



Newkirk High School 2026-2027

Principal – Mr. Lance Williams

School Counselor – Patty Rowe

School Phone Number: 580.362.6241 **Fax Number:** 580.362.6242

625 W. South Street
Newkirk, OK 74647
www.newkirk.k12.ok.us

7:30 a.m. AM Pioneer Tech Bus Departs

7:45 a.m.	West doors open for students
8:00 - 8:48	1 st Period
8:52 - 9:23	Advisory
9:27 - 10:15	2nd Period
10:19 - 11:07	3 rd Period
11:11 - 11:59	4 th Period
11:30 a.m.	AM Pioneer Tech Bus Returns
11:59 - 12:29	Lunch
12:10 p.m.	PM Pioneer Tech Bus Departs
12:33 - 1:21	5 th Period
1:25 - 2:13	6 th Period
2:17 - 3:05	7 th Period
4:00	PM Pioneer Tech Bus Returns

Table of Contents

Foreword	6
School Emblem & School Colors	6
Mission Statement/Vision Statement	6
Emergency Situations	6
Inclement Weather	6
Family Emergency	6
Other Emergency Situations	7
Policies & Procedures for Attending School	7
Admission to School	7
Withdrawal from School	8
Attendance Policies: Absences	8
Checking In/Out	9
School Activity Absences, Tardy/Late Arrival	9
College Visitation	10
Make-Up Work	10
Academic Information	10
Graduation Requirements for College Prep/Work Ready Curriculum	10
Honors Program	13
Oklahoma's Promise (OHLAP)	14
Classification	15
ICAP	15
Graduation Exercises	15
5 th Year Seniors / Class Rank	15
Valedictorian / Salutatorian	16
Grading / Report Cards	16
Honor Roll/Academic Letter Award	16
Course Requirements	17
Added Weight (PreAP, AP, Concurrent)	17
Other Courses Offered / Online Courses	17

Concurrent Enrollment	18
Career & Technical Programs/Work Study	18
Summer School Classes/Alternative School	19
Class Changes	19
Lost / Damaged Textbooks & Equipment	19
Class & Lab Fees	19
Education Testing Policies	19
Semester Tests/Exemption Policy	19
Proficiency Based Testing	20
State & National Testing	20
Driven to Read	20
District Report Card	20
Educational Policies	21
School Day / Arrival & Lunch	21
Cafeteria & Library Policies / Lost & Found	21
Dress Code	22
Religious and Health Accommodations	23
Clothing Assistance	24
Personal Electronic/Internet Protection Act Policies	24
Personal Electronic Devices	24
Student Internet Protection Act	25
Bring Your Own Device (BYOD) Policy and Contract	26
Chromebook Policy	28
Harassment, Intimidation and Bullying Policies/Report For/Hazing/Cyberbullying	28
Discipline Policies	30
Process for Addressing Concerns	31
Student Behavior/Academic Misconduct	32
Assertive Discipline Plan	33
In-School Detention	34
Out-of-School Suspension	34

Right of Appeal	35
Out-of-School Education Plan	35
Transfer of Enrollment During Suspension	36
Right of Privacy	36
Drug Abuse Policies	37
Student Drug Abuse Policy	37
Searches by Trained Dog	37
Student Drug Testing Program	37
Extra-Curricular Activities Policies	39
Eligibility	39
Student Officers	39
Student Clubs and Organizations	40
Fund-Raising/Activity Trips/Athletics	41
Assemblies	41
School-Sponsored Dances/Prom	42
Homecoming Activities	42
Agricultural Education	44
Transportation Policies	45
Parking Permits	45
Driving Rules	46
Bus Rider Safety and Responsibilities	46
Transportation to Pioneer Technical Center (PTC)	47
Medication Policies	47
Administering Medication to Students	47
Meningitis Information	47
Student Records and Parental Information	49
Permanent Records	49
Confidential Documents (FERPA)	50
Parents' Right to Know	53
Protection of Pupil Rights Amendment / Non-Discrimination Statement	54

Grievance Procedure	55
Use of Equipment	55
Asbestos Notice	55

NEWKIRK HIGH SCHOOL STUDENT HANDBOOK

2026-2027 School Year

FOREWORD

This handbook has been prepared to serve for your use and guidance. Many of the items in this book are the same as in the previous handbook; however, there are some additions and changes which you will want to read carefully.

The primary purpose of this handbook is to serve as a guide for students of Newkirk High School and to present to you the opportunities that the school has to offer. We feel that Newkirk High School is one of the best in the state and that you will want to share in its achievements and experiences. This book gives definite information with which each student should be familiar and will serve as a ready reference to regulations and policies. It is not meant to cover all situations that might arise.

Parents may use this book to become familiar with and understand the operation of the school. It will help you to clarify just what the school presents to all students.

SCHOOL EMBLEM

Tiger

SCHOOL COLORS

Blue and Gold

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 learning

VISION STATEMENT

Newkirk Public Schools, where every Tiger feels loved, respected and encouraged every day.

EVERY TIGER, EVERY DAY

EMERGENCY SITUATIONS

Inclement Weather

When severe weather may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. An emergency information service ("One Call") will call your one pre-designated phone number to inform you of school closures. Automated messages will be sent to valid phone numbers on file at the school. 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 NHS 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), and KWTW (Ch. 9 OKC) If inclement weather occurs after school is in session for the day, parents will be contacted to gain permission for students under the age of 18 to leave school via personal vehicle or school bus. Students whose parents cannot be contacted will remain at school until such contact can be made. This is done for the safety of every student and to establish direct communication with the appropriate parent or guardian.

Family Emergency

In the event of a family emergency, please call the school at 362-6241 or come to the principal's 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:

Parents: Please do not call the school during a non-family emergency situation. This does not leave the lines of communication open for emergency personnel and other pertinent needs during a crisis. NHS will communicate with “One Call” and social media in the event of an emergency.

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, or four times per year. In the event of a fire, students will be released to parents from the evacuation location.

TORNADO –An alarm will sound. Teachers should 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 - Students will shelter in the locked classroom away from the windows and the door. They will stay quiet and wait for the all-clear or for instructions from the administration. No admittance will be allowed at the school. Students will be released to their parents from a safe location.

LOCKDOWN ALERT – Students will shelter in the locked classroom. No admittance will be allowed at the school. This alert will end when the community event leading to this alert is over or change to an intruder alert if necessary. 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 High 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. Have documentation that he/she has completed the requirements from an accredited eight-year elementary school, middle school, or junior high school;

4. The custodial parent must register the student. A legal guardian must provide court-ordered proof of guardianship, or a temporary guardianship letter that has been notarized.
5. 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.
6. Students who have been suspended from another school **MUST** make an appointment and meet with an administrator before they will be considered for registration.
7. Students will not begin school on the same day they register.
8. Following registration, students will meet with the counselor to schedule appropriate classes.
9. Free and reduced lunches cannot begin until all forms are completed and approved.

