Assembly 1:00
May 17 8th Grade Promotion 7:00
May 18 Elementary Awards 9:00
May 18 Kindergarten Graduation 6:30
May 18 Even Semester Tests
May 19 Odd Semester Tests

May 19 5th Grade Promotion 9:30
May 19 Baccalaureate 7:00
May 20 Graduation 7:00
161 Days Taught
2 P/T Conferences
5 Professional Days

NOTICE

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Dewar Board of Education, State Department of Education, and Oklahoma Secondary School Activities Association. All personnel hired by the Dewar Board of Education are required to enforce these regulations. This handbook is prepared as a tool to assist students and parents in understanding the scope, mission, goals, and policies of Dewar Public School. Its contents are based on Dewar Board of Education and State Department of Education policies and the laws of the state of Oklahoma. Any typographical errors or omissions are accidental and will not supersede actual policy or law.

ATTENDANCE

Regular attendance is one of the most important factors affecting a student's success at school. Being part of the daily routine and participating in class discussions is an invaluable part of a student's total education. Irregular attendance is a cause for failure and subsequent withdrawal from school.

It is the parent/guardian's responsibility to notify the school office in the event of a student being absent. The parent/guardian must notify the office early in the morning on the day of the absence. The office staff will be available to receive notifications of absences beginning at 8:00 a.m. each morning. If parents/guardians fail to notify the school of a student's absences, parents/guardians are required to send a note with the student upon his/her return to school to verify the absence. The student will be responsible for giving the note to the office as soon as the student arrives back at school

Students will be allowed a maximum of nine (9) absences per semester. These absences are not considered excused or unexcused. Absences due to illness, doctor visits, under a doctor's care, deaths in the family, funerals, and emergencies all count in the nine allowed days. Again, students are only permitted to be absent, if necessary, nine (9) times per semester. This does not say that students should be absent nine (9) days per semester, but rather, may be absent, if necessary, for that number of days. It is the parent/guardian's responsibility to keep up with their child's absences.

If the student's absences reach ten (10) or more, he/she will be issued failing grades in all subjects at the end of the semester. The grade in each subject will be reduced to 59%. If the student's grade is 78% or less, his/her grade will be reduced by twenty (20) percentage points. Only extreme cases may be appealed to the Board of Education. The Board will then decide either to restore the student's grades or to enforce the attendance policy. The reviews will be conducted at a special meeting of the Board of Education at the end of each semester.

Students, who are absent, may make up their assignments. Truant or suspended students may make up assignments to keep from getting behind. Students are encouraged to make up any work missed due to an absence. The student is responsible for obtaining, completing, and returning to the teacher the assignments missed during absences. Students will be granted one school day for each school day issued due to an absence plus one additional day. For example if a student misses three days, they have four days to make up the missed work.

SCHOOL ACTIVITY ATTENDANCE

Students are allowed ten (10) days per year to attend school sponsored activities. This includes athletic events, scholastic meets, field trips, photo sessions, or any other activity that the school sponsors that will take a group of students away from our campus. A record of these activities and the students who attend will be kept in the Principal's office. Seniors will be allowed two (2) college visits, if they get approval through the counselor's office in advance.

TARDINESS

Each hour every student will be expected to be in the classroom when the bell starts ringing, and they will be expected to be ready for class at that time. When a student is tardy, the teacher should electronically mark their tardiness, and send them to the office. Any student later than 15 minutes is counted absent. Three tardies will count as an absence from class.

1st offense- Record in Student Information Systems
2nd offense- Record in Student Information Systems
3rd offense- Record in Student Information Systems & Morning Detention
4th offense & there after- Record in Student Information Systems & Morning Detention or other consequence as determined by administration

TRUANCY (AKA SKIPPING SCHOOL)

Any student is considered truant when they leave school without permission from the office or if they remain away from school without the knowledge and consent of their parent or guardian. The principal will discipline accordingly.

CLASS SCHEDULE CHANGES

All schedule changes must meet the approval of the Principal/Counselor and be made through the office. Students may not drop a subject and take up any new subject after the first full week of school.

GRADES

Students should work to achieve the best grade that they can. We know that every student will not achieve the same grade, but each student should realize that if he/she is having difficulty in a class, they should ask the teacher for help in the areas that they are having problems.

Final grades will be issued at the end of each semester according to the following scale:

90-100% = A
80-89% = B
70-79% = C
60-69% = D
59% or Below = F

CONCURRENT ENROLLMENT POLICY

Purpose

Dewar Public Schools encourages eligible high school students to participate in concurrent enrollment opportunities to earn college credit while completing high school graduation

requirements. Concurrent enrollment provides students with rigorous academic experiences, promotes college readiness, and may reduce the cost and time required to earn a college degree.

Eligibility
Students participating in concurrent enrollment must:

- Be enrolled as a junior or senior at Dewar High School.
- Meet all Oklahoma State Regents for Higher Education admission requirements.
- Be on track to meet Dewar Public Schools graduation requirements.
- Receive approval from the high school principal and/or school counselor prior to enrollment.
- Obtain written parent or guardian permission if the student is under 18 years of age.

