Rocky Mountain Public School



2026-2027

Student Handbook

ROCKY MOUNTAIN SCHOOL HANDBOOK

Rocky Mountain School is your school. Be proud of it. Take good care of its equipment. Look upon your teachers and your fellow classmates with kindness and respect. Study hard. Participate in extracurricular activities and lend active support to the activities of others.

Information contained within this handbook has been carefully prepared and presented for parents and students at Rocky Mountain School. We ask your help and cooperation in our efforts to make this year a successful and enjoyable one. In addition, we have attempted to provide information that will help you in planning your work. Enclosed within this Handbook are Rules and Regulations that have been established to make the school's programs as effective as possible.

Many of the questions that arise daily can be answered by referring to this Handbook. The goal of Rocky Mountain Public School is to educate the whole child. Education is many things. Therefore, the program of Rocky Mountain School is designed to expose each child to his/her fullest potential, both socially and academically.

Please read your handbook with your child. In the enrollment packet, you will find a signature page for you and your child to sign stating that you have fully read, understand, and will abide with the contents inside.

DISTRICT MISSION STATEMENT

Rocky Mountain Public School is committed to providing all students with a quality education within a safe and caring learning environment. When students graduate from Rocky Mountain School, they will have the academic knowledge, skills, and behaviors necessary for high school and beyond. In order to achieve our Mission Statement, Rocky Mountain Public School is committed to helping all students:

1. Acquire and utilize the basic academic and communication skills necessary to become independent problem solvers and lifelong learners.
2. Establish and sustain a respect for self and others.
3. Demonstrate a comprehension of and a responsibility to local, national, and international issues.
4. Develop and express personal creativity and respond to the creative works of others.
5. Possess and practice personal technological literacy and life skills.
6. Recognize the historical significance and contributions of the ethnic cultures that make up our national citizenry.
7. Acquire and awareness of career opportunities and attain the vocational and/or academic skills necessary for employment of further education and training.
8. Practice responsible mental and physical health.

Board of Education

President……. Angelia Dowty
Vice President……... Shawn Petree
Clerk……. Ava Brannon

Class Sponsors

Pre-3-year old	Jennifer Cone
Pre-4-year old	Kelli Eubanks
Kindergarten	Candice Vann
Transition	Vicki Sawney
First Grade…….	Karen Howe
Second Grade	Kelsey Kimble
Third Grade	Tracy Kimble
Fourth Grade	Toni Davidson
Fifth Grade	Darrell Hendrix
Sixth Grade	Beth Weaver
Seventh Grade	Leslie Hume
Eighth Grade……..	Leah Reynolds

Activity Sponsors

Athletics…….	Tyke Bunch
4-H	Frances Turman
Cheerleading	Beth Weaver
Robotics	Leslie Hume and Preston Hudson
Yearbook……	Emily Hopkins

Faculty

Bunch, Tyke…….PE/Health/Wellness, Coach
Christie, Rita……Special Education and RTI Teacher
Cone, Jennifer……Preschool 3-Year-old Teacher
Davidson, Toni……Fourth Grade Teacher
Denny, Heather……Librarian/ Federal Programs Coordinator
Eubanks, Kelli……Preschool 4-Year-Old Teacher
Hendrix, Darrell……Dean of Students/ Science Teacher
Howe, Karen……First Grade Teacher
Hudson, Preston…… Computer Teacher
Hume, Leslie……Reading, History, and Geography Teacher
Ketcher, Alicia…… Superintendent
Kimble, Kelsey…….Second Grade Teacher
Kimble, Tracy……Third Grade Teacher
Reynolds, Leah……... Math Teacher/ STEM Teacher
Sawney, Vicki……First Grade Teacher
Turman, Frances……Music/Art Teacher
Vann, Candice…… Kindergarten Teacher

Paraprofessionals

Black, Keisha
Coiner, Wyatt
Dandridge, Angie
Dandridge, Shermanda
Fuentes, Kelsey
Gardenhire, Cheyenne
Hamby, Virginia
Hooper, Janie
Hudson, Shody
Key, Brooklyn
Porter, Kadence
Wolfe, Jeanean

Cafeteria Personnel

Fuson, Jennifer
Leach, Winter
McMurtrey, LaDonna

Office Personnel

Hopkins, Emily……. Encumbrance Clerk/Student Information/Child Nutrition Manager
Paden, Mary Beth……..Assistant Treasurer/Activity Fund Custodian

Custodial – Maintenance - Bus Personnel

Hooper, Danny……Maintenance/Grounds/Bus Driver
Newman, Jack……Bus Driver
Bunch, Kelby……...Custodian
Miller, Quintin…….Custodian

The School Day

1. Morning Extended Care begins in the Lower Elementary Gym at 6:30 AM
2. Staff are on duty at 7:35 in Cafeteria, Homerooms and Gym.
3. Breakfast is served from 7:35 to 8:00.
4. The school class hours are from 8:00am to 3:10pm.
5. The bell rings at 8:00, 8:50, 9:45, 10:40, 11:35, 12:25, 1:15, 2:15, 3:10. A 5 minute tardy bell rings between each hour.
6. Before 7:35, All students are to report to the Lower Elementary Gym.
7. Pre-school will go directly to the cafeteria after 7:55.
8. Each student will stand during a Moment of Silence and the Pledge of Allegiance.
9. Lunch is served from 11:00 – 12:30. Each grade has a set schedule.

Extended Care & Boys and Girls Club

1. We provide extended care and after school tutoring for all Rocky Mountain School students.
2. Morning Care begins in the Lower Elementary Gym at 6:30 a.m. and ends at 7:35 a.m.
3. Evening Care begins at 3:05 p.m. and ends promptly at 6:00 p.m.
4. Preschool – First grades evening extended care will be the responsibility of Rocky Mountain School. In order to be eligible to attend, parents must provide proof of employment and work schedule on official company letterhead and signed by their supervisor.
5. Second - Eighth evening extended care will be the responsibility of the Boys & Girls Club. All students are encouraged to attend, regardless of parent/guardian work schedule.
6. Evening tutoring begins at 3:15 p.m. Notify the office if you want your student enrolled. Students may go to after school care when tutoring session is complete.
7. There ***WILL NOT BE*** transportation for extended care, tutoring, or Boys and Girls Club students.

Enrollment Information

1. All enrollment papers must be filled out completely. The office must keep accurate records. Please notify the office of address and telephone changes throughout the school year.
2. Each new student is required to have a birth certificate and immunization record for enrollment.
3. Students who have a CDIB card and/or a Social Security Card must bring a copy to the office. The copy will be on file in the student's cumulative folder.
4. Transfer papers for students living outside the district are required.
5. Preschool students must be 3 on or before September 1st.
6. Kindergarten students must attain the age of 5 on or before September 1st.
7. The original birth certificate and shot record must be presented at the time of enrollment of all Kindergarten and Preschool students.
8. A student entering Rocky Mountain Public School for the first time must present a shot record of the State Department of Health stating the child is adequately protected against whooping cough, diphtheria, tetanus, rubella, and polio.
9. All students must have an updated Shot Record on file.
10. Students in grades 3 – 8 must have a current physical on file to participate in athletics.

Preschool enrollment Information

1. Student Physical with Lab work including Hematocrit and Hemoglobin
2. Lead Screening for new preschool students
3. Dental Screening
4. Immunizations up to date
5. Hearing Screening
6. Vision Screening
7. All items are to be turned in no later than 28 days from enrollment date.

State Immunization Requirements

1. Children entering Preschool must have 4 DTap, 3 Polio, 1 MMR, 3 Hep B, 2 Hep A, and 1 Varicella.
2. Children Kindergarten – 6th must have 5 DTP/DTaP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, and 1 Varicella.
3. 7th must have 5 DTP/DTaP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella, and 1 Tdap booster.
4. 8th – 12th must have 5 DTP/DTaP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella.

GOALS AND STRATEGIES

I. Student Achievement and Citizenship

When students graduate from Rocky Mountain School, they will have the academic knowledge, skills, and behaviors necessary for high school and beyond. In order to achieve our Mission Statement, Rocky Mountain Public School is committed to helping all students:

1. Acquire and utilize the basic academic and communication skills necessary to become independent problem solvers and lifelong learners.
2. Establish and sustain a respect for self and others.
3. Demonstrate a comprehension of and a responsibility to local, national, and international issues.
4. Develop and express personal creativity and respond to the creative works of others.
5. Possess and practice personal technological literacy and life skills.
6. Recognize the historical significance and contributions of the ethnic cultures that make up our national citizenry.
7. Acquire an awareness of careers and career opportunities.
8. Practice responsible mental and physical health.

II. Drug-Free and Safe School:

The primary goal of the Board of Education is that Rocky Mountain Public School will develop students who excel academically, reason and solve problems rationally, and act responsibly by displaying good character and citizenship.

This goal can only be achieved if teachers can teach and students can learn in an environment in which they feel safe and secure. In both learning and behavior, we establish clear expectations for our students. We invite and encourage parents to be partners in achieving our goal. We continue to ensure that a safe and secure learning and working environment exists by maintaining our "zero tolerance" position regarding drugs and alcohol, weapons, gang-related activities, all types of assault, intolerance and sexual harassment.

Students are prohibited from any of the following activities:

_ Having any type of weapon on their person, or in their locker, or in their car, or
_ Bringing, selling, giving or using drugs or alcohol at school, or
_ Coming to a school event under the influence of drugs or alcohol, or
_ Showing disrespect to another person because of gender, race, religion, beliefs or physical condition, or
_ Showing defiance to or disrespect of a staff member, or
_ Student involvement in any type of physical confrontation.

Students will be subject to discipline measures for an act stated above.
Students can best learn in an environment in which there is good instruction, a respect for authority, an adherence to discipline standards, and a spirit of love.
Video surveillance is located in areas where surveillance has proven to be necessary as a result of prior property damages or security incidents. Video surveillance is 24/7.

III. Technology:

Rocky Mountain Public School will create an environment for all members of the school community that ensures the continuous acquisition of, and access to, technological exposure, knowledge and literacy that is both appropriate and essential for ultimate intellectual, social, and character development of students as citizens of the 21st century.

PLEDGE OF ALLEGIANCE AND MINUTE OF SILENCE

The Pledge of Allegiance is recited daily and a Minute of Silence is allowed for students to mediate, pray or focus on the day ahead. Students are expected to spend the time allowed quietly and respectfully to allow all students the ability to utilize the time well.

