



Newkirk Middle School 2026-2027

Principal – Wendy Terrazas

School Counselor – Dustin Watters

School Phone Number: 580.362.2516 **Fax Number:** 580.362.1150

711 S Academy Street
Newkirk, OK 74647
www.newkirk.k12.ok.us

7:30 am

East doors open for students

8:00 - 8:48

1st Period

8:52 - 9:23

RTI/Homeroom

9:27-10:15

2nd Period

10:19-11:07

3rd Period

11:07-11:37

Lunch

11:41-12:29

4th Period

12:33- 1:21

5th Period

1:25- 2:13

6th Period

2:17- 3:05

7th Period

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NEWKIRK MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

Welcome to Newkirk Middle School

Newkirk Middle School is founded on a solid educational past and we are planning for a better future. Whether you are entering NMS for the first time or are returning as seventh or eighth grader, welcome to the new year and the opportunities that await you.

Every well-run organization needs rules and regulations for efficient operation and a school is no exception. In this handbook, you will find the rules and policies under which our school is governed. The purpose of this handbook is to provide students and parents with the rules, procedures, and policies of Newkirk Middle School. The contents represent a combination of state law, school board policy, and administrative rules. The Board of Education and administration reserve the right to interpret these policies and in the event that a situation is not specifically covered in the handbook, the administration reserves the right to add to, delete, or modify existing rules.

Those of us at Newkirk Middle School who have devoted our lives to working young people are very proud of this school because of the students who attend and their accomplishments both in academics and extracurricular activities. The staff at Newkirk Middle School encourages every student to become involved with many aspects of school life, so you can share in the pride that has made Newkirk Middle School one of the best!

Wendy Terrazas
Newkirk Middle School Principal

School Emblem

Tiger

School Colors

Royal Blue and Gold

School Vision

Newkirk Public Schools, where every Tiger feels loved, respected, and encouraged every day.
(Every Tiger, Every Day)

MISSION STATEMENT

Newkirk Public School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our student's educational experience..

Guidelines for Student Conduct

R-Responsibility, O-Ownership, A-Attitude, R-Respect

The middle school will continue to **R.O.A.R** as we teach and practice the guiding principles of **Responsibility, Ownership, Attitude, and Respect**. The middle school staff believes that a successful student will show the most growth, academically and socially, by accepting the **responsibility** to behave appropriately and to be active in the learning process. Our students will take on the **ownership** of a “learner” demonstrating the necessary actions for success. We want our students to have a positive **attitude** about school and do the “right” thing each and every day and the middle school also believes that students must show **respect** for each other, for the adults in their lives as well as a respect for learning. Let’s R.O.A.R into the 2026-2027 school year!

EMERGENCY PROCEDURES

Inclement Weather

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. An emergency/information service (“All Call”)—will call your one pre-designated phone number to inform of school closures. See the school secretary for more information on how to participate. This service is optional. A message will also be posted to the district website and the NMS Facebook page.

An attempt will be made to contact the following stations by 6:00 a.m. of the day in question concerning the dismissal or cancellation of school for any reason. KFOR-TV (Ch. 4 OKC), KOCO-TV (Ch. 5 OKC), KWTU (Ch. 9 OKC), KLOR 99.3 FM (Radio), KIXR 104.7 FM (Radio), WBBZ 1230 AM (Radio), KPNC 100.7 FM (Radio)

Family Emergency

In the event of a family emergency, please contact the school office at 580-362-2516 or come to the office. We will bring your child to the office so that you may discuss the situation privately or so that you may check out your child from school. Please do not send text messages or call your student’s cell phone as this may place your child in an uncomfortable situation within the classroom.

Other Emergency Situations

FIRE - A fire alarm system is in place and sensors activate the system automatically or manual stations can be utilized in an emergency. The school evacuation plan is posted in each room and will be followed. A fire drill will be conducted twice per semester. In the event of a fire students will be released to parents from the evacuation location.

TORNADO - An alarm will sound and it will be announced over the intercom. Teachers will direct students to go to the assigned shelter and cover their heads. Students will not be released during a tornado emergency. In the event of a tornado, parent contact may be made at a designated location that will be determined after the danger has passed and a safe location is located.

BOMB THREAT - In case of a bomb threat, an announcement will be made over the intercom. Instructions for evacuation will be given at that time. Students will be released to parents from the evacuation location.

INTRUDER ALERT - Announcement will be made over the intercom for students to shelter in the locked classroom away from the windows and the door. They will stay quiet and wait for the “all-clear” announcement or further instructions from administration. No admittance will be allowed at the school. Students will be released to parents from a safe location.

LOCKDOWN ALERT - Announcement will be made over the intercom for students to shelter in the locked classroom. No admittance will be allowed to the school. This alert will end when the event leading to the alert is over or, if necessary, the alert is changed to an intruder alert. No admittance will be allowed at the school and students do not need to be released.

BUS EVACUATION - Students will evacuate the bus during an emergency using front and emergency exits as practiced through drills.

Disclaimer

The principal has the right to make exceptions, exemptions, or decisions based on information at the time of the incident.

POLICIES AND PROCEDURES FOR ATTENDING SCHOOL ADMISSION TO SCHOOL

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) court-appointed guardian, or (3) person having legal custody and has assumed the permanent care and custody of the child holds legal residence. The district has the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district if such adult has assumed permanent care and custody of the child and provides a major degree of support. The McKinney-Vento Homeless Assistance Act will apply.

In order to enter Newkirk Middle School, a student must meet the following requirements:

1. Provide **two** of the following as proof of residency in the Newkirk Public Schools attendance area
 - **Driver's license with current address**
 - **Legal lease of agreement, rent receipt, or deed to home**
 - **Public service bill in your name**
2. As of Jan. 28, 2005, the Oklahoma State Department of Health requires that all students must have received and show proof of having received the following minimum immunization:
 - **2 MMR**
 - **5 DPT (for 8th & 9th graders)**
 - **3 DPT(10th thru 12th graders) with one at less than 10 old**
 - **4 Polio series**
 - **Tetanus: one booster every 10 years**
 - **2 Hep A and 2 or 3 Hep B**
 - **1 Varicella**
3. A custodial parent must register the student. Legal guardian must provide court-ordered proof of guardianship, or a temporary guardianship letter that has been notarized.
4. A withdrawal form and / or transcript from the previous school must be provided, or the previous school's name, address and phone number so that we can contact them.
5. Students who have been suspended from another school **MUST** make an appointment and meet with an administrator before they will be considered for registration.
6. Students will not begin school on the same day they register.
7. Following registration, students will meet with the counselor to schedule appropriate classes.
8. Free and reduced lunches cannot begin until all forms are completed and approved.
9. All students must pay a fee of \$10.00 for class dues. These fees help pay for student agendas and various activities.

WITHDRAWAL FROM SCHOOL

- Custodial consent is required for the withdrawal to be official and complete unless the student is 18 years of age at the time of the withdrawal.
- A student who plans to withdraw from school must do so by obtaining an official withdrawal form from the principal's office. Any books/equipment and outstanding fees must be cleared.
- After completing this form, the student must return it to the principal.

ATTENDANCE POLICIES

The Newkirk Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

Neglect or Refusal to Compel Child to Attend School 70 O.S. Section 10-105

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school.

ABSENCES

— A student must be in attendance in class at least 90% of the time during each semester to be eligible for extra-curricular activities. Students are allowed no more than eight (8) absences per class per semester. To clarify, Credit will not be given in a class if the student has more than eight (8) absences in a semester. An absence is defined as missing more than half of the class period. Parents must notify the school of absence and meet the criteria set by state statutes in order for it to be excused.

Every effort should be made to provide documentation with a doctor's note or funeral notice. A doctor's note or other documentation of the absence (such as a court summons) should be submitted to the attendance clerk when the student returns to school. An Attendance Review Committee will review absences for a student on a case-by-case basis. Further documentation may be requested. Extenuating circumstances are to be considered on a case by case basis by the building principal or administrative designee. All decisions are final. Student appeals to the board for the attendance committee must be submitted in writing to the superintendent within 30 days of the succeeding semester.

All absences count toward the 8 days allowed for absences. Assignments for absences must be completed according to policy when the student returns to school. Students may be excused for the following reasons:

- Mental or physical disability, medical appointments, personal or family illness
- Excused by principal due to emergency at the request of parent;
- Religious holy days;
- Participating in a military funeral honors ceremony upon approval of the school principal.
- Military honors-Documentation required

These are the only statutory exemptions for a child to be absent from school. Your child's education is vital and needs first consideration as much as possible. It is understandable that emergencies occur and these are considered extenuating circumstances. Always feel free to contact the principal if you have questions about this policy. Letters will be sent out periodically to inform parents of absences. Parents and students may use the parent portal absences on-line on a daily basis to stay informed. If a student is absent four (4) days in any 4-week period or ten (10) days in a semester, the attendance officer is required to notify the parent and report to the District Attorney. Students must be dropped from the role after ten (10) consecutive absent days.

Students with unexplained absences may be considered truant. Truancy is defined as being absent from a given class or assigned area without the knowledge or permission of the school.

CHECKING IN/OUT

Students leaving school before regular dismissal time MUST check out through the middle school office before leaving campus. Parent contact with the office is required BEFORE a student is excused to leave. NO student should leave without checking out. Any absences without permission may result in disciplinary action. A student leaving campus without PRIOR approval from the office WILL RECEIVE A CONSEQUENCE FROM THE OFFICE. Students who leave and return on the same day must check in with the middle school office upon return. Please call 580-362-2516.

TARDIES

Students are expected to be in the classroom and prepared to work when the tardy bell rings.

Three (3) tardies in one semester may result in a detention.

- **Six (6)** or more tardies in one semester will result in a Principal Conference and possible ISD. Privileges of attending school activities, events, functions, and placed in after-school detention will be considered.
- It is the responsibility of the student to obtain a tardy pass if that student is going to be tardy for class. Tardy passes from the middle school office should be obtained 1st hour before the student goes to class. Parent/Guardian should contact the school office to give the reason for the student being late.
- If a student is detained between classes then the pass must be obtained from the teacher that detained them. If the student is late for class and the student does not have a pass, that student will receive a tardy.
- Students who are tardy to school in the morning and/or after lunch will report to the office.

SCHOOL ACTIVITY ABSENCES

OSSAA Rule 2: A student who has not attended classes ninety percent of the time for the semester in a school district becomes ineligible.