College Admission Requirements
Students must meet the current admission standards established by the Oklahoma State Regents for Higher Education and the college or university they plan to attend. These requirements may include minimum GPA, ACT/PreACT scores, placement testing, and course prerequisites.

Course Approval
All concurrent enrollment courses must receive prior approval from the principal or school counselor before registration. Approved courses should support the student's Individual Career Academic Plan (ICAP), graduation requirements, career pathway, or postsecondary goals. Students are responsible for meeting all college prerequisites.

High School Credit
Concurrent enrollment courses approved by Dewar Public Schools may be applied toward high school graduation requirements in accordance with Oklahoma State Department of Education and Oklahoma State Regents equivalency guidelines. Official college transcripts must be submitted before high school credit will be awarded.

Academic Expectations
Students participating in concurrent enrollment are expected to:

- Maintain satisfactory academic progress in both high school and college coursework.
- Comply with all policies, procedures, attendance requirements, and academic standards of both Dewar Public Schools and the college or university.
- Understand that grades earned in concurrent enrollment become part of the student's permanent college transcript.

Financial Responsibility
Tuition waivers and funding opportunities are governed by Oklahoma law and Oklahoma State Regents for Higher Education policy. Students and parents are responsible for any costs not covered by available tuition waivers, including but not limited to:

- Enrollment fees
- Books
- Course materials
- Transportation
- Other required college expenses

Attendance
Students enrolled in concurrent courses remain subject to Dewar Public Schools attendance policies. Students are responsible for attending all scheduled high school and college classes and for communicating with both instructors when conflicts arise.

Academic Records
Students must authorize the release of official college transcripts to Dewar Public Schools at the conclusion of each semester. Failure to provide official transcripts may delay or prevent the awarding of high school credit.

Withdrawal from Courses
Students wishing to withdraw from a concurrent enrollment course must:

1. Meet with the school counselor or principal prior to withdrawing.
2. Follow all withdrawal procedures established by the college or university.
3. Accept any academic or financial consequences associated with withdrawing from the course.

Student Responsibilities
Students participating in concurrent enrollment agree to:

- Demonstrate responsible academic behavior.
- Meet all graduation requirements established by Dewar Public Schools.
- Maintain regular communication with the school counselor regarding enrollment and academic progress.
- Follow all policies of both Dewar Public Schools and the partnering college or university.

Nondiscrimination
Dewar Public Schools shall provide concurrent enrollment opportunities in accordance with all applicable federal and state laws and the policies of the Oklahoma State Regents for Higher Education. Eligible students shall not be denied participation on the basis of race, color, national origin, sex, disability, or any other protected status.

Local District Expectations
Students are strongly encouraged to enroll in concurrent courses that align with their Individual Career Academic Plan (ICAP), Oklahoma Graduation Pathway, CareerTech program of study, or intended college major. Dewar Public Schools reserves the right to limit course approval if a requested course does not support the student's educational plan or graduation requirements.

SEMESTER TESTS

All students are required to take a semester examination in each course. Semester examinations are intended to provide students with an opportunity to demonstrate mastery of course standards while positively impacting their overall course grade whenever possible. If a student's semester examination grade improves the student's overall course average, the examination grade will be weighted twice in the final semester grade calculation. If the semester examination grade would

lower the student's overall course average, the examination grade will be counted only once. This policy is designed to reward student achievement while ensuring that a strong semester examination performance can positively influence the final course grade without disproportionately penalizing students whose examination score is lower than their existing course average.

Students are expected to be present and prepared to complete all scheduled semester examinations. Any missed semester examination must be made up in accordance with the school's attendance and make-up work policies unless otherwise approved by school administration.

SCHOLASTIC ELIGIBILITY

Dewar School will abide by the guidelines set by the OSSAA for ALL extracurricular activities.

The Dewar Board of Education recognizes that students representing Dewar Public Schools in any extracurricular activities (Athletics, Band, Student Council, Academic Team, etc) need to prioritize coursework most importantly. Students shall not take any type of class trip, field trip, college visit, etc. or participate in any type of school activity if they are on the failing list.

In addition, any student that owes Dewar Public School any money shall not be allowed to participate in any extracurricular activities in any way.

ALL-SCHOOL HOMECOMING POLICY

1. All-School Homecoming is open to senior students only. Seniors who participate in an approved sport, club, or extracurricular activity are eligible to be selected as that organization's Homecoming Representative**.** The student body will elect two members of the All-School Homecoming Royalty from among the eligible representatives during Homecoming Week.
2. Each Homecoming Representative must be in good standing with the organization they represent and must meet all school eligibility requirements.
3. Each approved sport, club, or extracurricular activity may select its senior Homecoming Representative(s) in accordance with the organization's approved Homecoming selection process. Once selected to represent an organization, a student may not represent another organization unless they are the only eligible senior participant in that organization. If a student is selected by multiple organizations, the student must choose which organization they will represent.
4. Representatives may choose the individual with whom they will participate in the Homecoming ceremony.
5. If a sport, club, or extracurricular activity does not have an eligible senior student, that organization will not be represented during the Homecoming ceremony.
6. Representatives may not appear on the school's ineligible list during Homecoming Week.
7. Representatives shall wear formal attire that is appropriate for a school-sponsored event.