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 to receive credit for any course in which the student is enrolled. 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 another 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, a 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 upon the student's return to school. An Attendance Review Committee will review the absences of 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 the 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 the principal due to emergency at the request of the parent;
- Religious holy days;
- Participating in a military funeral honors ceremony upon approval of the school principal.
- Military honors-Documentation required
- Funeral of family/friend with proper documentation.

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 monthly to inform parents of absences. Parents and students may use the parent portal absences online 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 an unexplained absence 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. Consequences will be determined at the principal's discretion.

CHECKING IN/OUT

Students leaving school before regular dismissal time MUST check out through the Attendance Secretary 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 Attendance Secretary upon return. Please call 580-362-6241 x 128.

TARDIES

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

Three (3) tardies may result in a detention.

- **Six (6) or more tardies will result in a Principal Conference and possible ISD. Privileges of attending school activities, events, and functions, and being 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 attendance clerk should be obtained 1st hour and 5th hour before the student goes to class. The pass must be obtained from the teacher that detained them. Parent/Guardian contacts the school office to give the reason for the student being late.
- If the student is late for class and the student does not have a pass, that student will receive an unexcused tardy.
- Students who are tardy to school in the morning and/or after lunch will report to the office.
- **A student who is more than 10 minutes late to class will be automatically counted tardy in that class and will be assigned to lunch detention after checking in with the attendance clerk.**
- **Failure to attend an assigned lunch detention will result in the assignment of an additional lunch detention. Additional consequences will be determined by the principal.**
- ~~Tardies could affect a student's opportunity to be exempt from semester tests. Students must have less than 6 tardies in all classes total each semester.~~

LATE ARRIVAL

- Parent/guardian contacts the school office to give the reason for the student being late.
- Students must receive an admit slip before going to class. Students not possessing an admit slip when reporting late to class will be sent 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 the school administration if they abide by the following rules:

- Checked out by the parent and inform school how they will be transported

- Checked into the game with an 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 student leaves the game early or does NOT check IN or OUT, it is an automatic unexcused absence

COLLEGE VISITATION

- Seniors will be allowed two (2) days for college visitation. Juniors in good standing may be granted two (2) college visit days with counselor and administration approval. These visitation days may be used for taking the ACT or military testing. The **Principal /Counselor may approve further visits under extenuating circumstances.**
- These days may be taken at the discretion of the student and will count as a school activity. They will not be counted in the 10-day rule.
- In order to qualify for a college visitation day, the following requirements must be met:
 - o The student must be academically eligible at the time of the visit.
 - o **The visit must be coordinated through the school counselor at least THREE DAYS prior to the visitation day.**
 - o The college visitation form must be signed by the parent/guardian.
 - o The college official must sign a slip provided by the high school, and the slip must be returned to the counselor on the next school day.
 - o **The last college visitation day must be completed by 3:00 p.m. April 30th unless approved by the principal.**

Students planning to attend college are encouraged to visit the school counselor, college of choice, or www.okcollegestart.org for specific entrance requirements. Additional coursework may be needed to meet these requirements. NHS recommends students begin planning for college in their freshman year.

MAKE-UP WORK

- 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.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

The Newkirk Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and

technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts

4 units or sets of competencies
1 unit of Grammar and Composition
and
3 units which may include
American Literature

English Literature

World Literature

Advanced English Courses

Other English courses with content and/or rigor
equal to or above grammar and composition

Social Studies

3 units or sets of competencies
1 unit of United States History
 $\frac{1}{2}$ to 1 unit of United States Government
 $\frac{1}{2}$ unit of Oklahoma History
 $\frac{1}{2}$ unit to 1 unit which may include:
World History
Geography

Economics

Anthropology

Other social studies courses with content and/or
rigor equal to or above United States History,
United States Government, and Oklahoma
history

Mathematics

3 units or sets of competencies
1 unit of Algebra I 1 and 2 units which may include:
Algebra II
Geometry 1
Trigonometry
Math Analysis or Precalculus
Statistics and/or Probability
Calculus
Computer Science I and II
Intermediate Algebra
Mathematics of Finance

Contextual mathematics courses that enhance
technology preparation, whether taught at a
(1) comprehensive high school, or (2)
technology center school when taken in the
tenth, eleventh, or twelfth grade, taught by a

certified teacher, and approved by the State Board of
Education and the district board of
technology center school, including computer
programming, hardware and business

education

Mathematics courses taught at a technology
center school by a teacher certified in the
secondary subject area, when taken in the
tenth, eleventh, or twelfth grade upon
approval of the State Board of Education and
the district board of education

Other mathematics courses with content and/or
rigor equal to or above Algebra I A science,
technology, engineering and math (STEM) block
course.

The Arts and Computer Education

1 unit or set of competencies which may include, but
is not limited to, courses in Visual Arts and
General Music and 1 unit or set of
competencies of computer technology,
whether taught at a high school or a
computer applications, such as word processing,
databases, spreadsheets, and graphics, excluding
keyboarding or typing classes

Science

3 units or sets of competencies of laboratory science approved for college admission requirements:

1 unit or set of competencies of life science,
meeting the standards for Biology I:

1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and

1 unit or set of competencies from the domains of physical science, life science or earth and
space science such that content and rigor is above Biology I or Physical Science.

Electives

8 units or sets of competencies.

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy
passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign world language classes and
two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

For students completing College Prep/Work Ready requirements:

The above units may be earned through proficiency based testing in the areas of:

Social Studies, Language Arts, The Arts, Languages, Mathematics, and Science. (See Proficiency Based Testing Policy)

- No more than four (4) units may be counted for graduation from instrumental music or vocal music.
- No more than two (2) units may be counted for graduation from activity classes.
- Students completing graduation requirements at the end of any regular school term will be included in that year's graduating class for any and all records and activities.

For students completing requirements during the summer but prior to the beginning of the subsequent school year, the following guidelines will be used:

- The student will be officially listed as a member of the senior class of the preceding school year and will be included on the senior panel of that class.
- A diploma will be issued upon completion of all required courses for graduation and earning the minimum number of required credits as established by the Newkirk Board of Education.
- Transcripts will show a May graduation date in order to allow entry into college.

For students completing requirements at mid-term (December) the following guidelines will be used:

- The student will be officially listed as a member of the senior class of that school year and will be included on the senior panel of that class.
- A diploma will be issued after graduation and when transcripts have been completed for seniors.
- The student will be allowed to participate in all senior activities including, but not limited to, graduation, Prom, Senior Assembly, etc.