STUDENT RESPONSIBILITIES AND DISCIPLINE

DRESS AND APPEARANCE POLICY

In developing a dress policy, Rocky Mountain School recognizes student appearance is not the sole responsibility of the school. It is a cooperative endeavor between the school, parents, and students; with parents and students assuming the larger share of responsibility. All students are expected to be neatly groomed. Because a relationship between one's appearance and behavior does exist, attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process. The responsibility of upholding and enforcing this code rests with those students, parents, teachers, and Superintendents concerned. Where there is a judgment to be made, the superintendent will make the decision in accordance with the site policy, as approved annually by the School Board.

Student Grooming Information

Skirts, Dresses, LENGTH - Must NOT be more than 3 inches above the knee

Tops: Any shirt, blouse or sweater that meets Dress Code may be worn with the following conditions:

a. See-through is not acceptable as a primary garment
b. Shirts and blouses must be properly buttoned and cannot expose the midriff or chest.
c. Any article of clothing which exposes the back while standing or sitting may not be worn.
d. Tank tops, spaghetti strap tops, off shoulder, low-cut, racing style backs are not permitted in grades 5-8.
e. Sleeve openings must not expose the torso, cleavage or undergarments

PANTS: Must be worn at the waist and the following guidelines shall be adhered to as well;

a. Sagging is not permitted; oversized clothing associated with sagging is a safety issue and is not allowed,
b. Form-fitting, stretch material may not be worn as the primary outer garment. Tights and leggings may be worn only under other garments which are at least finger-tip length on all sides.
c. Pants may not have holes or tears above finger-tip length without leggings underneath.
d. Pajama pants are not permitted
e. Shorts should be a modest length. No biking shorts or sliders as an outer garment.

SHOES: Must be worn while at school with the following guidelines:

a. Shoes with metal taps may not be worn.
b. Shoes with embedded roller-skates are not permitted.
c. Students are required to wear tennis/athletic shoes in P.E. to reduce the possibility of injury. Certain types of shoes may be required for certain activities.
d. House shoes are not permitted.

ACCESSORIES: Examples of accessories which are not permitted include the following:

a. Sweatbands, bandanas of any color, arm bands, leg bands
b. Hats, head covering i.e. hoodies, stocking caps, etc. are not to be worn in the building
c. Gang symbols
d. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another
e. Facial piercing is limited to one and must be in stud form (No hoops, pointed studs)
f. No facial tattoos will be permitted

g. Any item or item of clothing that is identified as distracting or potentially embarrassing, hurtful, etc. will be required to be corrected. While some are simply not noticed, others are. It is the responsibility of the administrators to deal with students they notice or who are brought to their attention. Students are required to correct the violation before attending class.
h. Clothing with written messages that are likely to disrupt the school environment is prohibited.
i. Clothing advertising or picturing drugs, alcohol or tobacco, weapons, violence as well as clothing with vulgar or obscene language or language with double meanings or language that insults a race, religion, gender, or ethnic group is not acceptable.
j. No writing/drawing on self or other individuals or clothing.
k. No sunglasses may be worn inside the building.

RELIGIOUS AND HEALTH ACCOMODATION:

If a legitimate religious belief or health need of a student conflicts with the dress code, the superintendent shall consider reasonable accommodation. Any parent or legal guardian of a student desiring accommodation based on a religious or health condition shall notify the superintendent in writing of the requested accommodation and factual basis for the request before the student begins school.

STUDENT BEHAVIOR SAFE SCHOOL

It is the desire of the faculty that students develop self-discipline to the extent that they are never sent to the office. If however, it becomes necessary for a student to be sent or brought to the office for disciplinary measures, the student will be disciplined within the guidelines established by Rocky Mountain Public School and the Board of Education.

STANDARDS OF BEHAVIOR

The following are STANDARDS of BEHAVIOR for students in the Rocky Mountain Public School that were set by administrators, teachers, parents, and students. They agreed that some types of behavior are essential for a satisfactory learning environment. Therefore, students will be expected to:

1. Attend class daily
2. Be on time for each class
3. Bing required materials to each class
4. Accept the teacher's right to teach and each student's right to learn
5. Be attentive to and participate in the learning process in each classroom
6. Complete all assignments as required by the teacher
7. Accept responsibility for their actions
8. Be courteous and considerate toward others
9. Do their own work on tests, homework, and class work

GENERAL SAFE SCHOOL EXPECTATIONS

In addition to the teacher's classroom expectations of conduct, the following expectations should be recognized throughout the entire school campus, and at school sponsored events:

1. Conduct which interferes with the educational process is prohibited
2. Abusive language or gestures will not be tolerated
3. Fighting and rowdy behavior is prohibited and may result in immediate suspension and police contacted
4. Possession or use of alcohol or tobacco in any form is prohibited by state law and will result in disciplinary action
5. Running in the hallways is prohibited
6. There will be no valuables i.e. Radios, tape players, CD players, I Pods, Cameras, video games, etc. on campus. Th**e School will not be responsible for lost/stolen/broken valuables.**
7. Students throwing rocks, snowballs, etc. on school grounds
8. Littering is not permitted on campus
9. Students do not have the right to simply walk out or leave class. GET PERMISSION FIRST.
10. Skateboards, skates and “wheelie” shoes are not allowed on campus.
11. Book bags are not to be carried from class to class. Hooks are provided to students to hang bags
12. Laser pointers are not permitted

13. Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of prior property damages or security incidents. Video Surveillance that is located on campus is in use 24/7.

BULLYING

Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. In an effort to be proactive against "Bullying" in our School, measures will be taken by staff and administrators of Rocky Mountain Public School to eliminate bullying.

24/7 TOBACCO FREE SCHOOL

Rocky Mountain is a tobacco-free campus 24/7. No persons are permitted to use tobacco products on campus, including extra-curricular activities regardless of age, race, or gender. This includes, but is not limited to e-cigarettes and vaping devices.

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia, including but not limited to e-cigarettes and vaping devices on school property, including school buses, personal vehicles and at school sponsored functions. Products will be confiscated and parents will be notified each time a student is found in violation of this policy. Violations of this policy will result in the student signing a statement outlining the Rocky Mountain School's Tobacco Policy and be subject to Rocky Mountain Discipline Policy.

DISCIPLINE CONSEQUENCES

Based upon the severity of the offense and the repetition of offenses by the offender, violation of school expectations will result in one or more of the following consequences:

A. After school Detention
B. Work Detail
C. Short Term Remediation (STR)

IF A STUDENT'S OFFENSE IS SERIOUS ENOUGH, OR IF A STUDENT HAS RECEIVED MULTIPLE DISCIPLINARY CONCSEQUENCES ANY STEPS MAY BE SKIPPED, RESULTING IN A HIGHER LEVEL OR LEVEL(S) OF DISCIPLINE.

FURTHER EXPLANATION OF OFFENSES AND DISCIPLINE THAT MAY RESULT

A discipline referral will be sent to the office after collaboration between the teacher, student and parent is unsuccessful. The Superintendent will administer discipline and at that time, a student will be placed on a Student Discipline Report.

In School Suspension (ISS)

A minimum of 2 hours of detention must be served as assigned or students will be placed in ISS. Grade Level skill assignments or students homework will be given to the student to work on. This consequence will be used for minor offenses that occur on campus or in the classroom and impede the learning process.

Work Detail / COMMUNITY SERVICE

This will be scheduled for students as an alternative to after-school detention and in cases where student infractions may warrant a work detail, such as a violation of cafeteria rules, playground rules, etc. This may also be used in situations where restitution is to be paid by the student. Parents will be notified before students complete this consequence.

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS FOR WHICH SUSPENSION MAY OCCUR

Criminal Acts Defined:
The following activities are among those defined as criminal under the laws of the State of Oklahoma and the City of Rocky Mountain Public School.

Arson	**Malicious Mischief**	**Battery**	**Trespassing**
Assault	**Gambling**	**Burglary**	**Extortion**

The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Depending on the severity of the act the local authorities may be notified.

DANGEROUS WEAPONS:

Possessing any kind of weapon or using any article as a weapon to threaten or injure another person is prohibited. Knives of any kind are prohibited.

Possession of a gun on school property or at school-sponsored activities will result in a one-year suspension as allowed by law.

TOY GUNS OR LOOK-A-LIKES WILL BE TREATED WITH SEVERE CONSEQUENCES. IF THE TOY IS DISPLAYED AS "REAL", THE CONSEQUENCE MAY BE LONG-TERM SUSPENSION.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES:

The sale, consumption or possession of alcoholic beverages and other controlled substances including illegal narcotics, dangerous drugs, drug paraphernalia and tobacco (including but not limited to e-cigarettes and vapors) is prohibited. Any student found to be under the influence of alcohol/drugs will also face discipline proceedings.

ITEMS REPRESENTED AS DRUGS WILL BE TREATED WITH SEVERE CONSEQUENCES AND THE CONSEQUENCE MAY BE LONG-TERM SUSPENSION.

UNLAWFUL INTERFERENCE WITH SCHOOL EMPLOYEES:

Striking, threatening to strike, or otherwise abusing any employee of the school district is prohibited.

LONG-TERM SUSPENSION OF STUDENTS

In accordance with the policy of the board of education, the following regulation shall govern the long-term suspension of students from school. The authority to suspend a student from school in the school district is superintendent.

1. any student may be suspended for acts of immorality, violations of policy or regulations
2. for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
3. a full suspension shall not extend beyond the present semester and the succeeding semester
4. except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school
5. students under suspension may not participate or represent the school in any school sponsored function or activity
6. students under suspension are not permitted to ride buses or be on school premises

PROCEDURAL STEPS TO LONG-TERM SUSPENSION
Due Process

A. Pre-Suspension Conference

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the Superintendent will conduct an informal conference with the student.
2. At the conference with the student, the Superintendent will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
5. The superintendent will immediately notify the parent by phone and in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Students will not be dismissed before the end of the school day without advance notice to the parent.

B. Immediate Suspension without a Pre-Suspension Conference

1. A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the Superintendent that the continued presence of the student in the building will constitute a danger to the health or safety of the students, staff, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, a suspension conference with the student and the parent or guardian will be rescheduled as soon as possible after the student has been removed from the building.

C. Conference with Parents

1. The Superintendent or his/her designee will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the Superintendent at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the Superintendent will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The Superintendent will provide information as to the basis for an out of school suspension rather than the use of alternative options. The parent should be asked by the Superintendent if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the Superintendent will state whether he/she will uphold, modify or terminate the suspension. In all cases the parent will be advised of his/her right to appeal the decision of the Superintendent.