8. Each Representative may select one flower attendant and one crown attendant, subject to school approval.

Approved sports, clubs, and extracurricular activities as of 7/15/26: Band, Cheerleading, Cross Country, Football, Boys Basketball, Girls Basketball, Powerlifting, Track, Slow-Pitch Softball, Baseball, Wrestling, and any additional activities approved by the Superintendent.

WITHDRAWAL AND TRANSFER

Students who are withdrawing from school must have a clearance slip signed by all of the student's teachers, showing that they have returned all school property and then check-out through the office. After proper withdrawals, transcripts will be sent to the school to which the student is transferring.

TEXTBOOKS/CHROMEBOOKS

All textbooks/Chromebook are furnished on a loan basis, to be checked back in at the end of the year. Chromebooks MUST be checked in with the chromebook manager before the last day of the school year. The cost of a lost Chromebook is $200, and the cost of lost chargers is $20. If a student is unable to pay for a missing or damaged textbook/chrome book, community service may be assigned.

If a textbook/Chromebook is damaged beyond normal wear or lost, the student that was issued the textbook/chromebook will be responsible for the full cost of a new textbook/Chromebook as a replacement.

VALEDICTORIANS/SALUTATORIANS

DEWAR MIDDLE SCHOOL VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian(s) will be the promoting 8th graders having the highest grade point average. Salutatorian(s) will be the promoting 8th graders having the second highest grade point average.

In case of a tie for either valedictorian or salutatorian, all students tying will be named co-valedictorian. Multiple valedictorians will not prevent the selection of salutatorians. Any changes or additions to these rules are in force for the present school year. Valedictorian and Salutatorian will be determined on the basis of five (5) semesters of work.

DEWAR HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian(s) will be the graduating senior(s) having the highest grade point average. Salutatorian(s) will be the graduating senior(s) having the second highest grade point average.

Grades made by the student must be equal to the five (5) places and suitable to translate in the grades of A, B, C, D and F for the student to be counted as a valedictorian or salutatorian candidate. If the grades are S or U or some variation of the grading scale, the student will not be considered for valedictorian or salutatorian. The student must meet requirements for a four (4) year college to be eligible for valedictorian and salutatorian.

In case of a tie for either valedictorian or salutatorian, all students tying will be named co-valedictorian. Multiple valedictorians will not prevent the selection of salutatorians. Any changes or additions to these rules are in force for the present school year. Valedictorian and Salutatorian will be determined on the basis of seven (7) semesters of work.

Beginning with the Class of 2028 and subsequent years, the following guidelines will be used to determine the Valedictorian(s) and Salutatorian(s) for Dewar High School's graduating senior class

1. Valedictorian honors shall be bestowed to the student(s) with a 4.20 Grade Point Average or above; with the highest grade point average based on semester grades for high school credit earned from the ninth grade through the first (1st) semester of the student(s) twelfth (12th) year. Salutatorian honors will be awarded to student(s) with a G.P.A. of 4.0 and less than 4.2.

2. In the event no student(s) attain a 4.2 G.P.A., the following criteria will be used. The highest-grade point below a 4.2 G.P.A. will be awarded valedictorian honors. For example, if the highest G.P.A. among graduating seniors is 4.149, the grade point will be rounded to the nearest hundredths, i.e. 4.15; and that student, or students, will receive valedictorian honors. In such an event, student(s) with a G.P.A. between 4.0 and the G.P.A. of the valedictorian(s) will be awarded salutatorian honors.

3. Honors classes (College Courses) will be based on a five (5) point scale and non-honors classes will be based on a four (4) point scale when calculating the G.P.A. Oklahoma School of Math and Science (O.S.S.M.) will be based on a five.five (5.5) point scale.

4. All candidates must have successfully completed graduation requirements as defined by Dewar Public Schools

HONOR ROLL

At the end of each grade-reporting period, each school in the district shall list honor rolls. There shall be two (2) categories of honor rolls: Superintendent's Honor Roll, and Principal's Honor Roll.

Administrative Regulations

1. Students with a grade point average of 4.0 shall be placed on the Superintendent's Honor Roll.

2. Students with a grade point average of 3.0 to 3.9 shall be placed on the Principal's Honor Roll.

3. Grade point averages shall be computed on the basis of all subjects the student is taking except the school courses known as "Office Aides" or "Library Aides."

4. Students in any one of the following categories are NOT eligible for placement on any honor roll:

A. Earning a grade of "D" or "F" or "U" in any subject or course.
B. Taking fewer than (4) subjects used in grade point average computation.