If on a school activity, absences for school activities are not recorded against attendance records. All students must comply with the school's **ten (10) day rule**. **Please read the ten (10)-day rule as written below:**

Subchapter 17, Part B, Subpart 3, Section B. Co-curricular and Extracurricular Programs

“The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.”

Students may attend OSSAA playoff games as approved by school administration, if they abide by the following rules:

- Checked out by parent and inform school how they will be transported
- Checked into the game with appointed staff member at the event
- Checked out of the game with the appointed staff member at the event
- Must sit on Newkirk's side and cheer for team
- Cannot be on probation or ineligible list
- If the student leaves the game early or does NOT check IN or OUT, it is an automatic unexcused absence.

ACADEMIC RESPONSIBILITIES

As a Newkirk Middle School student, you will be expected to achieve and maintain your best effort in each class. You will have the responsibility of maintaining the best grades you can, keeping yourself and your parents informed of your progress, and completing and turning in assignments on time. To do this, a student must be organized and disciplined in

establishing and maintaining notebooks, papers, lockers, and personal habits. Being neat and well-organized will allow you to be the best you can be. Students are required to carry and complete their agenda for each class.

It will be most important for you to communicate with your teachers regularly and make special arrangements when necessary. Students are required to make up all class work and assignments missed during an absence. You will be given specific work to do and specified time in which to complete it.

- All work missed as the result of an absence may be made up. **It will be the responsibility of the student to make this arrangement.**
- **One (1)** day for each day missed will be allowed for make-up work to be completed. (ex. Students who miss two days would be allowed two days to make-up work).
- Students assigned work before an activity absence must complete the work by the due date or upon return from the school activity, whichever is later. (ex: work is assigned Feb 1 and due Feb 5. The activity absence is on Feb 5. Therefore, the work is due the day the student returns.). Students need to pick up work before they leave for the activity.

GRADING/RETENTION

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, the various military services--all are interested in your school records. We only keep them.....you make them!

Report cards will be issued at the end of each nine week period. Number grades are used to designate a student's progress, according to the following scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

In regard to retention, board policy and principal discretion will be followed.

REPORT CARDS

The goal for each grading period is to have report cards available and given to students as soon as possible after the close of each semester. Academic Progress will be checked by students via the online student portal. Parents are also encouraged to check the online parent portal regularly. The online portal provides up-to-the-minute grades. Please sign up for the parent portal by calling 580-362-6241 x123.

- The formal grading period is based on a semester.
- Semester grades are the only grades recorded on permanent transcripts.
- Report Cards will be sent home with students.

HONOR ROLL

- Newkirk Middle School students may make the Superintendent's Honor Roll by achieving all A's for the semester.
- The Principal's Honor Roll is obtained by making no grade lower than a B for the semester.

DAILY SCHEDULE AND COURSE OFFERINGS

The student's school day is based on the time schedule on the front page of this handbook. All students should enter through the east doors and proceed directly to the gym unless other arrangements have been approved for various functions, tutoring, student organizations, or other programs supervised by a staff member.

Each middle school student will be enrolled in four core courses—Language Arts, Math, Science, and Social Studies. In addition to these four core courses, students may select elective courses to complete their school day.

CLASS CHANGES

- A student may request a class change for both semesters during the first week of school. Exceptions may be made for extenuating circumstances.
- The request must be made through the counselor's office using an approved Class Change Form, and have the counselor, principal and parental approval.
- Changes after this assigned time will only be made at the request of the teacher, counselor, or principal.
- A request for a schedule change does NOT guarantee a change will be made.

LOST OR DAMAGED TEXTBOOKS & EQUIPMENT

Students are individually responsible for the care of any textbook or equipment they use, are assigned, or borrow at any time. This includes textbooks, computer equipment, athletic equipment, band equipment, and library books. Materials lost or damaged will be paid for by the responsible student. All charges for materials will be based on the purchase price. Intentional damage to school property, such as textbooks, athletic equipment or computers, will be considered a discipline matter and treated accordingly. Restitution will be pursued for all damages.

STATE AND NATIONAL TESTING

NMS will follow all state and national mandates for testing.

- In April and May, all middle school students will participate in the OSTP.
- All 8th grade students are given the pre-ACT.

DISTRICT REPORT CARD

Copies of the District Report Cards are located on the Newkirk Public School web site or at the office at each school site.

SCHOOL DAY

The student's school day is based on the time schedule on the front page.

A.M. - All students should remain in the NMS gym until 7:55 am unless other arrangements have been approved for various functions, tutoring, student organizations or programs supervised by a staff member.

Breakfast- Breakfast will be served as grab-n-go at NHS Commons beginning at 7:30 am. Students participating in first period athletics will pick up grab-n-go breakfast in the NHS Commons at the end of first period.

Lunch – NMS students will eat lunch at the NHS Commons.

CHILD NUTRITION PROGRAM

The National School Lunch Act, passed in 1946, established school lunch programs across the nation. The purpose of the program was to safeguard the health and well-being of the nation's children and to encourage the consumption of agricultural abundance.

The National School Lunch Program is available to any public or private nonprofit school or licensed residential child care institution. The objectives of the National School Lunch Program are to make available to all students enrolled in schools and institutions a meal during a period designated as the lunch period; to provide nutritionally adequate meals that are acceptable of students, thus reducing plate waste; to provide assistance to participants to ensure that minimum meal requirements are met; and to ensure that all programs are accountable. School districts and residential child care institutions may receive reimbursement for lunches served to enrolled students at predetermined rates established for free, reduced-price, or full-price meals each fiscal year.

It is the policy of Newkirk Public Schools that all students will establish a "Lunch Account" prior to eating in the cafeteria. The school authority (Newkirk Public Schools) is not required to provide meals if payment is not made for the **CURRENT** day's meal or if funds in the student's account are not sufficient to cover the cost of the meal.

CAFETERIA POLICIES

Breakfast Full Price	\$1.50
Breakfast Reduced Price	\$0.30
Breakfast Adult Cost	\$3.05
Lunch Full Price	\$2.60
Lunch Reduced Price	\$0.40
Lunch Adult Cost	\$5.30

- Students (and staff) will only be allowed to charge up to, and not exceed, 8 meals. When a student's account has reached the limit, a receipt of meals owed will be sent to the home address on file. If payment is not received by the 10th charged meal, then the student will either need to bring a lunch or receive an alternate meal.
- An application for free or reduced lunch may be filled out at enrollment or at any time during the year, including if there is a change in family income. See the school office for an application.
- Lunch will be served at the designated time as outlined in the schedule in this handbook.
- Teachers may sponsor lunches in their classrooms with direct supervision. Cleaning after lunch in the classroom is the responsibility of all students and teachers who use the room. **Failure to adhere to this policy will result in no future opportunities approved for the classroom committing the offense.**
- Any individual who puts money on a meal account must do so in the middle school office.
- Students should display courteous manners while in the dining area. Quiet conversation and orderly behavior is appropriate; yelling, horseplay, and rude behaviors will not be tolerated.
- Food and drinks, other than water in a bottle with a secured lid, are not allowed in the classroom except for pre-approved special occasions.

Newkirk Public Schools charging policy is as follows:

Students and staff will only be allowed to charge up to, and to not exceed 6 meals, this is approximately \$13.80. When a student or staff member's account has reached 8 charged meals, approximately \$18.40 a receipt will be sent home stating the amount said student or staff member owes for meals. If payment is not received before the 10th charged meal, a student or staff member will need to bring his or her own meal to school or receive an alternate meal. Alternate meals will be provided until the balance is paid.

If a family has failed to fill out a free and reduced lunch application or their income has changed since the last time one was filled out, Newkirk Public Schools strongly recommends filling out a new application anytime during the school year. If a family does not pay for charged meals, they will be encouraged to complete an application for free and reduced-priced meals. If the family does not wish to complete the application or if they do not qualify for meal benefits after completing the application, Newkirk Public Schools is not obligated to continue providing meals without receiving payment.

Payment Options are as follows: In person at the school office, by mail 625 West South St. Newkirk, OK. 74647, or online www.myschoolbucks.com

This institution is an equal opportunity provider.

LUNCH AND BREAKFAST

The school will provide a hot lunch program supervised by school staff. Students may eat at school, go home, or bring their lunches. If a student wishes to go home to eat, he/she needs to be checked out of the office by the parent or their designee. Parents must check students out daily at lunch time.

The school provides a free and reduced lunch program. Applications may be obtained from the school office. Each student is given an application when he/she enrolls; please fill out the forms even though you do not plan to use the services provided. The school receives funds from these applications.

CAFETERIA RULES

1. Students are to obey all staff members. A cafeteria supervisor will monitor all behavior.
2. A teacher from the middle school will be on duty each day in the cafeteria.
3. If a student does not obey the cafeteria supervisor, he/she will be reported to the teacher on duty who will either handle the situation or request the principal's assistance.
4. Any behavior resulting in a disturbance or mess in the cafeteria may result in the student's being subjected to disciplinary action.
5. No food or drink may be taken from the cafeteria.

SCHOOL LIBRARY POLICIES

Students and parents should refer to the *Newkirk Public School District's Library Policy and Procedures Manual* for all library-related policies. This document can be found online at [NPS District's Library Policy and Procedures Manual](#).

LOST AND FOUND

A lost and found department is maintained in the middle school office and gym. Articles which are found should be brought to the office. If you have lost an article, you may redeem it by identifying the same. Your apparel, books, and other articles should be marked for identification.

DRESS CODE

Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board of Education expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board

recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

General Rules: The following decorations and/or designs imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottos, words, or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related/secret, or antisocial group, sexually explicit, or sexually suggestive messages.
- Symbols mottos, words, or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.
- Approved garments must be of a length and fit that are suitable to the build and stature of the student.
- Permitted garments shall have no holes that reveal undergarments-
- **The administration reserves the right to determine the appropriateness of a student's attire at any time if the clothing is questionable as to compliance with this dress code.**
-

Permitted clothing shall be worn as designed/manufactured to include the following:

- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.
- Uniforms must be approved by the school administrator and Athletic Director prior to being purchased in order to establish what is appropriate for the school.