D. Right of Appeal - Short-Term Suspension (5 or fewer days)

A student who has been given a short term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the superintendent of this right and the method of submitting an appeal. The decision of this local committee will be final and non-appeal able.

Method of Appeal to a Committee:

1. An appeal must be requested by letter to the Superintendent.
2. If no appeal is received within three (3) school working days after the parent or student receives the superintendent's decision, the superintendent's decision will be final and non-appealable.
3. The Superintendent or his/her designee shall convene a review committee composed of not less than three certified administrators or teachers or a combination of administrators and teachers and shall designate a chairperson. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
4. The Superintendent or his/her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the

schedule of the parent or guardian whenever possible. If possible the student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The superintendent who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

5. The committee will conduct a full investigation of the student's suspension in an informal manner. The superintendent will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the superintendent's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
6. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The suspension committee may uphold the suspension, modify the terms of suspension, or terminate the suspension. The Committee's decision shall be rendered in writing within three (3) school working days of the hearing to the parent or guardian of the student, the Superintendent, members of the committee, and the superintendent.
7. The decision of this committee will be final and non-appeal able.

E. Right of Appeal - Long Term Suspension (more than 5 days)

A parent or the student may appeal the out-of-school suspension decision of the superintendent to (1) the Board of Education.

Method of Appeal to the Superintendent or Designee:

1. An appeal must be represented by letter to the Superintendent.
2. If no appeal is received within three (3) school working days after the superintendent's decision is received by the parent or student, the superintendent's suspension decision will be final and non-appeal able.
3. The Superintendent or his/her designee should hold a conference with the parent or guardian as quickly as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student.
5. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
6. Within three (3) school working days of the conclusion of the conference the superintendent or his/her designee will notify the student and parent in writing whether he/she will uphold, modify, or terminate the suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

F. Method of Appeal to the Board of Education

1. An appeal to the Board must be requested by letter to the Superintendent or to the Clerk of the Board of Education within three (3) school working days of receipt of the administration's decision.

2. If no appeal is received within three (3) school working days after the decision of the Superintendent or his/her designee is received by the parent or student, the Superintendent's decision will be final and non-appeal able.

G. Hearing the Appeal

1. The Board will hear the appeal as soon as possible.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.
5. The Board may uphold, modify or terminate the suspension.
6. The Board's decision is final and non-appeal able.

H. Attendance at School Pending Appeal Hearing

Pending the appeal hearing before the Board, the student will have the right to attend school under such "in school" restrictions as the Superintendent or his/her designee deems proper, except that at the discretion of the Superintendent or his/her designee the student may be prohibited from attending school pending the appeal hearing.

a. The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending the appeal hearing would be dangerous to other students or school property; or
b. The conduct for which the student was suspended reasonably indicates that the continued presence of the students at the school pending the appeal hearing would substantially interfere with the educational process at the school.

I. Student Privileges While Under Suspension.

When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social and academic life at school**. DURING THE TERM OF THE SUSPENSION, THE STUDENT WILL NOT BE PERMITTED TO PARTICIPATE IN OR BE IN ATTENDANCE AT ANY EXTRACURRICULAR ACTIVITIES IN WHICH DISTRICT SCHOOL PARTICIPATE**.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, and organizations, and ceremonies, student government, and band, athletics, and all other school sponsored activities and organizations.

Suspensions Of Five Or Fewer Days

A student suspended out of school for five or less days will be provided an education plan only at the request of the parent/guardian. It is the responsibility of the parent or guardian to retrieve assignments from school.

Suspended Five or Fewer Days NO Education Plan

In order for a student suspended for five or less days with NO Education Plan to receive credit, the student, upon returning to school, will be responsible for obtaining assignments from each teacher, completing assignments and returning them to the teacher by the date designated by the teacher at a rate of 1 day makeup for 1 day out. Students or parents must request assignments the day the student returns to school.

Suspended Five or Fewer Days - With an Education Plan

The Plan will include class work assignments only for the core areas in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, Social Studies and Arts units required by the State Board of Education for grade completion in grades six through eight and for high school graduation in grades nine through twelve. The student who completes the assignments and returns them to the teacher on the day he/she returns to class will receive academic credit.

Suspensions Of Six Or More Days Out Of School

The school shall provide an education plan designed for the eventual reintegration of the student into school. The Education Plan The Educational Plan includes providing class work assignments only for the core areas in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, Social Studies and Art units required by the State Board of Education for grade completion in grades seven through eight and for high school graduation in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. (Reference: 70 O.S. 1997 24-101.3)

OFF-CAMPUS MISCONDUCT

A student who engages in misconduct away from the school setting which has an adverse or threatening effect on the discipline or welfare of the school may be subject disciplinary action which may include Long term suspension.

Discipline

The Rocky Mountain School considers several methods of punishment in an attempt to insure that the most effective discipline is administered on a case-by-case basis according to individual personalities. The Superintendent or the teacher has the authority to use the following disciplinary actions as punishment:

1. Corporal Punishment not over 3 swats at a time with a reasonable paddle with a reasonable degree of severity in the presence of a witness.
2. Missing extra-curricular activities.
3. Counseling.
4. Removal from class or group.
5. Financial restitution.
6. Involvement of law enforcement.
7. Referral to social agencies.
8. Probationary period.
9. In-school suspension - 3 days or 5 days.
10. Short term suspension 10 days or less.
11. Long-term suspension exceeding 10 days.
12. Confiscation of illegal property.

Other disciplinary action deemed appropriate under the circumstances.
REFERENCES: 70 O.S. § 6-113.1

STUDENT RELATIONSHIPS

Students are expected to treat each other with courtesy and respect at all times. Displays of affection for other students by kissing, hugging and inappropriate touching are prohibited. No PDA.

REQUEST FOR LEAVE FROM SCHOOL

ALL STUDENTS ARE REQUIRED TO BE CHECKED OUT THROUGH THE SUPERINTENDENT'S OFFICE BEFORE LEAVING CAMPUS. Parents/ guardians may check their student out during the school day when a parent/guardian personally comes by the school to check the student out. Phone calls will be accepted ONLY if an emergency exists. A parent may designate a responsible person to pick up their student when arrangements are made with the Superintendent.

When parents come by to pick up a student, they should buzz the intercom at the main entrance and students will be sent out to the parent. Parents should limit early pickup to appointments that cannot be scheduled before 8:00 A.M. or after 3:02 P.M.

If custody issues arise through separation, divorce, or court orders, it is necessary for the parent to notify the Superintendent's office and present the filed court order in the event that a child should not be released to the other parent because of said court order. This should be updated by the custodial parent at the beginning of every school year, or at any time the custodial situation changes.

RIGHTS OF SEPARATED OR DIVORCED PARENTS AND OTHERS REGARDING MINOR CHILDREN

This Policy explains the obligations of Rocky Mountain School staff with respect to the rights of divorced or separated parents/guardians, grandparents, step-parents and others regarding students who are minors.

A. General Rule is Equal Rights for Parents

Unless a court, by valid court order, has taken away or altered a parent's rights, both parents will continue to have equal rights with respect to their children, even after they become separated or divorced. These rights include both "legal custody" and "physical custody" as defined below. In situations where a court order alters a parent's custody rights, school staff should recognize that both parents are still the parents of the minor child and no parent should be demeaned or disrespected in any way as a result of having only limited custody rights.

B. Legal Custody vs. Physical Custody

The term "legal custody" as used in this Policy is all the rights the law affords parents/guardians with respect to their children, except for "physical custody", including but not limited to:
The right to view and receive copies of their child's educational records, including progress reports, reports cards, discipline records, attendance records, etc.;

- The right to sign consent forms, permission slips or other documents parents are required or asked to sign;
- The right to enroll or withdraw their child from school.

The term "physical custody", as used in this Policy, is the right to be in the physical presence of and to move the child from place to place, including but not necessarily limited to:

- The right to pick up or check their child out of school; and
- The right to visit their child briefly at school.

C. Responsibility of Parents/Guardians

If a parent/guardian wishes that the rights of the other parent with respect to their child be restricted, it is that parent's/guardian's responsibility to produce to the Superintendent a valid, current and legible court order which restricts the other parent's rights. Such court orders will be honored by the Rocky Mountain School.

D. Interpreting Court Orders

When interpreting court orders regarding child custody, school officials should use the following general guidelines, unless doing so would conflict with a specific provision in the court order:

- Court orders granting "joint custody" to parents/guardians do not restrict either parent's rights to legal custody or physical custody;
- Court orders granting "primary custody" to one parent/guardian and "secondary custody" to the other parent/guardian are to be interpreted as granting primary physical custody to one parent and secondary physical custody to the other, while both parents/guardians maintain their rights to legal custody;
- A parent/guardian who is given secondary custody by a court order may exercise that parent's rights to physical custody only during the times specified in the court order during which that parent is given secondary custody rights, which are typically referred to as visitation rights.
- Parents/guardians who are given primary custody by a court order have physical custody of their child at all times except those specific times when the other parent/guardian has visitation or secondary custody rights;
- Court orders granting sole custody to one parent should typically be interpreted to mean granting sole physical custody and not affecting the other parent's right to legal custody.

Any questions concerning the interpretation of court orders or parental rights should be referred to the Superintendent or the Board Attorney.

E. Unauthorized Contact with Students

If there is an attempt by a parent or other person to pick up or check out a minor child during a time in which that person does not have physical custody rights, school personnel who have been properly informed of the limitations on such person's custody rights, should take reasonable steps to keep from releasing the child to such person and shall notify law enforcement and the other parent promptly. A person who picks up or removes a minor child from school at a time in which they have no legal right to do so, may be guilty of child abduction.

F. Parental Consent May Override Custody Order

A parent/guardian, grandparent, step-parent or other person who does not have physical custody rights at the time the person attempts to pick up or remove the minor child from school, may nevertheless be allowed to do so with the written consent of the other parent who has physical custody rights during that time.

G. Cooperation Encouraged

Separated or divorced parents, grandparents, step-parents and others are strongly encouraged to work cooperatively with each other and with school personnel to avoid disputes over the exercise of their custody rights, especially with regard to the pick up or removal of children from school. It is not the responsibility of Rocky Mountain School staff to attempt to resolve custody disputes between parents and other family members or interested persons. Should a dispute occur on school property the school will inform the involved parties that they will be required to make arrangements for an alternative pickup site away from the school (such as the Adair County Sheriff's Office) Parents and others with custody or visitation rights should keep the school office informed of their addresses, residences and contact information at all times.