HONORS PROGRAM

Objectives:

1. To encourage increased student enrollment in academic subject areas.
2. To broaden the scope of the student's academic knowledge.
3. To recognize the students who have achieved academically above and beyond the basic requirements.

Recognition:

The high school transcript will have the designation "Honors Graduate" added to it.

Criteria:

- **Cumulative GPA > 3.75 in 7 Semesters**
- **4 Units of English** to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- **4 Units of Mathematics** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements; 4th Unit may be concurrent Math type course;
- **4 Units Laboratory Science** limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements; 4th Unit may be concurrent Lab Science Course;
- **4 Units History and Citizenship Skills** including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements; 4th Unit may be concurrent History type course;
- **2 Units of the same Foreign or non-English language**, approved for college admission requirements, whether taught at a high school or a technology center school;
- **1 Unit or Set of Competencies of Fine Arts** such as music, art, or drama, or 1 Unit or Set of Competencies of Humanities. (Oklahoma graduation requirement)
- **1 Unit of Computer Tech OR 1 unit of Fine Arts** (additional requirement for Honors)
- **4 Electives**

Any online courses must be taken through Newkirk High School.

PTC Students only: Choose either a 4th Math OR 4th Science.

Exempt from 4th History and the additional Comp Tech/Fine Arts requirement.

OKLAHOMA'S PROMISE (OHLAP)

- Students may apply for a college tuition fee waiver during their 8th, 9th, 10th, and 11th-grade years.
- Family income restrictions and specific curriculum and behavioral requirements apply.
- Details and applications may be accessed online at www.okhighered.org/okpromise or may be requested from the student's advisory teacher or counselor.
- **Parents are responsible for the application.**
- **Parents will receive a letter confirming acceptance from the office of OK Promise.**
- The high school counselor should receive an updated roster at the beginning of each school year. However, it is advisable to notify the counselor of acceptance so that he/she may confirm that the student is on the official roster.

ENGLISH: (4 units)

English I	English III
English II	English IV

LAB SCIENCE: (3* units - must be a district certified lab science)

Biology	Physical Science (lab)
Chemistry	
Physics	

MATH: (3 units)

Algebra I	Trig/Calculus
Geometry	Math Analysis
Algebra II	AP Statistics
Algebra III	

HISTORY AND CITIZENSHIP SKILLS: (3 units - 1 unit must be American/U.S. History)

American History	World History
Oklahoma History	Modern History
Government/Civics	Ancient History
Geography	World Geography

FOREIGN OR NON-ENGLISH LANGUAGE: (2 units of the SAME language or Computer Technology (2 units)

Spanish I/Spain II	Native Amer. Lang I/II
French I/French II	Sign Language I/II
German I/German II	

ADDITIONAL COURSE: (1* unit of the subjects listed above)

FINE ARTS OR SPEECH:

(1 unit of music, art, drama, or Speech - competencies WILL count if noted on the transcript.)

ACT Score:

17-unit OHLAP Core GPA (must be 2.5 or above)

Required for non-accredited schools

and homeschooled students

Overall GPA (transcript) (must be a 2.5 or above)

CLASSIFICATION

Classifications are determined by the number of credits earned.

Freshman	0	--	5.75	credits
Sophomore	6.0	--	11.75	credits
Junior	12.0	--	16.75	credits
Senior	17 +	--		credits

Class Meetings, Class Offices, Homecoming, and Prom are determined by classification.

****Classification will only be adjusted at the beginning of each school year except for students in the senior cohort that are lacking credits. Senior adjustments will be made at the beginning of the 2nd semester if credits are earned through credit recovery.**

ICAP

What is an Individual Career Academic Plan (ICAP)?

The term ICAP refers to both a process that helps students engage in academic and career development activities and a product that is created and maintained for students' academic, career, and personal advancement.

ICAP is a student-driven, ongoing process that actively engages students, enabling them to

- Understand their own interests, strengths, values, and learning styles
 - Create a vision of their future
 - Develop individual goals
 - Prepare a personal plan for achieving their vision and goals
- Newkirk High School has implemented a period of time throughout the day to ensure that all requirements for ICAP are fulfilled. Extra time during the ICAP period will be used for homework and other necessary activities teachers and administration sees fit.

GRADUATION EXERCISES

- Students must be within 2 credits to participate in graduation.
- Student must attend practice.
- Disciplinary action may exclude a student from participation in graduation.
- All students will be required to purchase a cap and gown from the high school vendor to participate in the graduation exercises.
- Students participating in graduating exercises are required to wear clothing underneath their gown that is in good taste and appropriate for the occasion, such as
 - collared shirt, slacks, socks, and dress shoes.
 - dress or suit
- Any student, who is not in appropriate dress **will not** be allowed to participate in the graduation exercises.

FIFTH YEAR SENIORS

No student who has completed less than four years of high school will be allowed to enroll as a part-time student. Students returning for a fifth year of high school may participate in only one graduation ceremony

CLASS RANK

- Students will be officially ranked after seven (7) semesters.
- To be eligible a student must have completed seven semesters of full-time high school course work.

VALEDICTORIAN/SALUTATORIAN

Any student with a 4.0 average or higher based on seven (7) semesters (5.0 scale) will be considered Valedictorian of the Senior Class. The Valedictorian must meet all Honors Program requirements. In the event that no one has a 4.0, the highest GPA will be named Valedictorian.

The Salutatorian will be the student with the second highest GPA. (Must be on Honor Schedule)

GRADING

Newkirk High School will use the grading scale below. The method of grading in individual classes will be determined by the teacher.

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

Each class will have the following format:

60% Test/ Projects

40% Homework

Science Courses will follow the following format:

50% Test

20% Labs

30% Homework

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 with Karen Focke at 580-362-6241 x123.

- The formal grading period is based on a semester.
- Semester grades are the only grades recorded on permanent transcripts.
- Final semester grades will be mailed at the end of each semester.

HONOR ROLL

- Newkirk High 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.
- Students with an incomplete or withdrawal (concurrent enrollment) are not eligible for Superintendent or Principals Honor Roll.

ACADEMIC LETTER AWARD

A student at Newkirk High School may earn an academic letter award by meeting the following criteria:

9th Grade: 4.00 GPA after 1 semester
10th Grade: 3.80 GPA after 3 semesters
11th Grade: 3.60 GPA after 5 semesters
12th Grade: 3.50 GPA after 7 semesters

A GPA score shall not include activity classes. A student that meets these standards shall be given an academic letter award certificate and be eligible to purchase (at the individual's expense) a school letter jacket and/or appropriate insignia.