NOTE: All students participating in approved school activities are expected to comply with the required dress and personal appearance regulations of the activity in which they participate. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Head Coverings/Sunglasses:

- Caps, hoods, hats or other similar head coverings **shall not be worn** upon entering the building, in the hallways, and within the commons areas unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity. It will be up to each individual teacher's discretion if students are allowed to wear these items in their classroom.
- Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.

Upper Garments:

- Students will be given a shirt to wear temporarily in order to reduce the amount of instructional time lost due to this infraction. If one is not available, the student shall wait in ISD until one is secured or until the end of the school day.
- Garments must be of appropriate length, cut, and/or fit to meet these requirements while standing, bending over, or walking.
 - Does not expose cleavage
 - Must not be lower than a hand width below the armpit.
 - No midriffs/or exposed backs.
 - No transparent (see-thru)
 - Straps must be at least 2 finger width wide of the person wearing the garment.
 - Strapless garments are prohibited.

Lower Garments:

- Undergarments shall not be visible.

- When wearing tights and leggings the upper garment will need to be longer than the width of the hand placed at the top of the back of the leg.
- Shorts and skirts must be of modest length.

NOTE: Shorts should be longer than the width of the hand placed at the top of the back of the leg.

Footwear:

- Shoes shall be worn at all times. Houseshoes may only be worn on approved Spirit Days.

Accessories:

- Jewelry and other accessories shall not convey prohibited messages as defined above.
- Jewelry/accessories that pose a safety concern for the student or others are prohibited.
- No blankets are allowed at school.

Religious and Health Accommodations:

- Where a legitimate religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided.
- Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.
- Approved covering worn as part of a student's authentic religious practices or beliefs shall not be prohibited under this policy.

Clothing Assistance:

- It is the policy of the Board that no student will be denied an education due to a ~~bona-fide~~ financial inability to obtain clothing that complies with the school dress code.
- Any student for whom compliance with the school dress code poses a ~~bona-fide~~ financial burden may submit a written request for clothing needed, together with a statement of financial need.
- School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code.

**** Any student clothing deemed inappropriate by Administration may be asked to change clothes.**

NEWKIRK PUBLIC SCHOOLS CHILDREN INTERNET PROTECTION ACT POLICY

The Newkirk Public School hereafter known as the "District" has the following restrictions in place to safeguard our students and staff from inappropriate materials on the Internet. The Newkirk Public School Internet/Intranet Policy is a document that each user (Students and staff) in the Newkirk Public School system must agree to sign before they are allowed access to the Internet or the Intranet. If they violate the agreement, access to the Internet and Intranet will be revoked. The five areas addressed by the Children's Internet Protection Act are listed with the actions that the District is taking to ensure the students have a safe and productive educational usage of the Internet.

I. ACCESS BY MINORS TO INAPPROPRIATE MATTER IN THE INTERNET AND WORLD WIDE WEB;

Newkirk Public Schools will use -Untangle centralized filtering software and Securly manager as a firewall. The software is designed to block obscene material and the firewall is designed to further block inappropriate material from minors.

The District's Internet/Intranet Access Policy states, "*Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret*".

II. THE SAFETY AND SECURITY OF MINORS WHEN USING ELECTRONIC MAIL CHAT ROOMS, AND OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATION;

Middle school students may have email accounts. All email is subject to monitoring. The District's Internet/Intranet Access Policy states in paragraph 4 section e "Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities." The District does not allow use of public chat rooms; however, we do allow use of private chat rooms used for educational uses. All student users must sign the Internet/Intranet Access Policy which states: *"I will NOT participate in, or allow participation in, any public or private chat room without instructor approval."* Students do not have access to other forms of direct electronic communications.

III. UNAUTHORIZED ACCESS, INCLUDING SO-CALLED "HACKING" AND OTHER UNLAWFUL ACTIVITIES BY MINORS ONLINE;

The District has a secure system and closely monitors it. The District's Internet/Intranet Access Policy states, *"Attempts to log in as anyone other than yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access indefinitely."* The Internet/Intranet Access Policy also states that *"Illegal Activities are strictly forbidden. Messages relating to or in support of illegal activities will be reported to the authorities."* Violations will result in the revoking of the user access to the District's network and Internet.

IV. UNAUTHORIZED DISCLOSURE, USE, AND DISSEMINATION OF PERSONAL INFORMATION REGARDING MINORS

The District's Internet/Intranet Access Policy states: *"Do not reveal your personal information."* Instructors also advise students not to reveal any personal information. Access to public chat rooms is forbidden by all users of the District's Internet or Intranet to prevent disclosure, use, and dissemination of personal information.

V. MEASURES DESIGNED TO RESTRICT MINORS ACCESS TO MATERIALS HARMFUL TO MINORS.

The District may use the filtering software Cyber patrol and Border manager as a firewall. All students and personnel must sign the District's Internet/Intranet Access Policy agreeing to abide by its provisions. Access to public chat rooms is forbidden.

The District uses Untangle centralized content filtering software, and a firewall, to block or filter Internet access for both minors and adults to certain visual depictions that are:

1. obscene,
2. child pornography, or, with respect to use of computers with Internet access by minors
3. harmful to minors.

All students and school personnel must sign the District's Internet Access Policy agreeing to abide by its provisions. All activities on the Internet and email can be monitored at any time, and past history can be examined if necessary. The District upgrades/evaluates the filtering software weekly. Users of technology have no expectation of privacy.

HARASSMENT, INTIMIDATION AND BULLYING POLICY

"Harassment, intimidation and bullying," as defined by *Oklahoma Statutes at 70 O.S. 24-100.2*, 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, place another student in reasonable fear of harm to the student's

person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Harassment, intimidation and bullying" include, but are not limited to, a gesture or written verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. This also prohibits threatening behavior by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is directed at students or school personnel and concerns harassment, intimidation, or bullying at school. "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

The Newkirk School District specifically prohibits harassment, intimidation and bullying. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures that the district deems appropriate. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

Under 70 O.S. 2001, Section 24-100, a Safe School Committee will be established, composed of at least six (6) members, with an equal number of teachers, and parents. The Safe School Committee shall study and make recommendations to the principal regarding:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.

If you feel that you are bullied or witness someone being bullied, please fill out the form below and submit it to the principal or counselor. You may also find this form in the office or online at [Harassment/Bullying Complaint Form](#).

HAZING POLICY

The Newkirk Public School will not allow "hazing" as a part of any activity or organization sponsored by Newkirk School. Violation of this policy could result in the termination of that activity or organization and disciplinary action against those participants

CYBERBULLYING

Cyberbullying is bullying that takes place using technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. **Cyber bullying can be off-campus behavior that creates a hostile school environment.** Discipline will be swift and immediate.

Examples of cyber bullying may include but are not limited to:

- Mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- Cyber bullying can happen 24 hours a day, 7 days a week, and reach a kid even when he or she is alone. It can happen any time of the day or night.
- Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.

- Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

STEPS STUDENTS SHOULD TAKE IMMEDIATELY

- File a report (see above) to the principal/school official immediately Don't respond to and don't forward cyber bullying messages.
 - Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this evidence to report cyberbullying to web and cell phone service providers.
 - Block the person who is cyberbullying.
- Reports of bullying or cyberbullying will be promptly investigated. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee will (i) notify the police if the principal or designee believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of the perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

<http://www.stopbullying.gov/cyberbullying/what-is-it/index.html>

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 bell to bell. Exceptions may be made as follows:

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

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

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

-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 shall 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.

DISCIPLINARY ACTION

- | | |
|---------------------|---|
| 1. First Offense: | Documented Warning |
| 2. Second Offense: | Phone will be held in office until end of day |
| 3. Third Offense: | Phone will be held in office and require parent pick up |
| 4. Fourth Offense: | 3 days of ISD |
| 5. Further Offense: | Progressive Discipline Plan will be followed |

Individual Student/Staff Electronic or Digital Communication

July 1, 2024 a new state law went into effect impacting how school staff communicate through electronic/digital communications with individual students. Electronic or digital communication is defined, but not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other digital means of communication. The following are important details of the application of the new law:

- When communicating with an INDIVIDUAL student through electronic or digital communication it is required to use a school approved platform or include the student's parent or guardian in the communication.
- For individual student communication, our district approved forms of communication are: Google Classroom, Newkirk Public School Google email, ParentSquare and HUDL. These platforms were chosen because they allow messages to be sent to students and their parents or guardians and enable us to track conversations if needed. If it is necessary to contact an individual student using any other communication not listed above, then the parent or guardian MUST be included in the communication.
- All communication must be academic or school related.
- In an emergency, reasonable efforts will be made to use a school approved platform or to include the parent or guardian in the communication. If, in the case of an emergency, individual student communication is initiated, the parent or guardian as well as administration will be informed as soon as possible.

DISCIPLINE POLICIES-STUDENT DISCIPLINE DISCIPLINE POLICY GOAL OF DISCIPLINE POLICY

The Newkirk Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district

that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense

- The effect of the offense on other students
- Whether the offense is physically or mentally injurious to other people
- Whether the incident is isolated or habitual behavior
- The manifestation of a disability
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

The following is a listing of some acts for which a student may be suspended or disciplined for:

1. Inciting, encouraging, promoting or participating in activities which interfere with the due process of the educational program of the school. This would include but is not limited to, demonstrations, walk-outs, sit-ins, blockages, disruptive publications, or group violence.

2. Violation of any statute, city ordinance, or any other act, whether or not such action by the student occurred during school hours, on school grounds, or on school activities, which is determined to be adverse to the normal operation of the school or which represents a clear and present danger to the school, its employees, students, or Board of Education, or is an attack upon or threat of attack upon any employee, student, or Board of Education member of this school system. **STUDENTS WILL BE SUSPENDED FOR NO LESS THAN ONE SEMESTER FOR THIS OFFENSE.**

3. Immorality

4. Bomb threats

5. Threat, verbal or physical harassment, sexual harassment, extortion or bodily harm

6. Destruction of school property

7. Breaking and entering

8. Arson or attempted arson

9. Possession of dangerous weapons. A dangerous weapon is a pistol, revolver, any instrument or knife, sharpened metal file more than 2 1/2 inches long, billy club, loaded cane or club, metal knuckles, razor, hand chain or other offensive weapons.

10. Possession, exchange, sale, or use of alcohol, tobacco, herbal snuff, narcotics, vapes or vape paraphernalia, juul paraphernalia, Dab pen, dab pen paraphernalia or dangerous controlled substances is prohibited at school or school-sponsored activities.