H. Definition of "Parents"

The term "parents" as used in this Policy includes legal guardians, legal custodians and others in loco parentis with a child, who are given the rights of parents by law, as the context requires. Grandparents, step-parents and others who are awarded visitation rights by a court order will be treated the same as parents/guardians who have visitation rights with respect to physical custody.

CLOSED CAMPUS

For your child's safety, Rocky Mountain School has adopted a Closed Campus Policy. Permission to be away from campus must be made through the superintendent's office. Parents should make the request to the superintendent.

HALL PASSES

Students are permitted in the halls during class periods only if they have a hall pass unless they are accompanied by a teacher. Violation may result in a referral to the Superintendent's office.

VISITORS

Due to the overcrowding of classrooms, students may not invite guests. Parents are always welcome. All visitors must sign in through the office and get a visitor pass.

WITHDRAWAL

The procedure for withdrawal from school is as follows:

1. Authorization for withdrawal must be made by your parents or guardian
2. Obtain withdrawal forms from the Superintendent's office
3. Have form filled out by teachers, return all schoolbooks and property and make sure all fines or charges are paid
4. Take completed form to the Superintendent's Office for final clearance

ATTENDANCE POLICY FOR ROCKY MOUNTAIN PUBLIC SCHOOL

I. Regulations

Student Attendance Rationale - Believing there is a proven correlation between good attendance and academic performance; and believing good attendance is the responsibility of the student and the parent; and knowing the state mandates daily attendance for all school-age children; therefore, be it known that the Rocky Mountain School expect every student to be in attendance at school every day. Some absences are unavoidable, but every effort should be made to keep absences to a minimum.

ABSENCE EXPLANATION

- An excused absence is a documented absence with either a doctor's note, dental, funeral, court, etc. (must have documentation), parent note, or parent phone call.
- Unexcused absence is when a parent does not call, or write a note to the school when their child is absent.

Work and tests missed due to an excused absence can be completed for credit within a reasonable length of time. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. It is the parents' responsibility to inform the school about the circumstances surrounding their students' absence. It shall be the duty of the Superintendent or teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the Superintendent or head teacher of such absences. (70 10-106) (Section 232 School Laws of Oklahoma).

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the Superintendent or his/her designee shall notify the parent, guardian, or custodian of the child and immediately report such absences to the

district attorney in the county wherein the school is located for juvenile proceedings pursuant to (Title 10 of the Oklahoma Statues.)

Absences for School Activities

School sponsored activities are NOT recorded as absences. The student is responsible for assignments and must make up work missed. **All school activities are to be recorded as ES on the Gradebook.**

Absences Resulting in Failing a Grade

More than 8 unexcused absences in nine weeks will result in a failing grade, unless the Administration decides there are circumstances which would justify the waving of this regulation.

Examples of Excused Absences: Being sick must have a doctor's statement if 2 days in a row are missed, dentist statement, Death in the immediate family, etc.

Student Admits

Students must come to the office before class starts on their first day back following their absences to receive an admit slip to class.

Tardiness

K – 8 students who are tardy for class he/she must be sent to the Superintendent's Office to receive a Tardy Slip. After 3 tardies in a class period the student will be counted absent for that class period.

Truancy

Rocky Mountain School is working in conjunction with the DA's office on truancy. Following is the plan of action.

- Letters will be sent home with cc to the Assistant DA's office on the following days:
  a. 3, 5, 7, and 10
  b. Letter to the DA will be individualized
  c. Letter for each student will be filed in student cumulative folder
- Absences totals reset at Semester break
- Role and Responsibilities of School and Court Advocates – one or more actions may be taken at each level
  a. At 3 absences
     1. Phone call to parent/guardian
     2. Start visits with Truancy Officer
     3. Officer to visit on grades, school activities
     4. Officer to send home form for parent signature
  b. At 5 absences
     1. Visit the home of the parent/guardian
     2. If no contact made, note attached to door
  c. At 7 absences
     1. Second visit to the home of parent/guardian
     2. Send list to Court Advocate
     3. Ticket is issued by Courts
  d. At 10 absences
     1. Third visit to the home with court advocate
     2. Court Advocate continues to work with DA's office
     3. Court procedures continue
  e. At +5 absences
     1. Court Advocate contacted
     2. Courts continued involvement
     3. Additional parent/guardian contact
- Items that will be included on form to School Advocates
     1. Student Name
     2. Number of Absences

3. Parent Contact Numbers
4. Parent Address with description of location if needed
5. Parent/Guardian Employment information
6. Alternate contact information
7. Residency on tribal or trust land if known

- Court Process and Progression as described by Judge Brown and Mr. Langley
  1. Ticket
  2. Required to bring in attendance record
  3. Required to return to courts in two-three weeks with attendance report
  4. Return every 30 days with attendance records
- Worst Case
  1. Could lead to jail or child welfare involvement

Older students with Oklahoma Juvenile Authority

II. Elementary Kindergarten - 8

Absences shall not exceed eight (8) during a semester. Violation of the eight (8) day attendance policy by elementary students will be used as one of the factors considered in reviewing their academic program. Grade level promotion will be determined following a conference.

If a student exceeds the allowed absences due to serious illness or injury, the administrator in charge of attendance must concur that the illness is serious enough to prevent the student from attending school. The administrator may require documentation from a doctor for any or all absences.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence.
Any student who is more than fifteen (15) minutes tardy shall be classified as absent and absence regulations shall apply.

*Skip days or walk-outs are not recognized as sanctioned activities. Participation in these activities constitutes truancy, and appropriate disciplinary action will be taken. A parent call will not excuse these absences.

All emergency exceptions to this rule must be requested in writing to the administrator in charge of attendance. An exception will not be given for absences due to a vacation, truancy or suspension.

III. Tardiness

1. Tardiness - Not being in class on time.
2. Tardiness which number five (5) or more may be referred to the office.
3. Teacher's classroom management plans may dictate disciplinary action for a unexcused tardy

MAKE-UP WORK FOR ABSENCES

1. Students will be allowed to make up work for absences.
2. STUDENT MUST INITIATE ALL REQUESTS FOR MAKE-UP WITHIN TWO (2) DAYS AFTER RETURNING TO SCHOOL.
3. Pre-announced tests which are missed due to an absence or are scheduled for the day the student returns to school will be made up on the student's time, not during class time. It will be expected that tests will be made up the first day the student returns unless the classroom teacher grants an extension.
4. As a general rule, the student will have one day to make up work missed for each day of absence, not to exceed three days. If extra time is needed, please communicate with the teacher for other arrangements. If teachers have provided work for the date(s) of the student's absence, work is due upon return.
5. If teachers have not provided work during the absence, the student has three (3) school days to make up work after the student returns to school.
6. The final decision on the time allowed for make-up work will rest with the individual teacher.

POLICY FOR REQUESTING HOMEWORK ASSIGNMENTS

All requests for homework assignments are made through the Main Office. **The Phone number is 918-696-7509.** Work may be picked up in the main office.

1. Do not request assignments unless you are absent at least two (2) full days.
2. If requested **before 9:00 A.M.**, assignments should be picked up before 3:00 P.M. that day.
3. If requesting assignments **after 9:00 A.M.**, the work should be picked up **the following day** before 3:00 P.M**.**
4. Assignments not picked up within 48 hours (2 days) will be returned to each teacher and the student will be responsible for getting his/her own work.
5. If the assignments are not picked up, the Office will **not request the work from a teacher a second time**.
6. When calling or coming by the Office to request homework assignments, let us know which books the student may already have at home with him/her. This ensures that the student has all books needed to complete the work.

STUDENT GRADING POLICY

One of the responsibilities of Rocky Mountain Public School is to teach the knowledge, information and skills which have been mandated by the state and which the majority of the citizens of this community deem valuable. Another responsibility of the district is to tell students and their parents how well the student is mastering each subject. Rocky Mountain Public School believes that ALL STUDENTS MAY BE SUCCESSFUL in this district.

REPORTING PROGRESS

Each student will receive a midterm and end of semester report on attendance and scholarship for each class. In addition, each student will receive a progress report at each mid-nine-week term. Based on these reports, parents are encouraged to contact teachers for assistance in helping their students achieve their capabilities.

GRADING SCALE

Students will be graded on a standardized percentage scale:

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

VALEDICTORIAN - SALUTATORIAN

Selection of Valedictorian and Salutatorian is based on a grade point average of the student's grades from the 6th, 7th, and 8th grades grade point average. The student must attend all of their eighth-grade year at Rocky Mountain School. Grade Point Average (GPA) will be calculated using grades from 1st and 2nd semester of 6th and 7th grade, 1st semester and 3rd nine weeks of 8th grade. No grades given or received will be weighted.

PROMOTION PROCEDURES

Promotion in Rocky Mountain Public School will be based on content mastery and achievement of curricula outcomes. Students who are promoted from one grade to the next in the middle school meet requirements set by state law. A conference will be held for students who do not earn these units; the conference will include the Superintendent, teacher, and a parent or guardian. Factors such as emotional maturity, age and attendance may be considered when deciding to move a child from one grade level to another.

PROFICIENCY BASED PROMOTION

Upon request of a student, parent or guardian, an eligible student will be given the opportunity to demonstrate proficiency in the district adopted learner outcomes. A copy of the Board of Education guidelines for Proficiency Based Promotion is available in the Superintendent's office.

PHYSICAL EDUCATION

Students not participating in gym, due to a **short- term illness**, must have a note dated and signed by a parent. This is to be given to the gym teacher. Before an **injured student** will be allowed to resume physical activity, a written release from the parent and/or doctor must be presented to the gym teacher.
Information regarding head injuries and concussions are given to athletes and parents each year. Acknowledgement and understanding of the information must be completed by the student athlete and parent prior to the athlete's participation of practice or competition.

Physical Activity Report to Parents

Rocky Mountain Public School provides physical education for all PK-8 students. All students in grades PK-8 receive instruction in physical education and exceed the minimum average of 60 minutes per week mandated by SB 1186. Physical activities within the physical education programs include fitness education, pre/post fitness testing, team and individual sports, and activities and games. At least 50% of the physical education classes are used for actual physical activity.

RMS encourages parents to be regularly active with your child while engaging in fun activities.
The obvious benefits of physical activity range from better health and improved self-esteem to providing a vehicle for family time that allows your child to view you as a positive role model. Contact your child's physical education teacher for more information on the benefits of physical education and activity.

RULES GOVERNING ATHLETIC PARTICIPATION

Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below.