CLASS RANK

In as much as colleges ask for the rank of students applying for admission, and employers want to know the scholastic record of those applying for jobs, each student is ranked at the time of graduation. The ranking is based on eight (8) semesters of work. The rank and grade average become a part of each graduate's permanent record and will be treated as confidential. Any questions regarding class rank will be addressed by the Academic Counselor.

DRIVING TO SCHOOL

Underclassmen who drive to school will park in the parking lot east of the gym/west of the baseball field. Seniors who drive to school will park north of the High School/Library Building in the grass area. Students are not permitted to park in the designated Faculty/Staff parking areas. Students violating the parking area will face consequences including risk of on-campus parking privileges.

There will be no sitting in or loitering near parked vehicles. When arriving at school, students should park in the appropriate area, lock their car and leave the parking lot. Playing the radio loud while on campus will not be permitted.

Students will not be allowed to go to their vehicle between classes in the morning or afternoon session. However, during lunch break, students will be able to go to their vehicle to put up books from the morning and get books for the afternoon. Again, this does not mean hanging around or sitting in your vehicle.

All students will be expected to drive in a safe manner when on campus. Any student who cannot observe safety precautions while driving their car to school will have that privilege taken away.

DEWAR SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS STOLEN OR LOST; DEWAR SCHOOL WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PARKED CARS.

DRIVING TO VO-TECH

Each student who drives his/her car to Vo-Tech shall have on file written documentation from the parent/guardian that relieves the Dewar School District of any responsibility if there is an accident to or from Vo-Tech. Each student that rides with another student must have

documentation on file from the parent/guardian also. If you do not have documentation and drive or ride with another student you WILL have consequences.

SCHOOL CLOSING NOTICE AND EARLY DISMISSAL

In the event of inclement weather or natural disaster the information necessary for school closing will be broadcast on the Dewar School's website, social media channels, and app. Dewar School will also send a message out via Robo Call/Text. If school must be closed unexpectedly while students are in school, the buses will run and we will attempt to notify parents of the closing.

***It is the parents'/guardians' responsibility to keep contact information up to date in the appropriate school office to receive the Robo calls/messages.

VISITORS

Visitors may park their vehicle in the Visitors Parking area and then use the video conferencing box located by the South Gate to contact the office. Once proper identification has shown, visitors will be able to walk through the South Gate. Visitors should check in at the office upon arriving to sign in and document reason(s) for visit. No visitors should go to a class, contact a teacher, or contact a student prior to checking in with the office.

Students are asked not to bring small children to school. If small children are brought to class for a special project for that class day, the young child will need to be picked up or taken home before the next class begins.

CLASS ACTIVITY TRIPS

Any class activity trip must be approved through the Principal's office. Activity trips which are scheduled to last overnight, must be approved by the Superintendent and Board of Education. Any class activity trip must be adequately sponsored by members of the professional staff.

Parents/Guardians electronically give consent for Dewar Schools and its staff to take students off campus for school approved field trips occurring during the school year. The permission applies to all field trips occurring within the school year. This permission is valid for one school year only. Parents/Guardians will be notified at least 48 hours in advance of field trips. At that time, parents/guardians have the option to withdraw permission for any individual field trip by sending a note to the teacher. If a parent/guardian withdraws permission for a specific field trip, this annual field trip permission slip remains valid for all other field trips.

STUDENT APPEARANCE

Students are encouraged to dress in a clean and neat manner that will bring credit to themselves, the school, and the community. The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students failing to meet school standards may be sent home. The administration will determine proper dress using the following guidelines:

1. Jeans and shorts cannot be sagging
2. Shoes are required. (Flip-flops, sandals, tennis shoes, etc.)

3. Revealing shorts and blouses are not allowed. No shirts with midriff showing will be allowed. No undergarments should be seen.
4. No pajamas.
5. Headwear, including baseball caps, cowboy hats, and similar hats, may be worn on campus, including inside school buildings and classrooms. Head coverings that conceal the ears, including beanies, hooded sweatshirts worn with the hood up, or similar headwear, are not permitted during the school day unless approved by school administration.
6. Words, symbols, or pictures representing or relating to alcohol, drugs/tobacco, violence, and vulgarity will not be allowed on any clothing.
7. Wallet, chains, or neck chains that could be used as a weapon in any way will be confiscated.
8. Bandanas, regardless of color, are not acceptable in school.

It will be up to the principal's discretion to determine if other types of clothing, not mentioned above, will not work, because it is not conducive to a good learning environment.

BULLYING PREVENTION POLICY

The Dewar School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Dewar School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Dewar School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period.

To ensure bullying does not occur on school campuses, the Dewar School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build a district wide capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period.

The Student Bullying Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent to the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.
- The school will provide to students information in regard to bullying prevention.
- Student Disciplinary Reports will be reported to the Oklahoma State Department of Education on an annual basis.