11. Use of obscene signs and/or vulgar language

12. Being disrespectful and disobedient to teachers or school employees

13. Tardy

14. Lack of attendance

15. Truancy

16. Leaving school grounds without proper checkout.

17. Students may not ride with another student/parent during lunch or anytime while school is in session.

18. Fighting

19. Disruption of class activities.

20. Improper dress (See dress code).

21. Throwing snowballs on school grounds.

22. Gang related activity or action

23. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, employee, or a visitor

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of 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
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in school dances and/or class trips.

Students serving any form of suspension will not be allowed on school grounds or at any school activity.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights to school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

REFERENCE: 10 O.S. §7115 70 O.S. §24-101.3
70 O.S. §6-114

PROCESS FOR ADDRESSING CONCERNS

If a student has a concern in a classroom, with a teacher, or with a fellow student or others:

- Discuss it with the teacher;
- If the teacher cannot assist the student, make an appointment with the counselor;
- If the concern still exists, a parent or guardian is encouraged to contact the principal;
- If the principal does not address the issue(s) satisfactorily, make an appointment to meet with the superintendent;
- The superintendent will guide any individual that needs additional assistance at this point.

If a parent has concerns about a class / teacher / other school related subject:

- First contact the teacher of the class to discuss the problem(s);
- If concerns still exist, make an appointment with the principal;

- If the principal does not address the issue(s) satisfactorily, make an appointment to meet with the superintendent;
- The superintendent will guide any individual that needs additional assistance at this point.

Any student or parent who has concerns that need the attention of the school counselor, please call ahead of time to schedule an appointment so that the time can be dedicated to finding a solution to the individual's need. Matters of an urgent nature will be given priority without the need for an appointment.

Unresolved concerns with the counselor can be directed to the principal by making an appointment.

It is our sincere desire to address all of your needs and concerns. Please understand the importance of making an appointment to help ensure the time is available for an ample amount of time to be dedicated.

ACADEMIC MISCONDUCT

You are cheating if you:

- Copy assignments that will each be turned in as "original."
- Exchange assignments by print-out or digital device, then submit as "original."
- Write formulas, codes, and keywords on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use material in watches, calculators, or digital devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Do not follow additional specific guidelines on cheating as established by a class, or a particular teacher.

Consequences for academic misconduct:

1. **First offense: Student will receive a zero for assignment and will be assigned a Lunch detention.**
2. **Second offense: Student will receive a zero for assignment and will be assigned 1 day of ISD. Parent will be notified.**
3. **Third offense: Student will receive a zero for assignment.** Progressive discipline policy will be followed.

STUDENT BEHAVIOR

A. PHILOSOPHY:

We believe that all students can behave properly while at school and conform to the rules of the classroom and policies of the school; and they are expected to do so. Our goal is to provide a positive learning environment. We desire to assist each student in developing desirable behavior patterns and self-discipline.

When discipline is necessary, it is intended to be handled in the fashion described below with fairness and justice to all students within the school system. Appropriate behavior is of course the primary responsibility of the student.

The teacher accepts primary responsibility to take corrective measures within the classroom to maintain a positive learning environment. The principal assists the teacher when behavior problems have become repeated or excessive and the disciplinary techniques available to the teacher have not corrected the misbehavior. The principal will enact stronger methods in hopes of curbing the behavior problems or take steps to remove the student from the classroom in order to restore a positive learning environment.

B. RESPONSIBILITY OF THE STUDENT

1. Obey the basic rules as set forth in the student handbook.
2. Obey any individual classroom rules as discussed by the teacher.
3. Apply their abilities to the established course of study.
4. Complete class work and assignments on time as required.
5. Seek help and assistance for assignments from the teacher as needed.
6. Be attentive and participate in class as appropriate.

7. Do not be disruptive to the learning process of other students.
8. Be in attendance and on time at school on a regular basis.
9. Learn to criticize fairly and to accept criticism when appropriate.
10. Adhere to methods utilized to correct behavior when needed.

C. RESPONSIBILITY OF THE PARENT OR GUARDIAN

1. Understand the rules of the school as stated in the student handbook.
2. Support the student and school in achieving the curriculum objectives.
3. See that the student attends regularly and notify school of absences.
4. See that the student is in good health. This includes providing medical records and authorization for any needed medications.
5. Support efforts to correct behavior when necessary.
6. Be available for conferences and work with the classroom teacher towards the goal of educating their child.

D. FIVE BASIC CLASSROOM AND BEHAVIOR RULES FOR ALL STUDENTS

1. Be in your assigned location (seat), ready to work when the tardy bell finishes ringing.
2. Have (bring) paper, pencils, books, and all needed supplies every day.
3. Keep your hands, feet, books, and objects to yourself.
4. No swearing, rude gestures, cruel teasing, or put-downs.
5. Follow the teacher's directions and individual classroom rules.

E. PROCEDURE FOR HANDLING CLASSROOM DISRUPTIONS

Depending on the seriousness of the wrongdoing committed by the student, discipline may consist of a verbal warning, after-hours supervised time, corporal punishment, in-school suspension or suspension if in compliance with state law, removal of privileges, parent contact, apologies or personal restitution for items or equipment stolen or destroyed. Disciplinary action will be determined by the teacher or the administrator in charge, in compliance with board policy.

Major offenses are items that warrant severe disciplinary action, including but not limited to smoking, chewing or dipping tobacco, vaping, drinking alcoholic beverages, fighting, disrespect and classroom conduct that warrants removal from class. A "Student Disciplinary Action Form" shall be completed for each offense. This form shall state the facts of the situation, the person or persons involved and the disciplinary action taken. The parent or guardian shall be notified. It shall be understood that, if further major offenses occur, definite action to suspend the student may occur if in compliance with state law. In very serious cases including fighting (resulting in injury), drugs, theft, abuse of an employee or other serious offenses, a first-time incident may result in long term suspension.

Each minor offense shall be recorded with a "Student Disciplinary Action Form." An accumulation of these forms shall be treated as a major offense.

NOTE: A student may be removed immediately if his/her actions are severe.

Disruptions will be recorded by the teacher on a building form. Multiple disruptions within a short time period may warrant a more immediate response by the teacher. Teachers have full authority and responsibility to correct student behavior and are responsible for discipline at all times.

ASSERTIVE DISCIPLINE PLAN LEVEL OF DISCIPLINE DETERMINATION AND PROCESSES

Students will be assigned consequences based upon the number of offenses previously committed and the nature of the offense. Below are the typical steps to be taken when dealing with discipline of a student. Feel free to contact the principal for further explanation of this policy.

- The principal will explain the discipline plan to the student.
- Parent contact will be made by the teacher and/or the principal.
- Documentation will be given to the student and a copy given to a parent or guardian or parent will receive a phone call.
- Appropriate consequences will be assigned.
- The student may be referred to the school counselor, other social agencies, or law enforcement as deemed appropriate by the teacher or principal.
- If an offense of a serious nature, certified mail will be used to send official documents to the parent or guardian.
- Due Process shall be followed in all circumstances involving discipline matters.

The following list of disciplinary actions may be used to provide for effective disciplinary measures in a particular instance.

1. Warning - Written record in student's file.
2. Advise parents - Written notification sent to parents.
3. Remove from class or group - May be temporary or permanent.
4. Parent conference.
5. In-School detention - Noon.
6. Before or after-school detention.
7. In-School suspension under the direction of a designated person assigned by the principal. The student will follow a different bell schedule and will not be allowed to mix with the regular student body. Lunch will be at a time different from the rest of the student body. The student will not be allowed to leave during the lunch period. The student can bring a lunch or arrangements will be made for the student to pick up a tray in the school cafeteria. The student will be expected to keep up with all class work and will receive credit for his work while in ISD.
8. Review committee - Composed of teachers who know the student and who will review the record and render a written recommendation.
9. Corporal punishment.
10. Financial restitution.
11. Involve law enforcement.
12. Refer to other social agencies.
13. Probationary period.
14. Suspension (Short term - 10 days or less) - The student will not be allowed to attend school or any school activities. Students are not allowed on school property (during school time) during a suspension of any kind. The student may make up all work missed and will receive credit for that work.
15. Suspension (Long term-more than 10 days) - The student will be suspended for the remainder of the semester and possibly the following semester. Students are not allowed on school property (during school time) during a suspension of any kind. The student will not be allowed to attend any school activities.
16. Any other disciplinary action deemed appropriate under the circumstance.

ASSERTIVE DISCIPLINE PLAN

The following assertive discipline plan will be used by Newkirk Middle School. **This plan is meant to detour recurring discipline issues of the same behavior.**

General Rules:

1. Nine weeks, (45) school days without referral to the principal allows the student to move one step back on the discipline plan.

2. A student may move back to the previous step only once per semester.
3. The assertive discipline plan is to be used for regular teacher referrals from the classroom or other school activities.
4. The principal may use any disciplinary action deemed appropriate, place a student at any of the following VII steps, or may elect to skip steps if the conditions are judged to warrant such action.
5. Any action that is explicitly stated in the student handbook will be enforced.

STEPS IN ASSERTIVE DISCIPLINE PLAN:

This plan is meant to detour recurring discipline issues of the same behavior.

- STEP I** Detention with the principal.
The principal will explain the discipline plan to the student. When deemed appropriate by the principal, the student will be referred to the school counselor.
- STEP II** The student will be placed in In-School Detention for 1-3 days. The student will be referred to the school counselor.
- STEP III** This visit to the office will result in some form of appropriate discipline, which may be, but not restricted to:
In-School Detention (3-5 days)
Corporal punishment
- STEP IV** The student will be suspended from school for 3-5 days. Parents will be notified of the suspension and a conference will be requested. Suspended students will not be allowed to attend any school activities.
- STEP V** The student will be suspended from school for 5-10 days. Parents will be notified and a conference will be requested. Suspended students will not be allowed to attend any school activities.
- STEP VI** The student will be suspended from school for the remainder of the current Semester, or 45 days whichever is longer. Parents will be notified of the suspension by certified mail. Suspended students will not be allowed to attend any school activities.
- STEP VII** The student will be suspended from school for the remainder of the current semester and the following semester. Parents will be notified of the suspension by certified mail. Suspended students will not be allowed to attend any school activities.