ADDED WEIGHT

Pre-Advanced Placement, Advanced Placement, Concurrent Enrollment Courses, Anatomy and Physiology, Chemistry, Physics, Trigonometry, Bio-Med (PTC), and Pre-Calculus shall be weighted on a 5.0-grade scale.

Course Requirements

Some courses have prerequisite requirements before enrolling in the class. Please see the course catalog, pre-enrollment forms, or counselor for details.

OTHER COURSES OFFERED

NHS is proud to offer concurrent enrollment with colleges and enrollment through Pioneer Technology Center to expand on the educational opportunities found within the school. Juniors must have 12 credits and be on track with the course requirements to be eligible for PTC. Please see the counselor for details. Be aware that these opportunities may come with different attendance requirements, schedules, a possible cost, and a possible impact on eligibility should the class be dropped.

ONLINE COURSES

- Students may choose to take online courses over the summer or during the school year upon approval from the principal. These courses may be used to 'jump ahead' or as credit recovery based on need & number of licenses available.
- Completion of these courses is the responsibility of the student.
- In order to receive credit for graduation, the final grade from an accredited institution must be in the principal's office not less than one week before graduation.
- All online courses require prior approval from the principal and counselor and must meet all regulations as set forth by the Oklahoma State Department of Education.

CONCURRENT ENROLLMENT (Fees apply)

Juniors and seniors wishing to enroll concurrently in college must be on track to graduate on time (May of senior year). ACT minimum scores must be met. Class times must allow adequate travel time to and from the college (30 minutes each way minimum).

- Juniors and seniors may be eligible to earn college course credit while also attending high school. Students may attend classes on the college campus or via ITV facilities located at Newkirk High School.
- Minimum ACT scores, grades, and attendance are included in the eligibility requirements which are set forth by the Oklahoma State Department of Education.
- The counselor and principal must give students permission to enroll in college courses while still in high school.
- Students may request detailed information from the counselor's office.
- Concurrent classes will be weighted on a 5.0-grade scale.
- Classes taken the summer between Jr./Sr. year may receive a waiver; see the counselor for details.

CONCURRENT COURSE EQUIVALENCIES

The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for academic credit:

College Algebra	1 unit High School Algebra II
General Biology	1 unit High School Biology II
General Botany	1 unit High School Botany
English Composition I	½ unit English IV
English Composition II	½ unit English IV
Chemistry I	1 unit High School Chemistry
America History Survey from 1877	1 unit High School History
Introduction to Geography	1 unit High School World Geography
American Federal Government	1 unit High School American Government
Introduction to Speech	1 unit High School Speech
Spanish	1 unit high School Foreign Language

CONCURRENT ENROLLMENT STANDARDS FOR PUBLIC INSTITUTIONS

High School Seniors

- *Oklahoma State University* - Score a 24 ACT or 1090 SAT **OR** have a 3.0 GPA **AND** rank in the top 33 percent of your class.
- *University of Oklahoma* - Score a 24 ACT or 1090 SAT **AND** have a 3.0 GPA or rank in the top 50 percent of your class **OR** have a 3.0 GPA **AND** rank in the top 30 percent of your class.
- *University of Science and Arts of Oklahoma* - Score a 24 ACT or 1090 SAT **OR** have a 3.0 GPA **AND** rank in the top 25 percent of your class.
- *Regional Universities* - Score a 20 ACT or 940 SAT **OR** have a 3.0 GPA **AND** rank in the top 50 percent of your class.
- *Community Colleges* - Score a 19 ACT or 900 SAT **OR** have a 3.0 GPA.

High School Juniors

- *Research Universities (OSU and OU)* - Score a 25 ACT or 1130 SAT **OR** have a 3.5 GPA.
- *University of Science and Arts of Oklahoma* - Score a 24 ACT or 1090 SAT **OR** have a 3.5 GPA.
- *Regional Universities* - Score a 23 ACT or 1050 SAT **OR** have a 3.5 GPA.
- *Community Colleges* - Score a 19 ACT or 980 SAT **OR** have a 3.5 GPA.

All concurrent students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year and must also provide a letter of recommendation from the school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors above or be 16 years of age and meet the requirements for high school juniors above.

Additionally, high school students who want to enroll in college-level courses must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject tests include English, reading, mathematics, and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics, and science reasoning. Institutional secondary testing may not be used for placement.

Also, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities designed to remove high school deficiencies.

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

CAREER AND TECHNICAL PROGRAMS

Newkirk High School is proud to partner with Pioneer Technology Center (PTC) in order to offer extensive career preparation.

- PTC provides high-tech educational opportunities for Newkirk students in an educational environment that inspires individuals to develop the knowledge, technical skills, and character traits needed for success in the workplace and in life.
- Students may apply to take classes at the career tech center during their junior or senior year.
- Students must have $\frac{1}{2}$ of their credits and be on track for graduation to apply for PTC classes.
- Students should begin planning for such schedules during their freshman year. www.pioneertech.org

Work Study

- High School Seniors & Juniors can apply for work-study.
- It has to be approved by the parent, employer, counselor, and high school principal.
- Seniors/Juniors must be on track for graduation.
- Work study can be revoked on the basis of discipline and academic progress in other classes.

- See the counselor for more information.

SUMMER SCHOOL CLASSES

- Students should use the online program offered by the school. Alternatively, credit from an approved high school summer school such as the credit recovery program offered with PTC may be accepted. See the counselor for details.
- All regulations for summer schools and summer school credit as set forth by the Oklahoma State Department of Education must be followed.

NEWKIRK ALTERNATIVE SCHOOL

The Newkirk Alternative School is a program designed to serve at-risk students who are enrolled at the high school. Students and parents are invited by the counselor or principal for an intake interview to establish the need for an alternative setting. Newkirk Public School will host this opportunity on our campus this year.

CLASS CHANGES

- A student may request a class change for both semesters during the first three (3) days of school, and only if the student's schedule does not correlate with his/her pre-enrollment. Exceptions may be made for extenuating circumstances. Students are allowed no more than eight (8) absences per class per semester. To clarify, a credit will not be given in a class if the student has more than eight (8) absences in a semester.
- 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.

CLASS AND LAB FEES

Dues should be paid at enrollment. Dues are used for homecoming, prom, graduation, and other needs. Failure to pay yearly dues may result in loss of participation, including prom attendance. Students may be charged a fee for some classes, labs, and organizations. These fees will be for materials for personal use or for projects that will belong to the student after their completion. The school will pay for AP testing. The student must have a B average in the class. Final discretion will be up to the teacher and principal.