CYBER BULLYING-

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another

- Sending mean or threatening messages via email, IM (instant messaging), social media, or text messages.
- Spreading rumors about others through email, IM, social media, or text messages.
- Creating a website (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

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

DRUG POLICY

Dewar Public Schools prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities. Tobacco and tobacco products are by definition illicit drugs. Letter of standards of conduct and disciplinary sanctions will be sent to employees, students, and parents.

Illegal and Illicit Drugs and Alcohol

- Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
- "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

USE OF TOBACCO

In accordance with Oklahoma Laws and the wishes of parents, educators, and students, all campuses of Dewar Public Schools are tobacco free 24 hours a day, 7 days a week.

DISCIPLINE

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

By Oklahoma statutes, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

The goal of this disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student and other students to the policies and regulations of the district. Faculty response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of these circumstances are: the student's attitude, the seriousness of the offense, and its potential effect on other students.

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

DISCIPLINE CODE

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

- Arson
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted any telephonic, computerized or electronic message
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
- Cheating
- Conduct that threatens or jeopardizes the safety of others
- Cutting class or sleeping, eating or refusing to work in class
- Disruption of the educational process or operation of the school
- Extortion
- Failure to attend assigned detention, alternative school or othe disciplinary assignment without approval
- Failure to comply with state immunization records
- False reports or false calls
- Fighting
- Forgery
- Gambling
- Harassment, intimidation, and bullying
- Hazing (initiations) in connection with any school activity
- Immorality
- Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, makeup, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations)
- Inappropriate behavior or gestures
- Public Display of Affection
- Inappropriate public behavior
- Indecent exposure
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and

battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by work or act, the acts identified in (a) or (b)

- Obscene language
- Physical or verbal abuse
- Plagiarism
- Possession of a caustic substance
- Possession of obscene materials
- Possession, without prior authorization, of a wireless telecommunication device
- Possession, threat or use of a dangerous weapon and related instrumentalities (i.e. bullets, shells, gun powder, pellets, etc.)
- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale of distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
- Possession of illegal and/or drug related paraphernalia
- Profanity
- Sexual or other harassment of individuals including, but not limited to students, school employees, volunteers
- Theft
- Threatening behavior (whether involving written, verbal or physical actions)
- Truancy
- Use or possession of tobacco in any form
- Use or possession of missing, or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
- Using racial, religious, ethnic, sexual, gender or disability-related epithets
- Vandalism
- Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
- Vulgarity
- Willful damage to school property
- Willful disobedience of a directive of any school official
- Use or possession of E-Cigarettes; or vape device

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

ACTION ALTERNATIVES FOR THE PRINCIPAL

In considering alternatives for disciplinary action, the faculty and administration of Dewar Public Schools will be using items from the following:

- Conference with the student
- Before or after school or lunch detention
- In-school detention
- Parental conference/advise parents
- Trash duty
- Saturday school/Community Service
- Suspension/expulsion

- Removal from class or group (temporary or permanent)
- Financial restitution
- Restricting student to campus
- Refer to other social agencies
- Involve law enforcement
- Any other disciplinary action deemed appropriate

We would like to emphasize that the alternatives for discipline will include the items listed above, but will not be limited to that list. Nor should it be misconstrued in any way that this list reflects an order of sequence of events as to how disciplinary action will be taken.

WATER GUNS OR FIREWORKS

No water guns or fireworks are allowed on school grounds. Violators will be punished.

IN SCHOOL DETENTION

Only the Principal or Superintendent will assign a student to In School Detention. Students must complete assignments from their instructors and follow the rules of In School Detention before returning to the regular classroom. Failure to follow rules could result in suspension.

BEFORE SCHOOL DETENTION & SATURDAY SCHOOL POLICY

Purpose: The purpose of implementing Before School Detention and Saturday School is to make students and parents take time out of their schedules to make up for discipline problems at school. It also can be an alternative to suspensions. This will keep those students in school which will help our students learn more effectively.

Offenses: Before School Detention and Saturday School can be used for many different reasons. They can be used as a culmination of discipline referrals, missing or skipping of trash duty, very offensive behaviors, as well as many other behaviors that occur throughout the school year

Time: Before School Detention will be used on an as needed basis Mondays through Thursdays beginning at 7:30 a.m. and ending at 8:00 a.m.
Saturday School will be used on an as needed basis. It will begin at 8:30 a.m. and end at 12:00 noon.

Conduct: Each student will be on time to Before School Detention and Saturday School. If they are late even by one minute it will not count, and will double to two days. A Student who is late or absent for Before School Detention or Saturday School after having their consequence doubled for being late/absent will be suspended. While in detention or Saturday School, students are expected to work effectively on missing assignments, homework, or reading materials. Students are expected to bring all materials needed to work effectively with them. If any or all of these things don't occur, the student is subject to an additional day of Before School Detention/Saturday School. After a student misses the second Before School Detention/Saturday School, a suspension will be placed upon the student.

PARENT NOTIFICATION
Parents will be notified when their child is given SUSPENSION, DETENTION, or ISD.