IN-SCHOOL DETENTION (ISD) RULES: GUIDELINES AND EXPECTATIONS

- Students are placed in ISD as a result of disciplinary action taken by the school administration. This action is taken because of student misbehavior or violation of school policy.
- ISD rules go into effect when the student enters the ISD room. ISD students will be held accountable for obeying all of the rules established for the operation of ISD.
- Students assigned to ISD will be given credit for assignments and tests that are satisfactorily completed during ISD time.
- If a student assigned to ISD violates any of the rules or time lines that pertain to ISD, they will be subject to disciplinary action. Students will be in ISD by 8:00 a.m. Monday thru Friday. Students will not be tardy to the ISD room.
- Students will report with all of their texts, pencils, paper, pens, rulers and any other material that they will need to function effectively.
- Students will not be allowed to sleep in ISD.
- Students will not be allowed to put their heads down on their desktops.
- Students will not get out of their assigned seat without permission.
- Students will not move their desks nor will they write on any desk, wall or any other furniture in the ISD room.
- Students will be polite and courteous showing respect for each other and the instructor.

- Students will do their assignments promptly and to the best of their ability.
- If students need help, they will raise their hand and wait for the ISD instructor to assist them.
- Students will be allowed one restroom visitation in the morning before lunch and one restroom visitation in the afternoon. Students will not be permitted to visit the restroom during lunch except in cases of emergency. Students are not eligible for hall passes that would permit them to go to the library, their locker or their classrooms.
- Students will not be allowed to participate in assemblies, athletic contests or any other school sponsored activity.
- Students are not allowed to be on school property after school hours while in ISD.
- Students will eat their lunch in the ISD room at a designated time as determined by the instructor or administrator. Students may NOT have food brought in from an establishment. They may bring a sack lunch from home.
- Food or drinks will be consumed in the ISD room only during the designated lunch period if necessary.
- Students will not chew gum or eat candy.
- Students may only read their library book after all assignments have been satisfactorily completed and recorded.
- The student who is assigned to ISD agrees to all of the above and also to the following:
 - o Lunch Detentions/Detentions/ISD may not be appealed.
 - o Violation of the rules for ISD will result in additional disciplinary action.
 - o If a student is in ISD they will NOT be permitted to participate in any school activities that day. They may participate the following day.
- Students must relinquish his/her cell phone and/or smart watch during assignment to ISD.
- Students serving any form of suspension will not be allowed on school grounds or at any school activity.

PREPARING TO ATTEND ISD

What to bring when attending ISD:

- All of your textbooks
- Supplies (paper, pencils, notebooks, ruler, pen, compass, calculator, etc.)
- Class schedule
- Your parent(s) names and home phone number, cell phone number, mailing address
- An approved library book from the Newkirk High School Library (which will be checked-in and out through the ISD instructor);
- Visit the bathroom before coming to ISD;
- Be on time!

ISD STUDENT AGREEMENT

- I will agree that if I fail to comply with any of the above stipulations, I will be subject to further disciplinary action.
- I will give up the privilege of participating in or attending extracurricular activities.
- I will agree that if I complete all assignments to the satisfaction of the regular classroom teacher, I will receive credit for my work.
- I will agree that if I fail to function in ISD, according to set rules and regulations, I will receive at least one additional ISD day and possibly more, depending on what the administrator or the designee deem appropriate.
- I will agree to relinquish my cell phone and/or smart watch during ISD hours.

OUT-OF-SCHOOL SUSPENSION / EXCLUSION FROM SCHOOL SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

Violations of policy or regulations

Possession or use of tobacco/supplies or vapor devices/supplies.

Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)

Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)

Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)

Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property

Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)

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

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

7. Students serving any form of suspension will not be allowed on school grounds or at any school activity.

Procedural Steps to Suspension

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

alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

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

3. Out-of-school suspension.

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and a fine art class if the student is enrolled in one. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The

student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Students are not allowed on school property while serving a suspension of any kind.

RIGHT OF PRIVACY

Students do not have any right of privacy as to their desks, lab or classroom equipment, tools, or vehicles located or parked on school property or adjacent to school property. School personnel will have access and the right to inspect or search at any time all desks, computers, school vehicles on school property, and all other property owned by the school, including all buildings, parking lots and any vehicles used by students which are located thereon and areas adjacent to such property.

STUDENT DRUG ABUSE POLICY

The Newkirk Middle School Student Handbook clearly indicates the mandatory compliance by all students that prohibits possession, use, sale, or being under the influence of any narcotic, stimulant, depressant, over the counter medication, prescription medication not prescribed to the student, or alcohol. It further includes the disciplinary action to be taken for violation of this regulation. The above regulation is made due to the fact that drugs and alcohol are harmful. Rehabilitation and re-entry programs for students with drug problems may be available. Students should contact the middle school counselor for information on these programs.

SEARCHES BY TRAINED DOG

To maintain a safe school environment conducive to education, the District may use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school properties at the school discretion

STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

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

Purpose and Intent

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

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

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

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

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:

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

B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.

6. Follow-up tests can be (i) at random, (ii) any time a student may be under suspicion of being under the influence, or (iii) monthly, after a student has tested positive twice in an academic year.¹

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

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

9. Positive, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

10. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

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

Procedures

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

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs.

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

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

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private

¹ See *Todd v. Rush Cty. Schs.*, 133 F.3d 984, 985 (7th Cir. 1998); *Nw. Sch. Corp. v. Linke*, 763 N.E.2d 972, 976 (Ind. 2002)

facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope. If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

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

Appeal

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

Consequences

1.First positive test. The student will be suspended from participation in all extracurricular activities for ten school days. The student must attend one counseling session during the suspension period. The student must also attend one follow-up counseling session with the Newkirk Public Schools counselor.

2.Second positive retest. The student will be suspended from participation in any extracurricular activity for the remainder of the current season and the next season. The student will be subject to follow-up tests for a 12-month period, starting the date of the second positive test.

3.Third positive test. The student will be suspended from participation in any extracurricular activity for 180 school days. The student will be subject to follow-up tests for a 12-month period, starting the date of the third positive test.

4.Self Referral. A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.

5.Refusal to submit to a drug test. If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices,

performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

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

EXTRA-CURRICULAR ACTIVITY POLICIES

ELIGIBILITY

- In order to participate in any extra-curricular activity at Newkirk Middle School, a student must meet eligibility requirements as set by the Oklahoma Secondary School Activities Association (OSSAA).
- The semester eligibility of a student will be determined by the principal at the end of each semester.
- If a student is ineligible at the end of a given semester, he/she will remain so for the first six (6) weeks of the next semester.
- The weekly eligibility of a student will be determined on Thursday of each week. Grades for the eligibility period will be reported by 11:00 am on Thursday.
- The ineligible period will be the following Monday thru Sunday.

STUDENT ORGANIZATIONS (CLUBS)

The purpose of school clubs is to give students an opportunity to join a group and to pursue certain interests in a situation which is less formal than in regular classrooms. The following is a list of clubs at Newkirk Middle School:

- TSA-Technology Student Association
- Student Council
- Future Farmers of America (FFA)
- Gifted and Talented

NEWKIRK SCHOOL POLICY CONCERNING 4-H MEMBERS

The Newkirk Board of Education shall permit 4-H Club members who participate in activities to attend the same number of events as does the Newkirk FFA classes.

ORGANIZATION OFFICER POLICY

Each Newkirk Middle School organization officer will abide by the rules listed on this sheet. Infraction of these rules will result in suspension or removal from your office.

Attendance

Attendance requirements will be set by the advisor.

Eligibility

1. Officers must maintain a 2.0 GPA. The advisor will keep track of eligibility. Grades will be checked every nine weeks. If the overall GPA drops below 2.0, the individual will be placed on probation. If the GPA is not a 2.0 by the next nine week check, the person will be removed from his/her position.
2. The officer must meet OSSAA eligibility requirements in order to serve in his/her position, including weekly eligibility.
3. **Students must have all dues paid.**

BEHAVIOR WHILE HOLDING OFFICE

1. Inappropriate behavior will be determined by the advisor and / or an administrator and could result in suspension or immediate removal from office.
2. Inappropriate behavior includes but is not limited to the following:
 - Disrespect to advisor or staff member
 - Disobedience of school policies
 - Not participating completely in all required events unless otherwise excused by the advisor
 - Behavior on trips and at events
 - Disobedience of governmental laws (DUI, minor in possession, etc.)
 - Possession or consumption of alcohol, cigarettes / tobacco/ vaping, or drugs while representing the school in any capacity
3. As a Newkirk Middle School organization officer you are expected to maintain a high standard of personal integrity at all times when representing the school.
4. The advisor will enforce all rules. He/she will be responsible for the enforcement of all the rules. If any of the above rules are broken, the officer may be suspended and/or removed from his/her position.

CLUBS AND ORGANIZATIONS DEFINED

“Clubs and organizations” means a club or organization composed of students that is organized and meets for common goals, objectives, or purposes, and that is directly under the sponsorship, direction and control of the school.

SCOPE OF POLICY

This policy applies only to clubs and organizations that are extracurricular and shall not apply to participation in clubs and organizations that are necessary for a required class of instruction.

Any club or organization shall not be prohibited or prevented from meeting, or forced to end or cancel a meeting when a student who is not authorized to be in attendance is present.

NOTIFICATION PROVISIONS

1. Notification shall be made as follows:
 - a. Inclusion in the student handbook; and
 - b. Posting on the school's website.
2. Notification shall contain the following information:
 - a. Name of the club/organization;
 - b. Mission/purpose of the club/organization; and
 - c. Name of the faculty advisor, if known.
3. In the event any club or organization is formed after annual notification has been distributed, the district shall notify parents of any such additional clubs or organizations through the same means as the annual notification.

PARENTAL RESTRICTION OF STUDENT PARTICIPATION

1. Parents may restrict children from participation in one or more student clubs or organizations. The procedure for parents wishing to withhold permission for their child/children to participate in one or more clubs or organizations is as follows:
 - a. The Superintendent shall be notified in writing no later than ten (10) days after annual notification of clubs or organizations has been made, and no later than ten (10) days after additional notification of clubs or organizations has been made.
 - b. The notification shall contain:
 - i. The name of the student(s) being restricted;
 - ii. The grade level of the student(s) being restricted; and
 - iii. The club(s) or organization(s) the student shall not be allowed to attend.
 - c. Notification of club or organization restriction is effective only for the current school year, and shall be required to be renewed by the parent for any subsequent school year where permission to attend a club or organization is to be restricted.
2. In the event a parent has restricted a child/children for participation in one or more clubs or organizations, the parent shall be responsible for the following:
 - a. Preventing the child/children from participating in the club or organization; and
 - b. Retrieving the child/children from attendance at a club or organization where permission to participate has been withheld.
 - c. Providing notice each school year of any clubs or organizations from which permission to attend has been withheld.