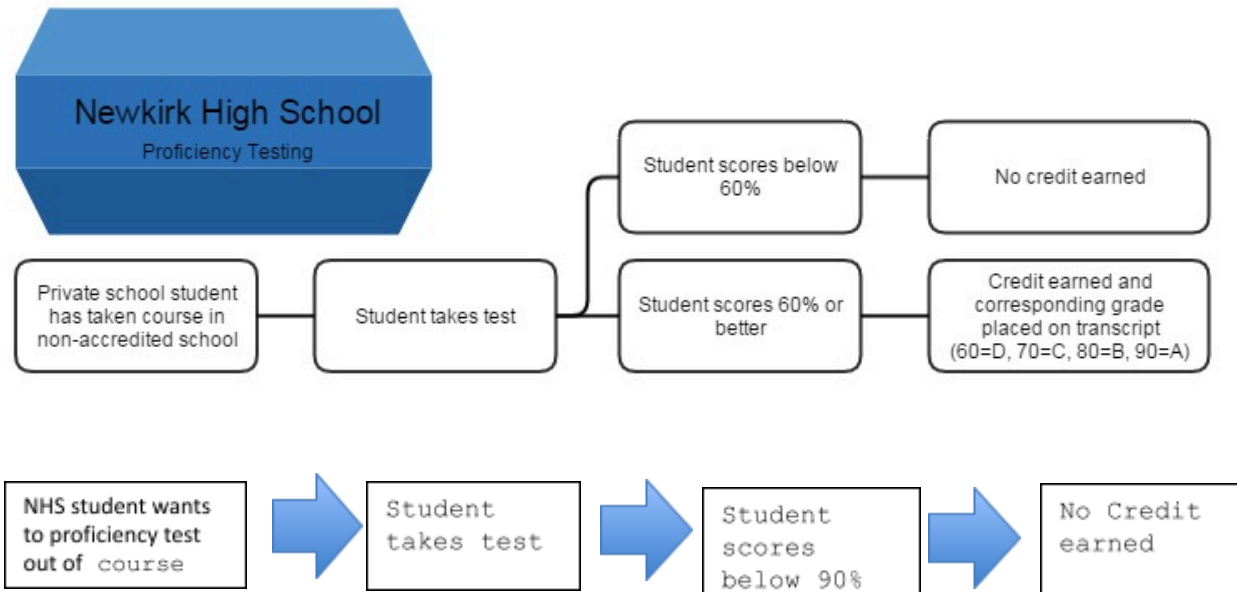
EDUCATION TESTING POLICIES

SEMESTER TESTS

All students will take semester finals. Students enrolled in Edgenuity Classes are not exempt from finals. **Semester tests are cumulative and count as 15% of the final grade.** Refusal to take the test will result in a zero grade entered and an absence for the class.

PROFICIENCY-BASED TESTING POLICY

1. **PURPOSE** - To enable a student to receive academic credit in a course or grade, either before receiving instruction or for credit recovery.
2. **PROCEDURE** - NHS will test at least twice per year. Notify the Newkirk High School Counselor by the second Friday of December or by August 1.
 - Upon notification of a student's intent, testing will begin the week of winter semester tests or the first week of August.
3. **REQUIREMENTS** - The student must be a legal resident of the Newkirk Public School District and have completed all previous required courses or grade work at a passing level of proficiency. See the diagram below for proficiency ratings:



STATE AND NATIONAL TESTING

NHS will follow all state and national mandates for testing.

- In April, all high school juniors will take the ACT as their state test, as well as the Integrated Science test and the US History test. All students must take these tests in order to graduate. If a parent/guardian refuses remediation opportunities, this must be documented with the parent/guardian's signature and should be noted on the student's ACE Cumulative Record.
- Beginning with the class of 2025, Oklahoma students must take a 100-question test using the questions from the U.S. Citizenship and Immigration Services website and pass with at least a 60% in order to graduate.

DRIVEN TO READ

- According to Oklahoma law, any person under the age of eighteen (18) years wishing to apply for a driver's license or permit must be regularly attending school and request proof of enrollment and attendance from the registrar.

DISTRICT REPORT CARD

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

EDUCATIONAL POLICIES 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 commons area until 7:55 am unless other arrangements have been approved for various functions, tutoring, student organizations or programs supervised by a staff member.

Lunch – Students may not leave early for lunch. During lunch, students may walk off campus but may not drive nor get in a vehicle with anyone besides designated contacts approved by parents; parents will need to contact the office if students will be riding in approved vehicles.

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, 6 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 principal's 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 high school office.
- Students should display courteous manners while in the dining area. Quiet conversation and orderly behavior are appropriate; yelling, horseplay, and rude behaviors will not be tolerated.

Teachers may, at their discretion, set their own food and drink policies for their classroom.

Newkirk Public Schools Lunch Charge Policy

Effective beginning of the 2017-2018 school year

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 to 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 enroll 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.

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 meal 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-price 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.

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.

LOST AND FOUND

A lost and found department is maintained in the high school office. Articles which are found should be turned into this office. If you have lost an article, you may redeem it by identifying the same. Personal property brought to school 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.
 - o Does not expose cleavage
 - o Must not be lower than a hand width below the armpit.
 - o No midriffs/or exposed backs.
 - o No transparent (see-thru)
 - o Straps must be at least 2 finger width wide of the person wearing the garment.
 - o 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.

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 financial inability to obtain clothing that complies with the school dress code.
- Any student for whom compliance with the school dress code poses a 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.**

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 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, Parent/Square, or 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.

INTERNET PROTECTION ACT POLICIES STUDENT 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 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. If they violate the agreement, access to the Internet 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 on the Internet

Newkirk Public Schools will use Untangle/Security centralized filtering software and 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

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 communications.

High school students may have email accounts. Students in grades K-8 do not have access to the District's email, except when it is needed for a class project and the instructor monitors it. All email is subject to monitoring. The District's Internet Access Policy states: *"Note that electronic mail (email) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities."* All student users must sign the Internet 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 Access Policy states, *"Attempts to login 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 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 the Internet.

IV. Unauthorized disclosure, use, and dissemination of personal information regarding minors

The District's Internet 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 to prevent disclosure, use, and dissemination of personal information.

V. Measures designed to restrict minors' access to materials harmful to minors.

The District uses UnTangle as the filtering software and as 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 the use of computers with Internet access by minors
3. harmful to minors.

All students and 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.

BRING YOUR OWN DEVICE (BYOD) POLICY AND CONTRACT

The Newkirk Public School District strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resources sharing, innovation, and communication. However, we also acknowledge that if misused or used improperly they can have a detrimental effect on learning. All NHS students must pay the fee and get a high school Chromebook, even if they have an existing device of their own. The school pays for Chrome management licenses and many different software items that only exist on school Chromebooks that students must have to do their school work.

SECURITY AND DAMAGES

Responsibility to keep the device secure rests with the individual owner. NPS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

DEFINITION OF "BRING YOUR OWN DEVICE"

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc., this includes such devices as cell phones, tablets, and laptops.