REFUSAL OF PUNISHMENT
Any student refusing punishment to be administered by the principal will be suspended from school until his/her parent/guardian accompanies the student to school for a conference.

REPEAT OFFENDERS
Students who are repeat offenders of any serious infraction will be suspended from any or all privileges including sports, trips, class activities, etc.

REVOKING STUDENT TRANSFERS

Transfer students should be aware that incurring discipline infractions and/or excessive absences during the school year could result in the student transfer being revoked for the following school year.

SCHOOL BUS RIDING POLICY
Riding a school bus is a privilege and shall be treated in that manner. Classroom rules are applicable for the safety of the riders and the driver.

RULES:

- Sit in the appropriate seat or assigned seat if the driver or principal has assigned one.
- Riders shall sit facing forward with hands and arms to themselves.
- When windows are down no extremities or personal property of any rider shall be outside the window.
- Riders shall stay seated until at the rider's stop.
- Riders shall never roam the aisles or change seats at any time while the bus is moving.
- No screaming.
- No fighting.
- No vulgar language.

CONSEQUENCES:
Each discipline notice is at the discretion of the rider's principal. It could result in suspension from school and/or suspension from riding the bus.

JURISDICTION
The teacher of the child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher (Article VI Section 95; 1971 Oklahoma School Laws)

SUSPENSIONS

To suspend means to temporarily disbar a student from attending school, or any function of the school. This includes all events at night. A suspension will have a limit set at the time of imposition; it will be effective until a definite date or until certain specified conditions have been met by the student. Suspension from school is used in extreme cases of misconduct, nonconformity to school regulations, destruction of public property, or actions endangering the welfare of others.

Suspension is mostly used after all other reasonable methods have been exhausted in solving problems, unless the severity of the action warrants a suspension. When guidance techniques, such as conferences with the student, the teacher, the parents and the guidance personnel fail to solve the problem, it may become necessary to suspend the student.

When suspension seems to be the only solution, and if any high school students are sent home before the end of the school day, every reasonable attempt will be made to notify the parents. Written notice of suspension will be distributed to a parent/guardian, and filed in the Principal's Office. Parents/Guardians will be notified of their right to appeal at this time.

Occasionally, emergency situations arise, and immediate action is deemed necessary. This action occurs when the act of behavior unquestionably requires the immediate removal of the student from classes. In such cases, the same general procedure specified above is followed with regard to notification of all persons concerned.

Expulsion from school will be for the remainder of the current semester and possible for the next semester. Parents will receive notification as in the case of suspension.

CLOSED CAMPUS POLICY

The campus will be closed for all grades during breakfast and lunch hours. All students will be required to eat in the cafeteria. Students may bring either a sack breakfast/lunch or get a cafeteria tray. Students may be picked up for breakfast/lunch by a household member. People listed on the non-household contact list may pick up a student for breakfast/lunch with prior parental contact from the student's parent/guardian on the day of check out. Students will not be allowed to leave campus unless they are personally picked up in the main office at the student's assigned breakfast/lunch period. There will be NO Door Dash.

DESIGNATED LUNCH/RECESS AREAS

After eating breakfast/lunch and during recess times, designated areas are as follows:

Early Childhood & Elementary Students: Fenced Playground Areas East & West of Elementary School
Middle School Students: Pavilion & Basketball Area North of the Middle School
High School Students: Area West of Cafeteria & Early Childhood Building by Outdoor Classroom

Any student outside of their designated area will face disciplinary action

SIGNING OUT (Non-Driving Students)

Dewar School is a closed campus. This means that students are never to leave the school campus without having checked out and received permission from the main office. Permission to leave school during the day must be obtained from the principal.

1. Students are to sign in – in the office – if you get to school after school begins
2. If a student has to leave - for any reason – someone has to sign the students out (parent or guardian only). If leaving, we will call the student to the office when parent/guardian arrives.

Parents are asked to call the office before the time the student wishes to leave. The student MUST stop by the attendance office and sign out before he/she leaves. If he/she returns to school the same day, he/she MUST sign back in at the office.

If a student should find it necessary to leave school for some unexpected reason, he/she must report to the office, contact his/her parent/guardian by phone and let the secretary talk to the parent/guardian before he/she may leave. A parent or guardian MUST sign the "early dismissal" sheet in the office before taking the student. Parents/guradians wishing for their child to be picked up must have the person picking them up listed on their contact records in the office.

SIGNING OUT (Driving Students)

Students leaving school before regular dismissal time MUST CHECK OUT THROUGH THE OFFICE. Students must have permission, written or verbal (the office must talk to parent or guardian) prior to signing out. NOTE: (If parent/guardian cannot be contacted, the principal or counselor must be notified before the student leaves school). Students MUST sign out in all cases.

When returning to school the same day students MUST SIGN BACK IN at the office. If a student will be leaving during class periods, they are to obtain a permit to leave class in the office prior to the start of the school day.