FUND-RAISING

All activities of NMS groups must be sponsored by teachers. Only members of the particular organization may attend these activities unless provisions are made by the sponsor for outside guests. There shall be no recognized meeting or activity unless one or more of the sponsors are present. STUDENTS MAY NOT BE EXCUSED FROM CLASS TO SELL OR WORK ON FUNDRAISERS. ALL FUND-RAISING ACTIVITIES MUST TAKE PLACE DURING NON-CLASS TIME. Students shall not miss class to do work for class activities. Eligibility standards will be developed by the student council and administration of the school.

MONEY COLLECTED

The sponsors of each organization will be responsible for the handling of all monies and for writing receipts for all collections for the organization. The organization's treasurer may help with these duties. All monies collected shall be turned in to the high school office before the end of each school day, or all money collected can be placed in the school vault by an authorized school official after each school day.

ACTIVITY TRIPS

Students going on activity trips must meet the eligibility requirements of the OSSAA. The principal or sponsor of the organization shall prohibit a student from participating in an activity if he/she is not eligible or they are not allowed due to discipline that has been assigned prior to the activity. Travel to and from NMS activities shall be by school approved means. A student will not be released to anyone other than the parent or guardian. In writing, a parent or guardian may authorize to release their child from a school activity to another party.

ATHLETICS

Many athletic activities are provided for NMS students. Athletics at NMS shall be under the direction of the athletic director and the individual coach for the particular sport. All rules of the OSSAA and all local rules will be followed. Please refer to the ***Athletic Handbook*** for rules and guidelines. Middle school athletics class period is during first hour. The individual coach will set practice times.

ASSEMBLIES

At various times throughout the year Newkirk Middle School students are called to assemblies which are held in the school auditorium or gymnasium. Some of these assemblies are times for having fun and others are more serious in nature.

When assemblies are of a serious nature, your full cooperation is expected, no talking, whispering, whistling, booing, loud remarks, or noise making of any nature will be tolerated. **No gum chewing** is permitted.

The privilege of attending assemblies may be denied students who have repeated conduct problems in their classes or assemblies.

SCHOOL DANCES

Rules governing NMS dances will be set by the principal and the Newkirk Board of Education's policies relating to dances. The privilege of attending dances may be denied students who have repeated conduct problems in their classes or assemblies. Only Newkirk Middle school students will be allowed to attend a NMS dance.

NEWKIRK AGRICULTURAL EDUCATION PROGRAM

Through the Agricultural Education Program, students are provided with opportunities for leadership development, personal growth, and career success. These opportunities are delivered through three components: in the classroom and laboratory, through the student's Supervised Agricultural Experience program, and with the activities of the National FFA Organization.

The student's Supervised Agricultural Experience will be an agriculture-related experience supervised by the agricultural education instructor in one of the following categories: Exploratory, Agriscience Research, Placement, or Entrepreneurship.

STUDENT CONDUCT AND PARTICIPATION

The National FFA Organization is one of the most easily recognized youth organizations in the United States. As FFA members the students not only represent themselves but also their school, chapter, community, state, and the entire organization.

FFA MEMBER CONDUCT

- FFA member's appearance and attitudes should positively reflect their chapter, school, and community.
- Members will abide by the FFA Code of Ethics.
- For questions refer to the Newkirk Agricultural Education Department Operational Policies or inquire with the agricultural education instructor.
- When FFA Official Dress is required the student is responsible for obtaining full FFA Official Dress and may not be allowed to participate if they do not do so. FFA Official Dress contains the following:

- Men's Official Dress:
 - Black dress pants. (No jeans - blue or black, leather, pleather, etc.)
 - White dress shirt and official FFA tie.
 - Black dress shoes with a closed heel and toe (No boots, sandals, open-toed shoes, tennis shoes).
 - Black socks.
 - Official FFA jacket zipped to the top.
- Women's Official Dress:

- Black skirt. Skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than 2 inches above the knee, excluding the kick pleat. NO SLACKS!
- White collared blouse and official FFA blue scarf.
- Black dress shoes with a closed heel and toe (No boots, sandals, open-toed shoes, or tennis shoes.)
- Jet Black nylon hosiery.
- Official FFA jacket zipped to the top.
- No more than three medals should be worn on the jacket. These should represent the highest degree earned, highest office held and the highest award earned.
-

FFA MEMBER PARTICIPATION

Only Newkirk FFA members in good standing will be allowed to attend State and/or National FFA Convention and other FFA Activities. In order to qualify as an FFA member in good standing, a student must do the following:

- Students must be enrolled in an approved agricultural education course at Newkirk High School.
- FFA dues must be paid. Amount and due date to be determined by the agricultural education instructor.
- Attend monthly FFA meetings. Refer to the school calendar for meeting dates and times. (Note: Missing more than two regularly scheduled meetings will result in loss of ability to exhibit in livestock shows under the designation of FFA).
- Participate in at least one FFA sponsored community service activity.
- Sell at least 10 items in the yearly fundraiser.
- Be listed as eligible based on school eligibility policies.

The final selection of members attending conventions and activities will be completed by the agricultural education instructor.

SCHOOL LIVESTOCK FACILITIES

The livestock facilities at Newkirk Public Schools are for use only by students enrolled at Newkirk Public Schools who are Newkirk FFA members in good standing or members of the local 4-H chapter who attend Newkirk Public Schools. The facilities will strictly be for market animals and breeding animals which are eligible for exhibition. Precedence for barn and pen space will be given to Newkirk FFA members and based on the discretion of the agricultural education instructor.

- The agricultural education instructor will make all stall, pen, and facility assignments and no changes will be made without permission from the teacher.
 - The student is responsible for feeding, watering, grooming, and exercising his/her project. ANIMALS THAT ARE NOT PROPERLY CARED FOR WILL BE REMOVED FROM THE FACILITIES. Refer to the animal welfare agreement for details.
 - The students who house animals at these facilities will respect the facility and keep their areas cleaned at all times. At the conclusion of the show season all students who house animals at the school facilities will help with final clean-up where pens will be broken down and stored, the building will be fully swept and organized based on the decision of the agricultural education instructor.
 - Parents are expected to assist their own child(ren) with their livestock show projects, and only their own child(ren) may be assisted without prior approval from the agricultural education instructor.
- Livestock exhibition is a great activity and experience for the entire family. Parents may always assist their own child(ren) with their own projects. Assistance with other student's projects must be approved in advance by the agricultural education instructor.

For more detailed policies related to Agricultural Education, please consult the agriculture education teacher.

TRANSPORTATION AND BUS RULES

INTRODUCTION

This excerpt from the Student Transportation Handbook outlines rules and regulations of the State of Oklahoma, Oklahoma State

Department of Education, and Newkirk Public School District regarding pupil's transportation.

Please read and discuss it with your children as their safety depends on their understanding and following its contents.

The school bus is an extension of the classroom, consequently most of the rules that apply to

the classroom should be observed on the bus. The driver is in charge of the bus. Failure to observe the driver's or bus aide's request or willful neglect of other rules that endanger the safety of those on board could result in use of temporary or permanent suspension of bus riding privileges.

BUS RIDING CONDUCT RULES

1. Riders must always remain seated except when entering or leaving the bus. Riders **MUST** have the driver's permission to change seats.
2. Drivers may assign seats when he/she deems it necessary.
3. Loud conversations, shouting, singing, obscene language or gestures not normally suited to a classroom environment will not be tolerated.
4. Horseplay, fighting, scuffling, bullying, or any other disturbance which may distract the driver is prohibited.
5. Riders shall promptly obey any reasonable request of the driver.
6. Riders shall not extend any part of their body or any object out of the bus window
7. Riders shall not throw objects including paper or trash, within the bus or out of the windows.
8. Band instruments or other items which would block the aisle or driver's vision will not be allowed on the bus unless these items can be carried on the student's lap.
9. Glass objects, knives, water and cap pistols, firearms or weapons, fireworks, or other items creating a safety hazard will not be permitted on the bus.
10. The use of tobacco of any kind, vapor device, drugs or alcohol in any form or the lighting of matches or lighters will **not** be permitted on the bus.
11. Riders shall stay out of the driver's seat or driver area and may not tamper with any of the operating equipment, including emergency doors, exits and windows.
12. Riders will not be allowed to eat or drink on the bus unless permitted by the driver.
13. Riders will need to be at the bus stop 5 minutes prior to the bus's arrival.
14. Afternoon riders will need to load the bus immediately after classes have dismissed.
15. The bus will not wait for those who are tardy.
16. Phones and other players without ear-phones will be prohibited on all routes.

OTHER RULES FOR SAFE BUS CONDUCT

1. Keep off the road while waiting to board the bus. Give the driver space to pull the bus as far to the right as possible.
2. Never attempt to enter or leave the bus until it has come to a complete stop.
3. Pushing or shoving will not be tolerated while boarding or leaving the bus.
4. Riders may talk in a normal voice to seat mates. No shouting or loud talking is allowed as it may distract the driver.

5. No pets or animals are permitted on the bus.
6. In cold weather, riders should bring adequate clothing to cope in case of an emergency.

RULES FOR BUS RIDERS

The following rules are posted on each bus.
They are a condensed version of those found elsewhere in the Parent/Student Handbook.

Please read and become familiar with this Handbook.