B.Y.O.D. STUDENT AGREEMENT

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone, or other electronic devices while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in **B.Y.O.D. must adhere to the student handbook, as well as all Board policies, particularly Internet Acceptable Use** and Internet Safety. In addition, students must adhere to the following rules regarding the use of smartphones, laptops, iPads, and tablets:

- Students must take full responsibility for his or her device and keep it with them at all times.
The school is not responsible for the security of the device.
- The student will not use their personal device to cheat on assignments or tests, or for

non-instructional purposes (such as making personal phone calls or send text messages).

- The student may not use their personal device to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless instructed to do so for educational purposes by a teacher.
- Students are to use only assigned accounts, refrain from distributing private information about others or themselves, keep all account information private, and refrain from attempting to access accounts that are not their own.
- Students will not destroy or damage data, networks, or other resources that do not belong to them.
- Students will follow copyright laws (not making illegal copies of music, games, or movies), and cite sources when using others' work (not plagiarizing).
- Students are strictly forbidden from any threatening, bullying, or inappropriate contact amongst students on technology.
- The student will access only files on the computer or internet sites that are relevant to the classroom curriculum. Games, social networking, and any non-instructional use are not permitted.
- The student will comply with a teacher's request to shut down the smartphone, laptop, or other personal electronic devices when directed.
- The student acknowledges that the school's network filters will be applied to their connection to the internet and will not attempt to bypass filters at any time.
- Although the district filters all student internet access, at times inappropriate, objectionable, and/or offensive material may circumvent the filter, as well as the supervisor, and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor.
- Parents may instruct their students regarding any additional online materials that they think would be inappropriate for them to access. The District fully expects that students will follow their parent's instructions in this matter.
- The student understands that bringing a personal device on campus to infect the network with a virus or other computer program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student understands that any process of accessing the information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student understands that printing from personal laptops will not be possible at school.
- The student should ensure that their personal laptop, smartphone, or other personal device is charged prior to bringing it to school and runs off its own battery while at school.
- Students may be subject to consequences for social media content that causes students' learning environment to be affected whether the content was created outside of school or during the school day.

CONSEQUENCES FOR VIOLATION

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the student handbook up to and including suspension or expulsion depending on the degree and severity of the violation.

CHROMEBOOK POLICY



Newkirk High School Chromebook Policy Update

Starting this year the following is the policy for student chromebooks:

Students devices will be inventoried once a year, but will stay with the student until it is returned before graduation. It is the responsibility of the student/guardian to keep the device clean, protected, charged, and bring it every single day to school. During summer, the device needs to be kept where it will not be lost or damaged.

The device you receive as a Freshman at Newkirk High School is being loaned to you to use for all four years of high school.

You will not return it to the school in the summertime, but it will be inventoried (must show it to the library and be checked off) every year in May. It is your responsibility to take care of this device, keep it safe inside and outside of the regular school day/year. It is your responsibility to charge the device, and keep it in good working order. It is also expected that the device is carried in a well padded case/backpack.

You are paying an insurance fee to cover expected wear and tear damage that may happen to your child's device, charger, and cover. By paying this insurance fee you will be protected should your child's device and accessories be accidentally damaged, or require tech support. **It is important to understand that this coverage is only for accidental damage and normal wear and tear.** Should the tech support team determine that the damage is intentional or due to negligence it may invalidate the coverage.

The coverage is as follows.

Date of coverage: From the date the coverage is paid until the last day of this school year.

Parts coverage: Accidental damage and normal wear and tear. Intentional or damage due to negligence is not covered

- No more than three parts covered in one coverage year.
- One device replacement if loss/damage is accidental or manufacture related.
- One charger per coverage year
- One cover per coverage year

Claims: In order to make a claim on your insurance the child/parent should go to the school website, go NHS, and click on Tech Support Request Form. Fill out the required information, and then take the device to the library. You will receive a TEMPORARY replacement until your device is repaired. When the device is repaired it will be returned to you. You will also receive a ticket of what coverage was used, and what charges are owed for non-covered repairs.

Yearly Inventory (End of Year): The device will be inventoried every year in May during the last week of school. If you don't have the items that are checked out to you from the library, it will either be counted as an insurance claim, or charged to your account if you have not paid insurance.

If a device is lost at any time you may be responsible for the cost of replacement.

These devices are still the property of Newkirk Public Schools and must be returned to the school if a student decides to not return.
Failure to do so will result in a theft report to the authorities. The devices can be disable and tracked, so please return them

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. 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.

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. 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. **Cyberbullying can be off-campus behavior that creates a hostile school environment.** Discipline will be swift and immediate.

Examples of cyberbullying 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.
- Cyberbullying 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 cyberbullying 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>

DISCIPLINE POLICIES-STUDENT DISCIPLINE

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.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Possession or use of tobacco, vaping, juuling, or herbal snuff. (or other paraphernalia)
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals/Drugs
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

16. Racial discrimination includes racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an

employee, or a visitor

17. Sexual Harassment

18. Gang-related activity or action

19. Cheating

20. Unauthorized entry onto school premises during non operational hours.

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

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 a consultation with parents to determine the most effective disciplinary measure.

In considering alternatives for 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. Saturday School
4. In-school suspension
5. Detention
6. Referral to counselor
7. Behavioral contract
8. Changing student's seat assignment or class assignment
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
11. Restriction of privileges
12. Involvement of local authorities
13. Referring a student to appropriate social agency
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate in or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, 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 attending school in this 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. §6-114
70 O.S. §24-101.3

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 subjects:

- 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. Student will lose all academic honors.**

These include but are not limited to, the National Honor Society and Honors Program (Valedictorian/Salutatorian). Students will be removed from Student Council Office and/or Class Office

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 the 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 is 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.

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);
- Chromebook and charger
- 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 the set rules and regulations, I will receive at least one additional ISD day and possibly more, depending on what the administrator or the designee deems appropriate.
- I will agree to relinquish my cell phone 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 the 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 from 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 art. 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 High School Student Handbook clearly indicates the mandatory compliance by all students that prohibits the possession, use, sale, or being under the influence of any narcotic stimulant, or 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 high 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's 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 the 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.

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)

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 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 High 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.
- The ineligible period will be the following Monday thru Sunday.

STUDENT OFFICERS

A student may not hold more than 6 points worth of offices. These points are assigned as follows:

Major office - One elected by the entire student body. - 3 pts (ex: Student council)

Class office - One elected by an entire class. - 2 pts (ex: Pres, V-Pres, Sec, Treasury, STUCO Rep)

Organization office - One elected by an organization. - 1 pt (ex: a club office)

The organization or principal may set other requirements for officers. A written set of rules and requirements will be provided by the organization for any student desiring to run for an office.