No pupil shall be eligible to represent his school in athletics until there is on file a physical examination and parental consent certificate on a form prescribed by the Oklahoma Secondary School Activities Association, on which the examining physician shall certify as to his findings that the pupil is physically fit at that time to participate in the various athletic sports for the current school year.

Rocky Mountain Public School System does not furnish insurance to cover accidents student might incur while attending school. Insuring the student is the parents' responsibility.

ORES and Oklahoma Secondary School Activities Association scholastic eligibility standards are required of all students participating in extra-curricular activity programs.

ACADEMIC ELIGIBLITY FOR EXTRA-CURRICULAR ACTIVITIES

(a) A student on a quarterly schedule could not have failed more than one class the previous quarter in which he/she was enrolled.
(b) If a student does not meet the minimum scholastic standard, he/she will not be eligible the first week of the next quarter.
(c) A student who does not meet the above scholastic standard may regain his/her eligibility by achieving a passing grade in all subjects he/she is enrolled in at the end of the post failing week.
(d) Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grade required for the preceding grading period should be obtained from the records in the school last attended.

STUDENT ELIGIBILITY DURING A QUARTER

(a) Scholastic eligibility for a student will be checked after the fourth week of the first quarter and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

(b) A student must be passing in all subjects he/she is enrolled in during each quarter. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period.
(c) A student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period
(d) The ineligibility periods will begin on Monday and end on Sunday.
(e) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.
(f) A student regains eligibility with the first class of the new one-week period (Monday through Sunday).
(g) "Passing grade" means work of such character that credit would be entered on the records if the semester were to close at that time.

HONOR ROLLS

Students maintaining a 4.0 quarterly grade average will be recognized on the Superintendent's Honor Roll.
Students maintaining a quarterly grade average of at least 3.5 will be recognized on the Principal's Honor Roll.

COUNSELING SERVICES

RMS has a Licensed Professional Counselor on staff. If your child needs counseling services, please contact the office for more information. Students who receive counseling services by an outside agency, will be given the opportunity to continue to see their counselor when the student is not engaged in core classes. Emergency situations will be taken into consideration for altering these specified times.

EXTRACURRICULAR ACTIVITIES, ORGANIZATIONS, AND CLUBS

Rocky Mountain School has several extra-curricular clubs and organizations open to students.
Academic Teams, Cheerleading, Robotics Club, 4-H, Science Fair, Athletics
All students are encouraged to join and participate in these organizations. If you are interested in any of the activities, organizations or clubs, please contact their sponsor for guidelines regarding participation and leadership roles.

STUDENT ACTIVITIES, ELIGIBILITY

Rocky Mountain Public School students wishing to participate in extracurricular activities, clubs, organizations, field trips and competitive programs must be enrolled as a full-time student and comply with the eligibility requirements of each organization and program.

1. ORES which complies with the Oklahoma Secondary School Activities Association will be the official determinant of the basic eligibility requirements for all inter-district competitions. The teacher of the organization planning the field trip and the Superintendent will be the final authority on whether or not students will be allowed to accompany a student group on an activity. Students under suspension or students who are not passing in all classes will not be allowed to go. Other situations, such as behavioral problems, will be dealt with on an individual basis.

2. At the elementary school level, the teacher of the organization planning the field trip and the Superintendent will be the final authority on whether or not students will be allowed to accompany a student group on an activity.

3. Rocky Mountain Students wishing to participate in extracurricular activities, clubs, organizations, competitive programs must be enrolled as a full-time student and comply with the eligibility requirements of each organization and program. A fee may be required.

Academic & Robotics Team:

Academic and Robotic teams may be available from year to year. If you feel that you can fulfill the requirements and pass the selection process which includes testing and checking academic and discipline records, then see the sponsor to sign up. After school practice will be required periodically.

1. Any student whose cumulative GPA falls below 3.75 will be put on probation for one semester. If

the student fails to bring the GPA back up to 3.75 during this time, he or she will no longer be eligible for the team.

2. Any student who receives more than one disciplinary referral for any reason within two consecutive semesters may be considered for removal of the team. Any student who commits a serious violation (fighting, carrying drugs or weapons, vandalism, etc.) may be immediately removed from the team with the recommendation of the faculty committee.
3. Students who do not attend at least 75% of team meetings will be given a written warning. After discussion the advisors may choose to place the student on probation if he or she still does not meet the requirement. At the end of the semester, the student may be dismissed from the team if he or she still does not meet the attendance requirement.

Cheerleaders:
The purpose of the Rocky Mountain School Cheerleaders is to support the athletes and to promote school spirit and sportsmanship at all athletic events and at school. Members must maintain academic eligibility and must maintain a good conduct record with no more than one disciplinary report on file per semester.

TELEPHONE

The telephone located in the Superintendent's Office, the cafeteria, or the Coaches Office is for business use only. However, **students may use phone in the Superintendent's office to call their parents in an emergency with the permission of their teacher and/or office personnel.** Students will not be called out of class to answer calls unless in an emergency. If messages are left, students will be notified.

NUISANCE ITEMS

Nuisance items will not be tolerated at school. These items may be hazardous to the safety of others or they may interfere in some way with the educational process. They include, but are not limited to, such items as electronic devices, toys, skate boards, fidget spinners and other objects that distract from the learning environment. All such items will be confiscated and may or may not be returned. The school is NOT responsible for lost items confiscated from students.

CELL PHONES
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's 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 "on campus to off campus". 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.

"On campus to off campus" means the time between the arriving at the start of the school day to begin instructional time until the leaving school at the end of the school day to end instructional time including extended care and Boys & Girls Club.

"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.

Sponsors, coaches, etc. have the right to designate a NO CELL PHONE TIME during extra-curricular activities.

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 wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication 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.

REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

TEXTBOOKS AND LOCKERS

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. There will be no writing in textbooks. Students who lose or damage a book while it is checked out to them will be expected to pay for it; cost is prorated based on its age over a five-year life span. (Paid for damaged books will remain the property of the school.)

Lockers

When lockers are issued by the school, keep your books and valuables in your locker and be sure it is properly locked at all times. The student issued the locker will be held responsible for the contents of the locker. Don't share your combination with other students. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR PERSONAL ITEMS WHICH ARE LOST OR STOLEN WHILE AT SCHOOL. VALUABLE ITEMS SHOULD NOT BE BROUGHT TO SCHOOL.**

SEARCH AND SEIZURE

School officials may search school property assigned to a specific student (locker, desk, etc.) and seize items in his/her possession which are illegal or are deemed an interference with the educational process. A student personal search may be conducted when reasonable suspicion warrants and will be conducted within the guidelines set forth in the Oklahoma School Laws' handbook. Any search conducted will be made by administration, or designee, and a witness of the same sex as the student will be made available.

STUDENT SEARCHES

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statues, or missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be the same sex if practicable. 70 O.S. Section 24-102

- NO STRIP SEARCHES! Only clothing that may be removed is cold weather outerwear, shoes, and hand and head coverings, except religious head covering.
- The authority to search applies while the student is on school premises, being transported by the school, or attending any function sponsored/authorized by the school
- The extent of the search must be reasonably related to the objective of the search. Cannot be excessively intrusive. Must consider age and gender of student. Must consider the nature of the infraction.

INSURANCE

The Rocky Mountain Public School System does not furnish insurance to cover accidents a student might incur while attending school. Insuring the student is the parent's responsibility.

ROCKY MOUNTAIN PUBLIC SCHOOL
DRUG-FREE SCHOOL POLICY

Rocky Mountain Public School has zero tolerance for student/employee possession, use, or sale of illegal drugs, inhalants, or alcohol on any campus or any activity held under the auspices of the school. To help insure a drug/alcohol free school environment for Rocky Mountain Public School students, random, periodic inspections of school lockers, classrooms, buildings, and school parking lots by school officials, in accompaniment of law enforcement officials with certified drug-sniffing dogs, may be conducted each school year. Upon any occasion, that a student is found to be in possession, under the influence, or selling illegal substances or alcohol (any controlled or dangerous substance) the student and any contraband will be given into the custody of a city, county or state law enforcement official. Upon such occasions, parents or guardians of the student will be notified in accordance with Oklahoma Statutes and school district policy.

PRESCRIPTION MEDICATION

All prescription medication must be left in the Superintendent Office in original prescription container listing student's name, physician's name, and dosage instructions. All non-prescription medication must also be left in the Superintendent Office with written permission from the parent/guardian for dispensing.

CAFETERIA SERVICES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a breakfast and lunch are offered each day. Rocky Mountain School offers free breakfast and lunch to all students through the Community Eligibility Provision (CEP) program. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all breakfast and lunch litter in wastebaskets
2. Returning all trays and utensils to the dishwashing area
3. Leaving tables and floors around your place in a clean condition
4. Removing no food or drink from the cafeteria.

TRANSPORTATION REGULATIONS

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules must be followed closely. Riding a school bus is a privilege. This privilege may be removed if you do not abide by the bus rules.

Getting on and Exiting the Bus

1. Be on time at the designated school bus stop—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 board.
4. Be careful approaching the bus stop.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Receive proper school official authorization to be discharged at places other than the regular bus stop.
7. Go at least 10 feet in front of the bus and stop, check for traffic, and wait for the driver's signal to cross the road.
8. 9. Go home immediately, staying clear of traffic.

While on the Bus

1. Respect people and their property while on the bus
2. Keep all parts of the body inside the bus.
3. Refrain from eating or drinking on the bus.
4. Refrain from the use of any form of tobacco, alcohol, or drugs.
5. Assist in keeping the bus safe and clean at all times.
6. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Treat bus and equipment as you would valuable furniture in your home.
8. Students should never tamper with the bus or any of its equipment.
9. Maintain possession of books, lunches, or other articles and keep the aisle clear.
10. Help look after the safety and comfort of small children.
11. Do not throw objects out or into the bus.
12. Remain in your seat while the bus is in motions.
13. Refrain from horseplay and fighting on the school bus.
14. Be courteous to fellow students, the bus driver, and the driver's assistant.
15. Remain in the bus during road emergencies, except when it may be hazardous to your safety.

Bus Drivers

1. Do not allow any student who is not one of your normal passengers to ride your bus without a note or notification from the teacher or office.

2. Bus drivers are to be seated on the bus when students arrive to load.

Leaving School Grounds

In order to insure the safety of our students, the following rules will be strictly enforced.

1. No student will be allowed to ride on a bus other than the one he/she is assigned, unless the parent or guardian has given prior written permission.
2. No student will be allowed to leave the school grounds early without the permission of the Superintendent.
3. Parents must come to the office and sign their student(s) out; the office will call the student(s) to the office and release them.