1. REMAIN IN YOUR SEAT.
2. NO SHOUTING, SINGING, OBSCENE GESTURES OR LANGUAGE.
3. NO HORSEPLAY, FIGHTING, SCUFFLING, OR BULLYING.
4. OBEY THE BUS DRIVER'S REQUESTS.
5. KEEP BODY PARTS AND ANY OTHER OBJECTS INSIDE THE BUS.
6. DO NOT THROW TRASH OR OBJECTS IN OR OUTSIDE OF BUS.
7. GLASS OBJECTS, KNIVES, WATER OR CAP PISTOLS, AND WEAPONS OR FIREARMS ARE PROHIBITED.
8. THE USE OF TOBACCO, VAPES, DRUGS OR ALCOHOL IN ANY FORM ARE PROHIBITED.
9. STAY OUT OF THE DRIVER'S SEAT AND DO NOT TAMPER WITH BUS CONTROLS OR EMERGENCY DOORS, WINDOWS AND EXITS.
10. NO EATING OR DRINKING ON BUS.
11. STUDENTS NEED TO BE AT THE BUS STOP 5 MINUTES PRIOR TO BUS'S ARRIVAL. AFTERNOON RIDERS WILL NEED TO LOAD THE BUS IMMEDIATELY AFTER SCHOOL IS DISMISSED.
12. PHONES OR OTHER LISTENING DEVICES WITHOUT HEADPHONES ARE PROHIBITED.
13. KEEP YOUR HANDS AND FEET OUT OF THE AISLES AND TO YOURSELF.
14. YOU AND YOUR PARENTS SHOULD BE FAMILIAR WITH THE PARENT/STUDENT TRANSPORTATION HANDBOOK.

FAILURE TO FOLLOW ANY OF THE STATED RULES MAY RESULT IN THE FOLLOWING CONSEQUENCES:

FIRST VIOLATION: Will result in a bus conduct report being written and filed with the principal and parent contact.

SECOND VIOLATION: Will result in a bus conduct report being written

and filed with the principal. Parents will be involved in conference with student. Next violation may result in temporary bus suspension.

THIRD VIOLATION: Will result in a bus conduct report filed with the principal. Parents will be notified if the rider has been suspended from riding the bus for three (3) or more school days. Rider must attend school equal to the number of days suspended before regaining bus riding privileges.

FOURTH VIOLATION: Will result in a bus conduct report filed with principal. Parents will be notified if the rider has been suspended from riding the bus for up to the remainder of the current year, at the discretion of the transportation director and school principal.

SEVERE CLAUSE: The administrator in charge may supersede one or more of the above steps for serious offenses.

BUS DRIVER(S) MAY BE ASKED TO ATTEND CONFERENCES AT ANY LEVEL.

BICYCLE RULES

Bicycles must be parked in the racks provided and should not be ridden at noon. They are to remain parked until school is dismissed. It is recommended that locks be used, but they are not provided by the school.

Bicycles are not to be ridden on the school grounds. Bikes should be ridden once they have been walked away from the front of the school. Bike riding is appropriate for the street but not for the sidewalk areas. Safety is most important.

While the school will make every effort to safeguard bicycles, it cannot assume responsibility for them. No students are to be around the bike area except to put away or pick up a bike.

NEWKIRK PUBLIC SCHOOL 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 a prescribed and/or non-prescriptive medication be dispensed to that student, only the school nurse, and administrator, or administrator's designee may administer the medication in compliance with the regulations that follow:

I. Prescription medication must be in a container that indicated the following:

- A. student's name
- B. name and strength of medication
- C. dosage and directions for administration
- D. name of physician or dentist
- E. date and name of pharmacy

Such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

- A. purpose of medication
- B. time to be administered
- C. termination date for administering the medication

II. Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive non-prescription medication during the school day. Permission will include:

- A. purpose of medication

- B. time to be administered
- C. termination date for administering the medication

A permission form will be sent to parents at the beginning of the school year. The school nurse, administrator or administrator's designee should:

- A. Inform appropriate school personnel of the medication being administered.
- B. Keep an accurate record of the administration of the medication.
- C. Keep all medication in the office.
- D. Return unused prescription to the parent or guardian only.

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

The school district retains the discretion to reject requests for administration of _____ medicine. This policy statement will be provided to a parent or guardian upon receipt of a request for long term administration of medication. Adopted by Newkirk Board of Education August 6, 1984.

DIRECTORY INFORMATION DISCLOSURE NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district 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 district 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 for wrestling, showing weight and height of team members.

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. Directory information will not be released to outside organizations for commercial or non-commercial purposes. 17 If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing.

The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph;
12. The student's electronic mail address

STUDENT RECORDS AND PARENTAL INFORMATION PERMANENT RECORDS

Your permanent record, which is kept on each individual student, is the school's official record of your school work. It includes your entire academic work while in this school plus your standard achievement test scores. It is referred to by State and Government agencies when information is needed for employment purposes. The importance of your school record can not be overestimated.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) (REGULATION)

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information."

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
 - A. It was made as a personal memory aid;
 - B. It is in the sole possession of the individual who made it; or
 - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under FERPA and this policy. This information is provided within the student handbook published on the Newkirk Public Schools Website. A notice will be sent home with each student listing these rights and the bulletin will be included with a packet of material provided by parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is 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, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records 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's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

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 record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

DISCLOSURE OF INFORMATION

TO ALL PARENTS OF NEWKIRK SCHOOL STUDENTS AND STUDENTS WHO ARE EIGHTEEN YEARS OF AGE OR OLDER TAKE NOTICE:

Under the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT you are hereby notified as follows:

1. Before the Newkirk Public Schools can disclose personally identifiable information from a student's education records, (including, but not limited to, the student's name; the name of the student's parent or other family member; the address of the student or the student's family; social security number or student number; or a list of personal characteristics that would make the student's identity easily traceable) you must give a written consent for such release. The consent must specify the records that may be disclosed; the purpose of the disclosure and the identity of the party or class of parties to whom the disclosure may be made. For your use we are enclosing a copy of a written release which you may sign and return to the offices of the Newkirk Public School.

The Newkirk Public School may disclose information from a student education record without your consent if the disclosure is:

1. to other school officials, including teachers with the Newkirk Public Schools, who have a legitimate educational interest in the records;
2. the disclosure is to officials of another school, school system, or institution of post secondary education where the student seeks or intends to enroll;
3. and to the Comptroller General of the United States, the Secretary of Education for the United States or state and local educational authorities or their representatives;
4. and the disclosure is in connection with financial aid for which the student had applied or which the student had received if the information is necessary to determine eligibility for the aid, the amount of the aid, the conditions of the aid or to enforce the terms and conditions of the aid;
5. and for a school information directory.

The Newkirk Public School has a record of all disclosures of personally identifiable information and you have a right to inspect and review that record. The record is kept in the offices as follows:

Grades PreK-5 Principal's Office Newkirk Elementary School, 701 West South Street

Grades 6-8-Principal's Office Newkirk Middle School, 711 South Academy

Grades 9-12-Principal's Office Newkirk High School, 625 W. South Street

School Transportation Records: Superintendent's Office, 625 W. South Street

Speech Therapy, Psychological Records, Special Test Records: Special Education Office, 625 W. South Street

2. In addition, you, as a parent of a Newkirk student, or you as a student who is eighteen or over, have a right to inspect and review a student's education records which are maintained by the Newkirk Public Schools.

3. You may request the amendment of a student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights.

4. You have the right to consent to the disclosure of personally identifiable information contained in the student's education records, except in the case of those records which by law can be disclosed without your consent.

5. "Educational Records" means those records that are directly related to a student and maintained by the Newkirk Public Schools. The term does not include records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Nor does that term include records relating exclusively to the individual in that individual's capacity as an employee of the Newkirk Public Schools and are not available for use for any other purpose.

6. To inspect and review a student's educational records, you must make a request of the student's principal for inspection. The request must be in writing and designate the student or student's records to be inspected. The request must be signed by the parent of the student, which shall include a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A student who is eighteen years of age or older can sign his own request. Within 10 days after the request has been made, the student's principal will notify you of a time and place for inspection and during inspection you can make reasonable requests for explanations and interpretation of the records are as follows:

- Special Education Records-Disciplinary Records
- Academic Records-Attendance Records

7. If you believe the education records of a student contain information that is inaccurate, misleading, or in violation of a student's rights of privacy or other rights, you may ask the Newkirk Public Schools to amend the records. All requests for amendment must be in writing with an explanation of why you believe the education records are inaccurate, misleading or in violation of a student's rights. The Newkirk Public School will notify you, in writing, of any decision not to amend the records, which notice will include an explanation for the decision.

8. In the event you are not satisfied with the decision of the Newkirk Public School and you wish to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy or other rights of the student, you may request a hearing before any individual within the Newkirk Schools as hearing officer, who does not have a direct interest in the outcome of the hearing.

9. The request for a hearing shall be in writing and shall be addressed to the student's principal. The request shall identify the records sought to be changed or amended and the reasons for the request. The hearing officer will give notice to you by mail of the date, time and place of the meeting at least ten (10) days before the meeting.

10. The hearing officer shall make a decision in writing within a reasonable period of time following the hearing which will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decisions.

11. If, as a result of the hearing, the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the Newkirk Public Schools shall amend the record accordingly and inform you of the amendment in writing. If the hearing officer decides that the information in the records is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the hearing officer will notify you that you have a right to place a statement in the record or stating why you disagree with the decision of the hearing officer.

A copy of the policy of the Board of Education of the Newkirk Public Schools in compliance with the Family Education Rights and Privacy Act can be obtained by you at the offices of the Newkirk High School.

You also have a right to file a written complaint with the Family Policy and Regulation Office, U.S. Department of Education, Washington, D.C. 20202, if you believe there has been a violation of the Family Education Rights and Privacy Act.

Please see the Board of Education School Policy Reference Manual for further information, section FL-R.

PARENT 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.

25 O.S. Section 2001

Newkirk Public School Parents' Right to Know



711 S Academy Street
Newkirk, OK 74647

Date: July 1st, 2026

Dear Parents and Guardians:

In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from Newkirk Public Schools to every parent/guardian of a student in a Title I school that you **have the right** to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications*[ESSA, Section 1112(e)(1)(A)(i)-(ii)]*
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
[ESSA, Section 1112(e)(2)(A)]
- c) upon request, parents of an English learner may:
 - have the child immediately removed from an English Learner (EL) program; *[ESSA 1112(e)(3)(A)(viii)(i)]*
 - decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; *[ESSA, Section 1112(e)(3)(A)(viii)(ii)]*
 - receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. *[ESSA 1112(e)(3)(A)(viii)(iii)]*
- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.
[ESSA, Section 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact the school principal at 580-362-2516

Sincerely,

Wendy Terrazas
School Principal

Protection of Pupil Rights Amendment (PPRA)

The School District is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect survey or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

NONDISCRIMINATION STATEMENT

The Newkirk Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran. **NEWKIRK PUBLIC SCHOOL TITLE IV**, Race, Title IX, Sex, Section 504, Handicapped. Adopted by the Board of Education in July 1984.