EMERGENCY PROCEDURES

Emergency procedure instructions will be explained to the students at the beginning of the school year. Each school year the staff is trained, and then they train our students as to how emergency procedures will be handled. Emergency Procedures will be posted in each classroom.

LOST AND FOUND

Articles which are found on campus should be turned in to the main office. Students who have lost articles should check in the main office for the lost items. Lost and Found items not claimed will be donated.

USE OF SCHOOL PHONE

The school telephone is to be used in case of emergency. Permission must be obtained from the secretaries or administration before the students may use the phone.

Only local calls may be made unless arrangements are made to the contrary. Students are encouraged not to use the telephone during school hours; calls will be limited to 3 minutes.

We also ask that persons who call students not ask that they be called out of class unless it is a case of extreme emergency. We will deliver a message to the student at a time that will not disrupt class activities.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Dewar Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

Prescription medication must be in a container that indicates the following:
a. student's name,
b. name and strength of medication,
c. dosage and directions for administration,
d. name of physician or dentist,
e. date and name of pharmacy, and
f. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principals' office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
a. purpose of the medication,
b. time to be administered,
c. whether the medication must be retained by student for self-administration,
d. termination date for administering the medication, and
e. other appropriate information requested by the principal or the principal's designee.

Nonprescription medication may be administered only with the written request and permission of a parent, guardians, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

SELF ADMINISTRATION OF INHALED ASTHMA MEDICATION

Pursuant to Oklahoma Senate Bill 343, effective April 28, 2003, Dewar Public Schools is authorized to permit the self-administration by students of ONLY inhaled asthma medication. Before such self-administration will be permitted, it will be necessary for the parent or guardian of the student to first take the following actions:

- sign a consent form provided by the school, authorizing the student to self-administer inhaled asthma medication
- provide the school district a form signed by the physician treating the student, stating that the student has asthma and is capable of self-administration (form provided by the school)
- provide the school district with an emergency supply of the student's inhaled asthma medication
- sign a form provided by the school indicating that the parent/guardian acknowledges that the school district shall incur no liability as a result of any injury arising from self-administration of inhaled asthma medication by the student

CONDUCT AT ASSEMBLIES AND SCHOOL ACTIVITIES

Conduct at assemblies should be the same as during class. Students should conduct themselves in a manner in which they can be proud. These assemblies are in conjunction with school curriculum, so courtesy and attention should be given to the people in the program. We encourage our students and patrons to conduct themselves in a manner which is in good taste, sportsmanlike and courteous at all school events.

STUDENT INSURANCE

An optional accident insurance policy will be offered to students at the beginning of the school year.

PERSONAL ELECTRONIC DEVICES

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 any function sponsored or authorized by the school upon consent of both the student, parent or guardian, and the superintendent or the superintendent's designee. 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 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 smartphone, 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.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal electronic device that is confiscated will be returned to the student or parent/guardian at the end of the school day. Students violating this rule may be disallowed from carrying any personal electronic device following the incident unless the device is utilized to monitor a health condition.

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. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

1st Offense:	Take the phone or device from the student and return to the student at the end of the school day after a conference with the principal.
2nd Offense:	3 days Detention; phone returned to parent/guardian
3rd Offense:	3 days In-School Suspension or Suspension; phone returned to parent/guardian
4th Offense:	5 days In-School Suspension or Suspension; phone returned to parent/guardian
5th Offense & there after:	9 days In-School Suspension or Suspension; phone returned to parent/guardian

LOCKER CARE

Lockers which are provided by the school are to be taken care of at all times. Students should keep their lockers as clean as possible.

Students are not allowed to write, place stickers, or leave any kind of perishable items in their lockers. Students must obtain permission from the principal's office before they are allowed to change lockers.

SEARCH AND SEIZURES LAW:

Law allows school officials to have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

SPORTSMANSHIP CODE:

The students of Dewar School will strive for unity in a common effect to promote sportsmanship. To provide a better relationship among all students and adult fans, to disregard the element of dissension toward all schools, to promote friendly rivalry, and to further a closer relationship among neighboring schools and communities.
We will dedicate ourselves to practice fair play in both reality and spirit, always seeking to win by fair and sportsmanship means according to the rules of the games and as interpreted by the officials. One can best understand and appreciate the other person's point of view, and situations by practicing the Golden Rule.

We will cooperate with each school in making pregame arrangements, exchanging cheerleader courtesies, observing local rules, regulations, and customs, and practicing positive attitudes by showing a willingness to cooperate at all times.

We will welcome our opponents as guests. We will congratulate our opponents, win or lose, and work to further friendship between schools.

We will respect the rights of others and the official's decisions. We will respect the property of others, the school spirit of our opponents, and the people attending games by staying in the stands during the games and not blocking their view. We will never utter abusive or irritating remarks from the sidelines.

We will strive to maintain courteous association before, during, and after all inter school activities. By thinking open mindedly, we will keep our emotions and sentiments from overcoming our judgment and common sense.