To hold office, students must have all dues paid. Student must have minimum credits required:

Freshman – 0; Sophomore – 6.0; Junior – 12.0; Senior – 17.0.

ORGANIZATION OFFICER POLICY

Each Newkirk High 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. Students must have credits required. Freshman – 0, Sophomore – 6.0, Junior – 12.0, Senior – 18.0**

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 High 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.

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 the regular classroom. Worthy use of leisure time during adult life, as well as during high school days, may result from club activities.

The following is a list of clubs at Newkirk High School:

- STEPP-Up

- FCA
- National Honor Society
- Student Council
- Bleacher Creature
- Gifted and Talented
- Future Farmers of America (FFA)
- Academic Team

Student organizations can be created during a school year with administrative approval and by following Newkirk Board of Education Policy.

Pursuant to the provisions of **70 O.S. Section 24-105**, the District shall notify parents each year about clubs and organizations sponsored by or under the direction of the school.

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 NHS groups must be sponsored by teachers as appointed by the principal. 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. Fundraising activities must be limited to one major fundraiser per year for the freshman class, the sophomore class, and all clubs. The junior class and the senior class may have one major fundraiser per semester. 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 the 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 NHS 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 NHS students. Athletics at NHS 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. Athletics are counted as ½ credit each semester.

ASSEMBLIES

Assemblies will be provided from time to time for entertainment as well as for information purposes. Teachers will be dispersed throughout the student body.

Students are expected to be on their best behavior during assemblies.

Conduct during assemblies leaves an impression on guests at the assemblies and will determine the scheduling of other assemblies.

PEP ASSEMBLIES

Pep assemblies will be conducted by the cheerleaders, Student Council, and their sponsor. Students are encouraged to participate in these assemblies to show school spirit and pride.

SCHOOL SPONSORED DANCES/PROM

The following rules have been established to govern school dances:

1. No school-sponsored dance will run later than 12:00 midnight.
2. All school sponsors are to be present when the dance starts and ends.
3. At least two sets of parents are required to help, and more are welcomed.
4. A police officer should be present if possible.
5. No stimulants, depressants, mind-altering drugs, or alcohol will be permitted.
6. If a student must be sent home, an attempt will be made to contact the parents.
7. If a student leaves the dance, he/she will not be allowed to return.
8. Only current NHS students (9-12) and approved dates will be allowed to a high school dance.
9. Sponsors must have a contract with the band or performer. A copy of the contract will be given to the principal for his/her files.
10. Infractions of the rules will endanger school-sponsored dances in the future.

The junior class will sponsor the Junior-Senior Prom. The prom is for juniors and seniors of Newkirk High School. Students below a sophomore classification will not be allowed to attend. Juniors and seniors may bring a date from

outside the school provided that the date is at least of a sophomore classification and less than 21 years of age. If the guest has not yet graduated high school, the guest must be enrolled in a high school and in good standing as indicated by the guest's school administration. The Principal reserves the right to deny any person the right to attend the prom. All class dues must be paid to attend prom.

FOOTBALL HOMECOMING ACTIVITIES

DRESS-UP DAYS

- Monday through Friday – Determined each year by the Student Council with principal approval.

DECORATING IN THE SCHOOL BUILDING

- Halls – Decorating the hallways will be done on a day and time submitted by the Student Council President and approved by the Student Council Sponsor and Principal.

FOOTBALL STADIUM

Student organizations are encouraged to plan decorating efforts and times at the football stadium with cheerleaders, class sponsors, club sponsors, and volunteers to enhance the spirit of Homecoming and illustrate student creativity to the community and alumni of Newkirk High School.

PAWS ON THE STREETS

The Student Council is currently responsible for this aspect of the homecoming. The school colors (blue and gold) are to be used to paint the paws. No driveways are to be painted and no initials or names of students shall be painted on the streets without Student Council Sponsor approval.

PARADE FLOATS

- The criteria for building floats will be decided by the current Student Council including the days and times.
- Teacher sponsors will monitor float building each night for at least 2 hours.
- Classes, student organizations, and clubs are allowed to build a float.
- **Students may not drive the floats or recreational vehicles, including ATVs and motorcycles in the parade.**

HOMECOMING KING AND QUEEN SELECTION PROCESS FOR ALL SPORTS

CORONATION CEREMONY

The activities director and administrative assistant will be responsible for organizing and conducting the election and coronation ceremonies for all sports.

QUEEN AND CANDIDATES

- There will be three senior candidates, one of which will be the queen.
- There will be one representative from each of the junior, sophomore, and freshman classes as the Court.
- **Selection:**
 - The candidates and representatives will be selected by a vote of the team members of the particular sport, with each grade level voting on the corresponding grade level of candidate (example: 9th grade team members vote for 9th grade candidate).
 - The Queen will be selected by a vote of the student body.
- **Qualifications:**
 - Must meet O.S.S.A.A eligibility guidelines at time of candidate selection and at time of queen selection.
 - Must be in good standing with NHS/Team/Coach
 - May not have been a queen previously.
 - Should be currently enrolled and eligible at NHS
 - The queen must be a senior.
 - Girls who have been selected as a candidate previously, but not selected as a queen, can be selected as a candidate more than once.

- Candidates and underclassmen candidate representatives must be different for basketball and wrestling homecoming.
- Transfer students must have completed 1 semester at NHS to be eligible for selection.
- Grade classification and cohort must match to be eligible for selection.

Football: All NHS senior girl students are eligible if they meet the above requirements.

Basketball: Must participate on the basketball team and meet all the above requirements. If a candidate is not available, one may be chosen from the basketball cheer squad, or band member. If a candidate is not available from the band or basketball cheer squad a candidate would be chosen from the student body.

Wrestling: Senior mat maids and wrestling cheer squad members are eligible that meet the above requirements. If a candidate is not available then band members are eligible. If no candidate is available a candidate would be chosen from the student body.

KING AND ESCORTS

- **Selection:**
 - The team members of the particular sport will select the escorts and captains with each grade level voting on the corresponding grade level of candidate (example: 9th grade team members vote for 9th grade candidates).-
 - Football players will choose a football team member as King Candidate and escorts, Boys Basketball will choose a basketball team member as King candidate and escorts. If no King candidate is available, an escort will be selected by team members. Selection of the escort will be from the sport and of the highest class possible.
 - Wrestling will choose a wrestling team member as King Candidate and escorts. If no King candidate is available, an escort will be selected by team members. Selection of the escort will be from the sport and of the highest class possible.
 - The King will be selected by a vote of the student body.
- **Qualifications:**
 - Must meet O.S.S.A.A eligibility guidelines at time of escort selection and at time of king selection;
 - Must be in good standing with NHS/Team/Coach;
 - May not have been a king previously; unless no other senior candidates on the team
 - Boys who have been selected as a candidate previously, but not selected as a king, can be selected as a candidate more than once.
 - Must participate on the team and meet all the above requirements. If a candidate is not available, one may be chosen from the next grade below, if on the team.
 - Transfer students must have completed 1 semester at NHS to be eligible for selection.
 - Grade classification and cohort must match to be eligible for selection.