Newkirk Public Schools have taken steps for compliance:

1. The law requires each school district appoint a grievance coordinator and publish his/her name, address, and phone number. Superintendent Todd Overstreet has been appointed to this position and can be reached at 625 West South Street, Newkirk, Oklahoma and can be phoned at 362-2388. This information has been distributed to all buildings and will be appropriately posted.
2. In addition, the district must identify a Hearing committee and develop a grievance procedure; however a complaint can go directly to the Hearing Committee.

Hearing Committee:

1. Lance Williams..... High School
2. Patty Rowe..... High School
3. Wendy Terrazas..... Middle School
4. Dustin Watters..... Middle School
5. Ashley Watters..... Elementary School

Grievance Procedure:

1. The grievant will file a written complaint with the institution's coordinator, Todd Overstreet.
2. The coordinator will then institute an investigation, during which time, identity of the grievant will be kept confidential.
3. The coordinator will conclude his investigation within ten (10) days of the filing of the complaint and will report his results to the grievant as well as any recommendations, suggestions, etc.

4. If the grievant is satisfied, the complaint shall be dismissed; if not, he/she may request a hearing, at which time the grievant must be identified.
5. The hearing must be held by the hearing committee within twenty (20) days of the request. Both parties may be represented by legal counsel and grievances may have other support witnesses as well.
6. After the hearing has been conducted, the committee will file their report with the superintendent of the Newkirk Public Schools within ten (10) days and said superintendent will thereupon implement said report and provide the grievous reasons in writing why all or any portion of the report will not be implemented.
7. If the grievant continues to be dissatisfied, the decision may be appealed to the governing board of the Newkirk Public Schools, at which time, within thirty (30) days, the report will be reviewed, and the board shall issue its order either affirming, overruling, or modifying said report.
8. If the grievance continues to be dissatisfied, the grievance is to provide notice to the Superintendent of the Newkirk Public Schools, and the complete records are to be forwarded to the Department of Education, at which time all parties may file a brief with said department, stating their respective positions.

NOTE TO PARENT

As parents and professional educators, our goal is the same, to provide educational experiences that will encourage middle school students to grow in unique and individual ways and to become the best they can be. They deserve nothing less. Together, we can accomplish this goal.

STUDENT-PARENT-TEACHER CONFERENCES

Meetings with parents is an important aspect of an effective educational program. Conferences may be initiated by parents, teachers, counselors, or administrators to discuss many aspects of a student's education (i.e. academics, discipline, social adjustments, etc.) To schedule a conference, please call the Newkirk Middle School office for an appointment with the teacher, counselor, or principal.

ACCIDENT AND ILLNESS

Newkirk Middle School students should be fever free without fever reducing medication for 36 hours before returning to school. If your student has vomiting or diarrhea, they should not return to school until they have been symptom free for 36 hours. If a student should become ill during the school day, the parent will be notified and the student should be picked up as soon as possible. The school will make every effort to inform the parents of any accident-occurring at school. No student will be sent home unless a responsible adult is contacted or here to receive him/her.

HEALTH

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical care, and dental care. Although a physical examination for each student is not required before entering school each year, it is desirable.

It is also imperative that your child's immunization be kept up to date in accordance with State law. The Oklahoma State Board of Health requires that parents of all students, kindergarten through twelfth grade, admitted for the first time to the Newkirk Public Schools, present to the school an immunization record verified by a medical or osteopathic physician, or State or Local Department of Health.

In the event a student has a known health problem of major consequence, the student's parents should inform the school authorities as soon as possible. It is the responsibility of the parent/guardian to inform the school of existing health problems or of the health problems that arise during the school year.

Newkirk Middle School supports students drinking a sufficient amount of water and provides filtered water through water fountains. Students may bring their own water bottle with a secured lid. Sodas, sports, and energy drinks are not allowed in the classroom. Exceptions for special circumstances will be made by administration.

PARENT-CHILD COMMUNICATION

A parent should talk with his child about school activities and show an active interest in his report and his progress. Encourage your child to be enthusiastic about his or her school work. Help your child schedule sufficient time for home study in a suitable, quiet place at a regularly scheduled time. Pencils, pen paper, books, dictionary, ruler, etc. should be at hand.

Your interest and support at home are important to your child and are greatly appreciated by his/her teachers.

SCHOOL COUNSELING SERVICES

The counselor may meet with a student for a personal, private discussion of his/her school work sometime during the school year. However, you are free to get in touch with the counselor before you are contacted should you feel the need to do so.

The administrative staff and teachers are also available for discussion of any problem any student may wish to discuss. In most cases a student will be aware of his/her problem before the teacher, counselor, or principal. Do not wait until someone else discovers your problem--tell someone about it at once! It never pays to put off problems as they usually become larger as time goes on.

SUBSTITUTE TEACHERS

Substitute teachers are in our school because of the absence of the regular teacher. They should be treated with a great deal of courtesy. In the classroom, students should function exactly as though the regular teacher is present.

TELEPHONE

The office phone is available for use by students for **EMERGENCIES** only. Students must receive permission to use the office phone and indicate the reason for the call. Students will not be called from class to answer the phone except in emergencies.

BALLS--BEFORE AND AFTER SCHOOL

Because of student safety, there will be no playing of basketball, baseball, football, or any activity using a loose ball before or after school without permission from the office. No balls or equipment may be brought to school without permission by the principal.

LOCKERS

Students are to use only the locker that is assigned to them at the first of the year. If there is a problem, it is the student's responsibility to discuss it with the principal. Locks are provided by the school. If the locker needs to be accessed by school personnel we have the right to remove the lock. Students are responsible for keeping the locks secured on their assigned locker(s) and there will be a \$5.00 charge per lock to replace missing locks. All lockers are property of the school and, as such, the school reserves the right to inspect the locker at any time with or without the student's knowledge.

PERSONAL ITEMS

All school-related items must be clearly labeled with the student's name, grade, and school year. This is your responsibility.

VISITORS

Parents are always welcome to visit Newkirk Middle School. Students are discouraged from bringing visitors with them to school during the school hours. All visitors must have prior approval from the principal and must check in through the office upon arrival. Unauthorized visitors will be asked to leave the building.

Reminder: We will have visitors tour the school. Please help keep your school clean and display good citizenship. Take pride in your school.

STUDENT HOMEWORK

Class periods in Newkirk Middle School are forty-eight minutes in length. Some of this time (15 to 20 minutes) is frequently used for supervised study within individual rooms. This program of supervised study will lessen but not eliminate homework. It is not our desire to eliminate homework but rather to be certain that students have an opportunity to study some at school under supervision of subject matter teachers. Homework assignments are made by classroom teachers as the need arises. Homework, when assigned, is a student's obligation and becomes a part in determining the students' progress. Good study habits are essential for good grades. Students should set aside a certain amount of time at the same hour each evening for studying.

Parents are invited to consult with the teachers and/or principal of the school any time concerning the student's work or any other phase of the school program. In order to avoid disturbing a teacher while busy in the classroom, we ask all parents to schedule a time to meet with a teacher.

SCHOOL BUILDING AND GROUNDS

Please use the trash containers that are provided at various places on the school grounds. This helps keep your school building and grounds clean. In all rooms and hallways in the school building containers are provided for waste paper and trash. Do not throw things on the floor. It is expected that you are neat in all school areas. Proper habits of cleanliness in the restrooms are expected of all students at all times.

POLICY FOR USE OF SCHOOL EQUIPMENT AND OPENING OF BUILDING FOR USE BY INDIVIDUAL AND SCHOOL GROUPS

School equipment shall not be loaned to any individual or group when that individual or group shall make any personal or monetary gain. Because of the possibility of damage and loss to equipment, the Newkirk Board of Education discourages the loaning out of any school equipment.

All Newkirk school buildings shall be properly supervised by those teachers who open said building. This means when a teacher, coach, band teacher, or administrator opens a building, he/she shall be responsible to properly supervise or sponsor said activity and all those persons in the building.

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Newkirk Elementary and Newkirk High School offices.

The Newkirk Public Schools annually notifies all parents, teachers and other employees by newspaper and/or handouts. Additionally, information regarding any asbestos activities planned or in progress, will be disseminated by newspaper and/or handouts when they arise.

The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.



Newkirk Public Schools

Child Find Program

Identifying, Locating, and Evaluating Children with Disabilities

Child Find is a public awareness activity to identify, locate, and evaluate children ages 3 through high school graduation with a diploma, or through 21 years of age, if necessary, who may have disabilities defined under the Individuals with Disabilities Education Act (IDEA) of 2004.

Developmental Delay (DD): A preschool child (ages 3-5) may be determined eligible as a child with a developmental delay requiring special education and related services if one or more of the two eligibility criteria below are met:

- Functioning one and a half standard deviations below the mean in two domains or two standard deviations below the mean in one domain.
- In extraordinary cases when a standardized score cannot be determined, the child may be determined to have a disability based on functionality and the informed opinion of the group, with documentation of the rationale for the inability to obtain a standardized score.

There are five (5) domain areas of development that are measured: Communication, Social/Emotional, Adaptive Behavior, Cognitive, and Motor/Physical. The following are categories of disabilities: Autism, Orthopedic Impairment, Developmental Delay, Speech and Language Impairment, Visual Impairment Including Blindness, Multiple Disabilities, Other Health Impairments, Specific Learning Disability, Intellectual Disabilities, Deaf-Blindness, Hearing Impairment including Deafness, Emotional Disturbance, and Traumatic Brain Injury.

Newkirk Public School District is responsible for locating all eligible students with disabilities beginning at the age of 3, who are residents of the Newkirk Public School District. They have the right to a Free Appropriate Public Education (FAPE) as mandated by IDEA. The specific special education and related services for children are determined per child by the Individualized Education Program (IEP) team.

For children 3 to 5 years of age, who are residents of the Newkirk Public School District, or attending a private school in the Newkirk area, please contact:

Newkirk Public School Special Services

701 West South Street, Newkirk, OK 74647

580-362-2279

Services for infants and toddlers (ages 0 to 3) who are suspected of having disabilities are provided services through the Sooner Start Early Intervention Program. If you suspect a disability in your infant or toddler, contact the Oklahoma County Sooner Start Program at 405-271-9477