If your child will be going to a place other than their normal place after school you, the parent, will need to notify the office with a note or a phone call. The phone should only be used in cases of emergency.

Extra-Curricular Trips & Class Trips

1. Students going on the class trips will be responsible for some cost associated with their class trips. Fundraising for class trips will be at the discretion of the Superintendent.
2. Sponsors will submit request for trips to Superintendent for approval at least two (2) weeks prior.
3. Class trips that include significant fund-raising efforts, must have Superintendent and Board approval.

HOMEBOUND GUIDELINES

The student must have a chronic or acute health condition that is so severe that it prevents them from attendance in school for a minimum of two or more weeks and would otherwise place them at risk of school failure as a result of the health condition. The condition must be verified by a physician and approved by the school Homebound Team. Students or parents of students requiring homebound services must see the Superintendent for further information.

DISMISSAL OF SCHOOL FOR INCLEMENT WEATHER

School will dismiss early when the Superintendent feels there is a possibility that the roads will freeze and/or become a safety hazard to the students returning home in the evening. If it appears likely that school may be dismissed early, an announcement will be made through the One Call calling system. If parents\guardians are unable to receive calls, they may contact the school regarding dismissal time.

If school is to be dismissed the following day, an announcement will be made on Channel 2 TV, Channel 6 TV, and Channel 8 TV news. All weather information regarding the closing of the Rocky Mountain School will be announced. Any school closing after 5:00 P.M. will be announced on the local TV stations

4-H Club

The Rocky Mountain School 4-H Club mission is to offer students who are eight years of age and in the third grade through eighth the opportunity to focus on personal growth as a member. Life skills development are built into 4-H projects, activities and events to help youth become contributing, productive, self-directed members of society. The Rocky Mountain 4-H club is under the supervision of Mrs. Frances Turman.

Rules for the Student Body

1. All drinks for students are prohibited in the classrooms and in the halls except for special occasion parties.
2. No hats, caps, other headgear, or sunglasses to be worn in the building.
3. Be courteous and respectful and no profanity.
4. No running, playing, or sliding in halls, on steps, or on rails and banisters.
5. Lunchroom walk, talking to a minimum, and be neat with food.
6. No horseplay, hitting, pushing, etc.
7. No writing notes or writing on walls, desk, bleachers, etc.
8. No soft drinks from the machines for students.
9. No running to and from buses.

10. Athletic lockers are furnished for students in 5th - 8th grades.
11. The school and coaches WILL NOT be responsible for lost or stolen items.
12. No toys, knives, radios, digital devices, C D players, I-pods, or game boys allowed at any time.
13. Chewing gum will ***NOT*** be allowed.

ROCKY MOUNTAIN SCHOOL AND STAFF WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Parent Teacher Conference

There will be Parent Teacher Conferences scheduled throughout the year. Two will be held from 3:05 – 8:05 p.m. on pre-selected days. Please make it a point to meet with your child's teacher if possible. Make an appointment with the teacher so that you can make the best possible use of your time as well as the teacher's. Both, you and your child's teacher should have time to prepare for the meeting if it is to have maximum benefit for the child. Ask any or all of the following questions:

1. Is my child performing at grade level in basic skills?
2. What achievement, intelligence, or vocational aptitude tests have been given to my child in the past and present?
3. What are my child's strengths and weaknesses in major subject areas?
4. I would like to go over some examples of my child's class work.
5. Does my child need special help in any academic subject or in social adjustment?
6. Would you recommend referral to other school specialists?
7. Has my child regularly completed homework you have assigned?
8. Has my child attend class regularly?
9. How well does my child get along with classmates?
10. Have you observed any changes in learning progress during the year?
11. Has learning improved or declined dramatically?
12. Have you noticed any changes in behavior such as squinting, extreme fatigue, or irritability, which may be signals of medical problems?
13. Would you advise any special programs or placement for next year?

Safety Drills

Fire, tornado, intruder drills, and classroom safety are the responsibility of the teacher. All pupils shall be instructed and taught the correct precaution to take in emergency situations. A minimum of two fire, tornado, intruder drills, safety drills, and lockdown drills will be conducted each school year. Additional drills may be conducted at the discretion of the superintendent. Fire and tornado drills shall be conducted for the purpose of securing the safety and lifesaving of the students, faculty, and staff in the event of such emergencies. Lock down drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. The drills shall conform to the written plans and procedures adopted by the district as required by Section 681 if Title 63 of the Oklahoma Statutes. All students and employees shall participate in the drills, with the extent of student involvement to be determined by the district.

Head Lice

It will be the responsibility of the teacher and assistant in each classroom to do routine head checks and report those results to the office. If a student is sent home due to lice or nits, the administrator's designee or the teacher will recheck students upon their return to school. If, between checks, you notice your child exhibiting characteristics of having lice, please notify your child's teacher so a class check can be done

The Rocky Mountain School Board has adopted the following policy with the specific intent to prevent the continual re-infestation of students with head lice and dangerous over treatment with pesticides. With the current resistant to pesticides, the only alternative may be manual removal of every louse and nit. Absence of lice and/or nits will be proof of management. When a student is found to have lice and/or nits:

1. The students' parents will be notified to pick up their child. If the parents cannot be reached by phone, a letter will be sent at the end of the school day with the student notifying the parent of the problem.

2. The note will specify whether your child has either lice or nits and that he/she must be free from lice and nits before returning to school.
3. Upon the students return to school the Administrator or designee to determine that they are free of lice and/or nits will recheck them.
4. If no lice or nits are found the student will be readmitted back to school. If any lice or nits are found the student will be taken home
5. It is expected that the student should not miss over one day of school for any one head lice incident. The school will, as required by law, contact the Department of Human Service to report excessive absences.

REFERENCES: 70 O.S. § 1210.194

PUBLIC NOTICE
FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT

The Rocky Mountain School District has developed policies and procedures designed to meet the provisions of the Family Rights and Privacy Act (FERPA). These policies may be found under section 500.015 Student Records. Copies of district policies are available for review in the Office of the Superintendent. The Rocky Mountain District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The right of student's parents and eligible student
2. To inspect and review the student's education records
3. The intent of the Rocky Mountain School District to limit the disclosure of information contained in a student's education records except:
    (1) By the prior written consent of the student's parent or the eligible student
    (2) As directory information – Name, grade, Parent/Guardian's name
    (3) Under certain limited circumstances, as permitted by the FERPA.
4. The right of a student's parents or an eligible student to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
5. The right of any person to file a complaint with the U.S. Department of Education, if the Rocky Mountain School District violated the FERPA.
6. Parents and eligible students should come by the Superintendent's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record.

The Rocky Mountain School District assured Child Find Procedures will be conducted according to guidelines outlined within the Oklahoma Policies and Procedures for Special Education Manual. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

NOTIFICATION OF FAMILY EDUCATIONAL
AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Rocky Mountain Public School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Rocky Mountain Public School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Rocky Mountain Public School to include this type of information from your child's education records in certain school publications. Examples include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In

addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (1) If you do not want Rocky Mountain Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2007. Rocky Mountain Public School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed.] Student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; and the most recent educational agency or institution attended.

Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (PL. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (PL. 107-107), the legislation that provides funding for the Nation's armed forces.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
    1. Political affiliations or beliefs of the student or student's parent(s)
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law;
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
    3. Instructional material used as part of the educational curriculum.

Rocky Mountain Public School will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Rocky Mountain Public School will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

Rocky Mountain Public School will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

* Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
* Administration of any protected information survey not funded in whole or in part by ED.
* Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PARENTS' BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

STATEMENT OF AVAILABILITY OF MANAGEMENT PLAN AND NOTIFICATION OF ACTIVITIES

Rocky Mountain Public School will annually notify all parents, teachers, and other employees of the availability of the management plan by posting this information in the main office at each location. Additionally, information regarding any asbestos-related activities planned or in progress, will be posted in the same location and memorandums will be given directly to employees concerning the specific activity.

AHERA ASBESTOS

In accordance of federal law, licensed and accredited personnel for the presence of asbestos have inspected Rocky Mountain Public School I-35. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those that can be crumbled by hard pressure, and therefore, have a potential to release airborne fibers if material is damaged or disturbed. Non-friable materials are hard, and are incapable of releasing asbestos fibers, unless the materials are sanded or ground by a machine in some way. The complete report and asbestos management plan are available for review during regular business hours in each school's administrative office. We are pleased with the plan and continue to strive to provide a safe environment for our students and faculty.

INTERNET USAGE POLICY
Rocky Mountain School

Internet access is now available to students and teachers in the Rocky Mountain School via ONENET. We are very pleased to offer Internet access and believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

TERMS AND CONDITIONS FOR USE OF INTERNET

The Internet is an electronic highway connecting millions of individuals, groups, and computers all over the world. The Rocky Mountain Public School District is committed to increasing students' and teachers' opportunities for access to this increasingly crucial educational tool. With access to such unlimited information and communication resources, however, comes the possibility of accessing material that may not be considered to be of educational value in the context of the school setting, as well as the possibility for students to conduct themselves on the Internet in an unacceptable manner. This policy, therefore, is presented as a legally binding document upholding the high standards requisite of all Rocky Mountain Public School students for successful, appropriate use of--and behavior on--the Internet.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who

must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a student of Rocky Mountain Public School violates any of these provisions, his or her access may be terminated and future access could be denied. (The signature(s) at the end of the document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.)

INTERNET: TERMS AND CONDITIONS

1) Acceptable use - the purpose of NSFNET, which is the backbone network to the Internet, is to support research, education, and communication in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of pertinent educational research and/or communication and be consistent with pertinent educational objectives. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

2) Privileges - The use of the Internet is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each student who receives Internet access must participate in an informational session conducted by the site administrator or his/her designee, pertaining to the proper use of the network. When questions arise regarding problems with student use of the Internet, administrators and teachers will deem what is appropriate use and their decision regarding consequences will be final. Consequences for specific users may include having their Internet access denied, revoked, or suspended, with such action being in effect for any and all Internet use within, and at, all Rocky Mountain Public School District sites.

3) Netiquette - You are expected to abide by the generally-accepted rules of the net etiquette. These include, but are not limited to the following:

(a) Be polite. Your message should not be abusive or offensive to others.

(b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate Language.

(c) Do not reveal your personal address, phone number, or e-mail address, or the addresses and/or phone numbers and/or e-mail addresses of students, staff members or any other person.