It is our sincere desire that each student of Dewar Public School take the sportsmanship code as his/her standard of conduct upon every occasion.

All Parents (and their guest) and all other adults at Dewar Public School Athletic events will abide by the following rules:

1. The day or night of the game I will not talk to the coach before, during, or after the contest with concerns about my child's playing time, treatment, game strategy, etc.
2. I will respect the officials, their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

3. I will set up a meeting with Mr. Josh Been, Dewar Athletic Director, or Mr. Brett Thomas, High School Principal, (if Athletic Director is the coach) and the coach at school during the teacher/coach's planning period if I need to talk to the coach for any reason.
4. I understand that athletic facilities are extended classrooms and teachers/coaches are not to be harassed by anyone at the contest.
5. I will remember that children participate to have fun and that the game is for them not adults.
6. I will learn the rules of the game and policies of the Oklahoma Secondary Schools Athletic Association.
7. I and any of my guests will not engage in any kind of unsportsmanlike conduct with any coach or player, such as booing, taunting, or using profane language or gestures.
8. I will never ridicule or yell at my child, or others participating for making a mistake, or losing a competition.
9. I will refrain from coaching my child or other players during games and practices, unless I am one the official coaches of the team.
10. I understand that there is no guarantee of "any" playing time because my child is a member of the school team.

Failure to conform my conduct to the foregoing while attending any Dewar extra-curricular activity or sporting event will result in the following disciplinary action:

- First offense (any reason – any activity – any grade): An immediate one week ban from seeing any Dewar games (Home or Away).
- Second offense (any reason – any activity – any grade): An immediate one calendar year ban from seeing any Dewar games (Home or Away)
- Third offense (any reason – any activity – any grade): an immediate lifetime ban from seeing any Dewar games (Home or Away)

Any Major Offense can be dealt with as if it were a second or third offense.

CONCUSSION & HEAD INJURY ACKNOWLEDGEMENT

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the **CONCUSSION FACT SHEET** provided to you by Dewar Public School related to potential concussion and head injuries occurring during participation in athletics.

I _____, as a student-athlete who participates in Dewar Public School athletics and I _____ as the parent/legal guardian, have read the information material provided to use by Dewar Public School related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

Signature of Student Athlete Date

Signature of Parent/Legal Guardian Date

What is a Concussion?

- A concussion is a brain injury
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you have not been knocked out
- Can be serious even if you have just been "dinged"

What are the Symptoms of a concussion?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

What should I do if I think I have a concussion?

- Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

How can I prevent a concussion?

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards --- IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be work correctly and used every time you play.)

For more information visit:
www.cdc.gov/TraumaticBraininjury/
www.oata.net
www.ossaa.com
www.nfhslearn.com

ASBESTOS STATEMENT

In response to the Asbestos Hazard Emergency Response Act, P.L. 99-519, and EPA regulations, we have completed a three-year re-inspection of our buildings. As a result of our re-inspection concerning asbestos, we are pleased to announce that according to the asbestos management plan Dewar Public Schools is asbestos free. The management plan will be available for your viewing

during office hours Monday through Friday in the office of the Superintendent. Please call for an appointment.

PROCEDURE FOR NSF (NON SUFFICIENT FUNDS) CHECKS

The Dewar Public Schools procedure for NSF (nonsufficient funds) Checks: For your convenience, if a check is returned for insufficient funds to the school district, the account will be debited electronically for the amount of the check plus a processing (recovery) fee of $30.00 or legal limit.

TITLE IX SEXUAL HARASSMENT OF STUDENTS POLICY

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Dewar School Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
    a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
    b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
    c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.
- Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the

process that will be involved with a formal complaint.

5. Grievance Procedure.
   - Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
   - Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
   - Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
   - Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
   - Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
   - Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
   - Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
   - Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
   A. Notice of the grievance process, including any informal resolution process;
   B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
   C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
   D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
   E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

   If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.
    A. The burden of proof and of gathering evidence remains on the school district.
    B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
    C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
    D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
    E. Written notice of the date, time, participants, purpose and location of any investigative interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
    F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
    G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:
    A. Identifies the allegations that potentially constitute sexual harassment;
    B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
    C. Includes findings of fact to support the determination;
    D. Includes conclusions regarding applicants of the discipline code to the facts;
    E. Includes a statement of, and rationale for, the result as to each allegation, including a

determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:
    A. A procedural error affected the outcome.
    B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
    C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decision maker. The appeal decision maker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decision maker will receive training as mandated by law. The decision of the appeal decision maker will be final and unappealable. The written decision of the appeal decision maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decision makers on the district website at: www.dewar.k12.ok.us. These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

13. District Coordinator- Josh Kilhoffer
    Investigator- Leslie Jones

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or otherwise in violation of student privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student privacy rights. 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One (1) 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; a 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 participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing 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 education records without consent to officials of another District in which a student seeks or intends to enroll.

4. 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. 20202-5920 1-800-USA-LEARN (1-800-872- 5327)

Josh Kilhoffer, Superintendent