(d) Illegal activities are strictly forbidden.

(e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.

(f) Do not use the network in such a way that you would disrupt the use of the network by other users.

(g) All communications and information accessible via the network should be assumed to be private property.

4) The Rocky Mountain Public School District and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for services they provide. The Rocky Mountain Public School District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet, the Rocky Mountain Public School District is not responsible for the accuracy or quality of information obtained.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the Internet, you must notify a teacher or administrator. Do not demonstrate any problems to other student users. Do not use another individual's account without written permission from that individual and permission from a teacher/administrator. Attempts to access the Internet as an adult, or as someone other than who you are, will result in cancellation of user privileges. Any user denied as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone or other networks. This includes, but is not limited to, the uploading of a virus, the creation of a computer virus, or the intentional downloading of a file known by the user to contain a virus.

7) Terms and Conditions - All terms and conditions as stated in this document are applicable to the Rocky Mountain Public School District and the Oklahoma State Department of Education, in addition to NSFNET. These terms and

conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America. This policy was adopted by the Rocky Mountain Public School Board of Education on 10-11-94, Revised 9-11-97.

STUDENT SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. Rocky Mountain Public School does not condone any sexually harassing behavior by a student in this district or an employee of this district directed toward a student of the opposite sex or the same sex. Appropriate disciplinary action will be taken toward the individual who is judged guilty of the harassing behavior.

GENERAL PROHIBITIONS
Unwelcome Conduct of a Sexual Nature
1. Definition: Sexual harassment is conduct sufficiently severe or pervasive as to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
2. Conduct of a sexual nature may include 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. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Civil Rights Officer has the responsibility of investigating and resolving complaints of sexual harassment. Any student or employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

A. Definitions
1. **Discrimination complaint**: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment) or qualified handicap.
2. **Student grievant**: A student of the school district who submits a complaint alleging discrimination based on race, color, national origin, sex (including sexual harassment), or qualified handicap.
3. **Employee Grievant**: An employee of the School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex (including sexual harassment), age, or qualified handicap.
4. **Title IX, ADA, Title VII and 504 Coordinator(s)**: The person(s) designated to coordinate efforts to comply with and carry our responsibilities under the Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, and the other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
5. **Respondent**: The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. **Day**: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint shall exclude Saturdays, Sundays and legal holidays.

B. Pre-filing Procedures
1. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building Superintendent or the District's Title IX, ADA, Title VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

C. Filing Processing Discrimination Complaints

1. **Grievant**: Submits written complaint to the Coordinator, as applicable, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available from the office of the District's Title IX, ADA, and Title VII and 504 Coordinator.
2. **Coordinator**: Notifies respondent within 10 days, asks respondent to:
    a. Confirm or deny facts
    b. Indicate acceptance or rejection of student or employee's requested action, or,
    c. Outline alternatives
3. **Respondent**: Submits answer within 10 days to the applicable Coordinator
4. **Coordinator**: Within 10 days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the Superintendent or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the Superintendent or other designee.
5. **Superintendent, Grievant, Respondent, and Coordinator**: Hearing is conducted.
6. **Superintendent**: Issues within 10 days after the hearing a written decision to the student or employee, respondent, and applicable Coordinator.
7. **Grievant and Respondent**: If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 days and request, in writing, a hearing with the Superintendent.
8. **Coordinator**: Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
9. **Superintendent, Grievant, Respondent, and applicable Coordinator**: Hearing is conducted.
10. **Superintendent**: Issues a written decision within 10 days following the hearing
11. **Grievant:** If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 days and request a hearing with the Board of Education.
12. **Coordinator**: Notifies Board of Education, in writing, within 10 days after receiving request. Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
13. **Hearing held by the Board**: Grievant, respondent, and applicable Coordinator and the Board issue a final decision at the hearing regarding the validity of the grievance and any action to be taken.

D. General Provisions

1. **Extension of time**: Any time limits set by those procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is filed until complaint is resolved shall be no more than 180 days.
2. **Access to Regulations**: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color national origin, religion, sex, age, qualified handicap or veteran status.
3. **Confidentiality of Records**: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Adopted by the Board of Education 2-92 and Revised 9-00

BULLYING, HARASSMENT AND INTIMIDATION

No student in this school district will be subject to bullying, intimidation, harassment or any other form of persecution by any student or employee.

Harassment, bullying and intimidation means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Yearly, the district will assess and, if needed, modify race and disability harassment policies and procedures to ensure the policies and procedures are being implemented and are effective in preventing race and disability harassment. The district will also assess whether systemic action (i.e. staff training or student educational programs) needs to be taken to address race or disability harassment.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.
REFERENCE: 21 O.S. Sec. 1190

Hazing

The School Board of Rocky Mountain School enacts this policy to maintain a safe learning environment for students that is free from hazing. The District shall not tolerate any hazing of students and prohibits hazing at all times.

Definition:

Hazing means any conduct or method of initiation of any student, organization, or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance, any brutal treatment, or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep, rest, or extended isolation.

Staff's Responsibilities:

Administrators, teachers, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, has other knowledge, or belief of conduct that may constitute hazing shall inform the school Principal or school Superintendent immediately. Teachers, Coaches, Administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

Where and When Policy Applies

This policy applies to behavior that occurs on or off school property and during and after school hours.

Formal Reporting Procedure

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school Principal, the school district Human Rights Officer, or the Superintendent.

Informal Reporting

Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

School District Investigation

Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as possible and a report will be filed with the Superintendent within fifteen- (15) days of completion of the investigation.

Discipline

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated this policy. Such action may include, not limited, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

Prohibiting Harassment, Intimidation and Bullying

Regulation

Statement of Legislative Mandate and Purpose

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying protection Act, 70 O.S. 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment,

Bullying Policy

It is the policy of this school district that harassment or bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the

students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public or private school in Oklahoma or any other state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, ”bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, not does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

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

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

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

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations and harassment;
2. The expeditious correction of the conditions causing such harassment;

3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment, and;
6. A process where the provisions of the policy are disseminated in writing annually to all staff and students.

Prohibiting Harassment, Intimidation, and Bullying (Investigation Procedures)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the students, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 or Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

Health Service Plan

Section I

General

1. Rocky Mountain School has a population of diverse students Health care is available at various entities within the county and surrounding area.
2. The students of Rocky Mountain School have available through the W.W. Hastings Hospital, Wilma Mankiller Clinic, and also the Adair County Health Department. These entities provide services to Rocky Mountain School such as needed shots, head checks, lice medicine, aids prevention, health fairs, dental sealant, and many other health related services too numerous to mention.
3. Shot records, head checks, and other related the district provides services.

Section II

Meningococcal Meningitis

Information shall be distributed at the beginning of the school year to all Rocky Mountain School parents of students in Grades six through eighth grades.

1. At the beginning of each school year, when the board of education of Rocky Mountain School District provides information on immunizations, infectious disease, medications, or other school health issues to parents and

guardians of students in grades six through eighth grades, the board shall include information about meningococcal meningitis.

2. The information shall include at least the causes and symptoms of meningococcal meningitis, how it is spread, sources for additional information about meningococcal meningitis, and the availability, effectiveness, and risks of vaccination against the disease.

Section III

Vision Screening

Rocky Mountain School shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year. Such screening shall be conducted by personnel listed on the statewide registry as maintained by the State Department of Health.

1. Vision screening certification for first and third grades must be provided within thirty days of the beginning of the school year.
2. Vision screening certification for Kindergarten students may be done during their school year.
3. Students failing the vision screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist.
4. A report of the comprehensive eye examination will be forwarded to the student's parent or guardian, school, and primary health care provider and shall include recommended education adjustments.
5. No student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report.
6. Rocky Mountain School district will inform parents and guardians of this requirement annually.

Diabetes Medical Management Plan

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks
2. Administering insulin through the insulin delivery system used by the student
3. Treating hypoglycemia and hyperglycemia
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.
6. Complete the Diabetic Student Information Sheet

Diabetic Student Information Sheet

Please be advised that _____ has diabetes. The parents of the student have provided the school district with written permission to provide this information to all school employees who will be responsible for the providing transportation services to the student or may be required to supervise the student.

1. Emergency contact. If an emergency situation occurs, please contact _____ at the following number _____.
2. Potential emergencies that may occur with regard to this student include: _____
3. This information is confidential medical information. Do not disclose this document or any medical information regarding this student to any person. Disclosure of this information shall result in disciplinary measure, which could include termination of employment.

Administering Medication to Students

If a child is required by a physician 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 that it is in the best interest of the student that non-prescribed medication be dispensed to the student, only the school nurse, Administrator, or Administrator's designee may administer the medication in compliance with regulations.

Self-administration of Inhaled Asthma and/or Anaphylaxis Medication Policy

The board of Education of Rocky Mountain School adopts the following policy for self-administration of Inhaled asthma medication by a student for treatment of asthma and the self-administration of Anaphylaxis medication by a student for treatment of Anaphylaxis.

1. The parent or guardian of the student must authorize in writing the students self-administration of medication.
2. The parent or guardian must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.
3. The parent or guardian of the student must provide an emergency supply of the student's medication to be administered.
4. Rocky Mountain School district, employees, and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the students.
5. The parent or guardian of the student must sign a statement acknowledging that the school district shall incur no liability because of any injury arising from the self-administration of medication by the student.
6. The permission for self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of these requirements.

A student who is permitted to self-administer asthma or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector at all times. All other prescribed medication must be turned into the office upon arrival at school. When medication is to be taken the student must report to the office to take medication. At the end of the day the student must return to the office to get medication to take home.

Reports of Child Abuse

State Law requires every employee to promptly report any suspected child abuse to the proper authorities. Employees receive annual training concerning signs and behaviors indicating abuse or neglect.

Reading Sufficiency Act

The Oklahoma Legislature passed a Bill called, "The Reading Sufficiency Act". This Act basically states:

1. Each school district will adopt an annual update district reading plan.
2. A committee composed of teachers, a reading specialist if possible, and a parent will develop this plan.
3. Students in kindergarten, first, second, and third grades shall be assisted by multiple ongoing assessments for the acquisition of reading skills. (The reading level of these students will be determined by many different tests over the course of the year.)
4. Students not reading on grade level will be provided with a reading assessment plan.
5. For students needing remediation, a committee composed of teachers, a reading specialist, and a parent will develop a reading plan which shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills.
6. For any third-grade student in need of remediation their plan must include specialized tutoring.
7. Students in need may be required to attend after school tutoring, summer school, or Saturday school.

Remediation in Reading and Mathematics

Every Rocky Mountain School student shall demonstrate mastery of the state academic content standards in reading and mathematics by the end of the student's seventh-grade year. To demonstrate mastery of reading and mathematics, a student shall attain at least a satisfactory score on the seventh-grade criterion-referenced test in reading and mathematics. Each student who does not score at least at the satisfactory level shall be provided the

opportunity of remediation for the purpose of assisting the student in performing at least at the satisfactory level on the eighth-grade criterion-referenced tests in reading and mathematics.

School-Parent Compact

Rocky Mountain School Title 1 Parent Involvement Policy

Rocky Mountain School agrees to implement the following statutory requirements:

1. The school will put into operation programs, activities and procedures for the involvement of parents with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated in consultation with parents of participating children.
2. Consistent with section 1118, Rocky Mountain School will work to ensure that the required school level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school parent compact consistent with section 1118(d) of the ESEA.
3. Rocky Mountain School will incorporate this district wide parental involvement policy into its LEA plans developed under section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of par5ticipating children, Rocky Mountain School will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
6. Rocky Mountain School will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the once percent reserved goes directly to the schools.
7. Rocky Mountain School will be governed by the following statutory definition of parental involvement: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
    a) That parents play an integral role in assisting their child's learning;
    b) That parents are encouraged to be actively involved in their child's education at school;
    c) 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;
    d) The carrying out of other activities, such as those described in section 1118 of the ESEA.

    Rocky Mountain School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

    a. Conduct public hearings and meetings that have been advertised in local commercial media outlets, and by other means such as the school newsletter, school web site, direct mail, and personal communication;
    b. Conduct surveys and/or needs assessments;
    c. Assure adequate parent representation on school committees,
    d. Provide guidance and/or technical assistance to the parent involvement committee to facilitate its activities
    e. Provide facilities, resources, personnel, and time for parental involvement committees to conduct activities.

Rocky Mountain School will take the following actions to involve parents in the process of school review and improvement under section 11116 of the ESEA:

a) Conduct public hearings and meetings that have been advertised in local commercial media outlets, and by other means such as the school newsletter, school web site, direct mail, and personal communication;
b) Assure adequate parent representation on school committees,
c) Provide AYP and API data to committees
d) Provide training and technical assistance to committees to assist in the understanding and use of data

Rocky Mountain School will provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

a) Provide facilities, resources, personnel, and time for parental involvement committees to conduct activities.
b) Provide training and technical assistance to committees to assist in the understanding and use of data
c) Rocky Mountain School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
    i.) The After-School Program
    ii.) Indian Education
    iii.) Johnson O'Malley
    iv.) Other programs
    v.) Initiatives.

Rocky Mountain School will undertake an annual review of the effectiveness of its parental involvement policy under the direction of the superintendent. The review may include surveys, interviews, public hearings/meetings, and other methods. Rocky Mountain School will use the information gathered to continually improve the participation of all parents. Particular emphasis will be placed on any subgroup that may be underrepresented.

Rocky Mountain School will build the schools' and family's capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among Rocky Mountain School, families, and the community to improve student academic achievement, through the following activities specif8ically described below:

Rocky Mountain School will provide assistance to families of children served by the school district as appropriate, in understanding topics such as the following, by undertaking actions described in this paragraph-

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A
- how to monitor their child's progress, and
- how to work with educators:

Rocky Mountain School will provide the necessary coordination, technical assistance, resources and other support required to ensure success.

Rocky Mountain School will provide materials and training to help families work with their children to improve their children's academic achievement by: Conducting parent training on literacy development, homework help, and other subjects identified by the community.

Rocky Mountain School will educate its staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by conducting activities that require the interaction of the staff and the families of students, and further by providing support and reinforcement for such activities. Activities such as student fund raisers, performances, challenges, and other curricular and extracurricular events will provide the basis for many of these interactions.

Rocky Mountain School will coordinate and integrate family involvement programs with Even Start, Indian Education, the After-School program, Johnson O'Malley, and other programs. Activities that support this initiative include parent trainings, open house, resource fairs, and other community events.

Rocky Mountain School will ensure that all information related to family involvement is conveyed in a language and format that is usable, readily available, and appropriate to the service population of the school. Information will be available on the school web site, in newsletters mailed to the families, in handouts, to the students, and in school newspapers. Personnel answering the school telephone will also have information available upon request.

TITLE I SCHOOL-PARENT COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out and to support student success in school and in life.

As a STAFF MEMBER, I will provide your child with every opportunity to learn and grow by:

- Maintaining a quiet and organized workplace;
- Having a high expectation of myself and my students;
- Giving instruction and assignments appropriate for the skill and development required by state and district standards;
- Monitoring student work on a daily basis to ensure success and progress; and
- Reporting regularly to parents with returned work, written notices, and conferences.

As a STUDENT, I will keep my focus on what is important in meeting my goal of learning by:

- Being in class on time, every day, with my homework in hand and prepared to work;
- Allowing the teacher to teach and everyone in class to learn;
- Completing my work on time and accurately;
- Keeping my hands, feet, objects, and comments to myself; and
- Respecting others and their property.

As a PARENT/GUARDIAN, I will support Rocky Mountain School's programs and activities that give my child the optimum opportunity for learning by:

- Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school;
- Accentuating the positive events at school and help my child resolve issues of concern and conflict;
- Supporting the discipline policy and reinforcing the highest expectations of the school staff;
- Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading;
- Seeing that my child gets adequate rest and is in school on time with a positive outlook;
- Attending conferences to discuss my child's progress and attending events which showcase my child's work and learning experiences; and
- Providing and maintaining accurate information on my child's records for contact.

Parent/Guardian:		Date:	

Student:		Date:	
Teacher:		Date:	
Principal:		Date:	

Indian Policies and Procedures P.L. 81-874 (Impact Aid)

The following policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands are hereby approved by the Board of Education of the Rocky Mountain School.

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Rocky Mountain School District. No teacher or program director is to exclude or limit participation in any district activity on the basis of race. The Rocky Mountain School will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the education program on an equal basis. An annual statistical study will be conducted to determine the extent Indian children do participate on an equal basis and modifications will be made in the Education programs as needed to allow participation of all children.
2. Pertinent program policies plan, application, and evaluation, will be disseminated through the local newspaper and/or notices to the parents from school.
3. Mail notice in advance to tribal leaders and send handouts home to parents or Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Public Law 81-874.
4. Inform the Indian Community of events in education programs assisted with funds provided under Public Law 81-874 through students' handouts and/or the students' newspaper and make greater use of the newspaper serving the Rocky Mountain School area.
5. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluation, programs plan, and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian children when these items become available, with a note saying that upon request to the superintendent/principal copies of the original documents listed above will be provided.
6. By scheduling through the superintendent/principal's office a place on the agenda of any open meeting of the Rocky Mountain School District may:
    - Present views regarding applications
    - Make recommendations concerning the needs of their children
    - Provide input into the planning and development of the educational programs and policies and procedures of the district
    - Present views on the education programs and its operations
7. At least annually a Public hearing will be held at which parents of Indian children and/or tribal officials may discuss current status of school programs and desired directions for future development for Board consideration.
8. Letters of invitation will be sent to the tribe(s) and parents of children living on Indian lands requesting them to meet. A copy of that invitation with names and addresses of those in attendance will be available in the office of the superintendent/principal of the school. The above-adopted policy reflects the views of those tribal leaders and parents attending the meeting(s).

Student Transfers

The law on transfers has changed and new information will be made available in Jan. 2022.

OPEN TRANSFER

1. The parent/guardian must apply with the Receiving District
2. A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed as a teacher, upon approval of the receiving district only.

EMERGENCY TRANSFER

1. The parent must begin application with the Receiving District
2. District personnel will complete the form on line at The Wave reporting site

CHILDREN OF SCHOOL DISTRICT EMPLOYEES

Children or wards of individuals employed as teachers by the school district shall be allowed to transfer into the school district.

Constitution Day and Citizenship Day

1. September 17, of each year shall be Constitution Day and Citizenship Day.
2. Each year, on September 17, the Rocky Mountain School, School District C024 shall conduct educational importance of the Unites States Constitution.
3. When September 17, falls on a Saturday, Sunday, or holiday, Constitution Day and Citizenship Day shall be held during the preceding or following week.

Veterans Day

On November 11 or the next school day of each year Rocky Mountain School will conduct and observe an appropriate program of at least one class period remembering and honoring American veterans. In addition, a one-minute moment of silence beginning at 11 a.m. on November 11 or the next school day of each school year will be observed.

Celebrate Freedom Week

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, the date of November 11 is hereby designated "Veterans Day," and the week in which November 11th falls is designated "Celebrate Freedom Week" in and for the public schools of this state.

As part of a social studies class, during Celebrate Freedom Week or during another full school week as determined by the board of education, appropriate instruction concerning the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical contexts shall occur.

- The religious references in the writing of the founding fathers shall not be censored.
- The study of the Declaration of Independence to include the study and the relationship of ideas expressed in that document to subsequent American history, including the relationship of its ideas to the rich diversity of or people as a nation of immigrants, the American revolution, the formulation of the United States Constitution, and the abolitionist movement, which led to the Emancipation proclamation and the women's suffrage movement.
- Students in grades three through twelve shall study and recite the following:

"We hold these truths to be self-evident, that all men are created equal, that they are endow by their Creator with certain unalienable Rights, that among these are Life Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed."

COMPLIANCE

Anyone who has a question regarding discrimination on the basis of race, sex, national origin, handicap, religion or age may contact 918-696-7509, or Rocky Mountain Public School, 463355 E 835 Rd, Stilwell, OK 74960

NON-DISCRIMINATION

It is the policy of the Rocky Mountain Board of Education District 1035 that no person shall on the grounds of race, color, religion, sex, national origin, age, marital or veteran status, or qualified disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education programs, activities, services, or in admissions, financial aid, recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board of Education is responsible.

Statement of Rights

Parents and eligible students have the following rights under the family Education Rights to review the student's education record.

1. The right to inspect and review the student's education record
2. The right to exercise a limited control over other people's access to the student's education record
3. The right to seek to correct the student's education records in a hearing, if necessary
4. The right to report violation of the FERPA to the department of health, education, and welfare
5. The right to be informed about FERPA rights all rights and protections given under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in a Post-Secondary School the student then becomes an "eligible student".

The District will arrange to provide translation of the notice to non-English speaking parents in their Native Language.