CROWN BEARER AND FLOWER GIRL

There will be one boy and girl to serve as crown bearer and flower girl.

- **Selection**
 - o The Cheerleading Coach and/or the cheerleaders will select these two with input from the first grade teachers (ie. not shy, get embarrassed easily, clam up in pressure situations, etc.)
- **Qualifications:**
 - o Must be a first grader at Newkirk Elementary School.
 - o Must be in good standing at Newkirk Elementary School.
 - o May not have served in this capacity previously.

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:
 - o 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.
 - o 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 POLICIES

PARKING PERMITS

- **Parking permits are required for any student driving to school.**
Students must park in an assigned spot or will face loss of driving privilege.
- A parking permit **must be** purchased in the high school office for \$10.00 each year.
- Failure to display a proper permit will result in disciplinary action.
- Second offense will result in parking privileges being revoked and further discipline.
- Students are not permitted to park at the Middle School Parking lot, the teacher parking area, or at the Ag Building Parking lot.
- Students must submit proof of vehicle insurance for each vehicle driven to school, license plate number for each vehicle, and copy of a valid driver's license before a parking permit is assigned.
- Students will be assigned parking spots.
- Junior/Seniors will have priority

DRIVING RULES

In the interest of safety for all students, the following rules have been enacted:

1. No driving of any motor-powered vehicle during the lunch period. Parents may not check students out on the phone to drive during lunch. Students who are driving during the lunch period will be disciplined accordingly. Students that need to drive to Pioneer Technology Center may obtain a driving permit in the office
Students must exit their vehicle upon arrival to school and are not allowed to return to their vehicle without office approval.
2. Obey all driving and traffic regulations of the State of Oklahoma and the City of Newkirk.
3. Students may not park in handicapped areas or other designated no parking areas.
4. Students may not ride bicycles on the sidewalks or during the lunch period.
5. **Students may not drive during the day unless they are driving to/from athletics/ PTC/Concurrent.**
6. **Students may not ride with another student during lunch or at any time when school is in session except to/from athletics/PTC/concurrent.**
7. Students with PTC parking permits are allowed to drive to and from PTC. Once the PTC student is on school grounds, they may not get back in their vehicle and drive.
Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. In the event of an emergency, permission may be granted for a student's use of a vehicle.

BUS RIDER SAFETY AND RESPONSIBILITY

We want to say "THANK YOU" for joining us in our efforts in providing maximum transportation safety procedures for your student(s). We require your help and assistance so we have the most up to date information on your student(s).

Route# _____ Drivers Name _____

NOTICE: Every family with bus riding students must complete and return the following form to the bus driver. Failure to do so within the first 10 school days may result in loss of bus riding privileges until the form has been returned.

PLEASE SIGN AND RETURN

I(we) hereby acknowledge to the Newkirk Public Schools Department of Transportation that I(we) have read and fully understand the contents of the Parent/Student Transportation Handbook and agree as a passenger or parent to abide by said regulations.

STUDENT(S) NAME:

_____	SCHOOL _____	GRADE _____
_____	SCHOOL _____	GRADE _____
_____	SCHOOL _____	GRADE _____
_____	SCHOOL _____	GRADE _____
_____	SCHOOL _____	GRADE _____
_____	SCHOOL _____	GRADE _____
_____	SCHOOL _____	GRADE _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Address _____

Telephone (Home/Cell/Work) _____

INTRODUCTION

This 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. The bus will not wait for those who are tardy.
15. 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. Phone call to parent.

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 CAUSE: 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.

CROSSING THE ROAD

Students will be picked up or discharged from the bus so as not to have to cross the road whenever possible.

However, this is occasionally impossible. In these cases students should position themselves far enough ahead of the bus so the driver can see the student's feet, but not less than fifteen (15) feet from the bus. Students should then **STOP**, check the traffic, and then wait for the driver's hand signal to indicate that it is safe to cross in **FRONT** of the bus.

BUS ROUTING

Bus routes are planned with safety and efficiency in mind. Routes will be set up to pass as close to homes as possible, however other considerations make it necessary to have children walk short distances. Where several students get on in a given close-in area, a location will be designated as the place to load and unload. Students should come to those areas to board and leave the bus. Families whose children are not riding the bus on a given day should contact the bus driver by 6:00 a.m. or if prior knowledge, the night before. After three (3) separate days of attempting to pick up your child with no prior phone call stating your student will not be riding that day, your bus stop will be declared inactive.

ACTIVITY TRIPS

The rules governing Proper Bus Riding Conduct apply to extracurricular activity trips as well as the regular routes.

Eating and drinking may be permitted if arrangements have been made between the coach, sponsor, or school official

and the driver or Transportation Department. These same school officials are responsible to see that trash is picked up and deposited in a trash container at the end of the trip.

DISCHARGE OF PASSENGERS AT OTHER THAN DESIGNATED STOPS

The driver will not discharge riders at any place other than designated stops except by proper authorization from the building principal who has been contacted by the parent or legal guardian by note, telephone, or in person. Notes should be taken directly to the building principal's office. A designated person will write a permission slip to be given to the driver with instructions as to where the student may be discharged. This same procedure should be used when a student accompanies a bus student home on the bus.

INCLEMENT WEATHER

Weather conditions may exist which would make the closing of school possible. Parents should be notified by school administration with all call or social media post. District personnel have been assigned to make an early inspection of the roads in the district. They will report to the Superintendent who will make the decision regarding school closings. This information will be relayed to the above radio stations at the earliest hour possible.

AUDIO/VIDEO MONITORING

Route buses have been equipped with audio/video monitoring equipment. It will be used to monitor student behavior. The intent is to reduce distractions for drivers assuring safer transportation of bus riders. It will also be used to determine if drivers are using safe driving practices.

EMERGENCY EVACUATION DRILLS

Schools are required by the State Department of Education to conduct a bus evacuation drill within the first two weeks of each semester of school. Drills are held as a SAFETY factor much like fire drills in the classroom. Drills are designed to evacuate the bus in a quick orderly manner should a situation arise where student safety is in doubt.

INSTRUCTIONS FOR EMERGENCY – EVACUATION DRILL

Do not crowd or run for the door. You should remain seated until the door has been opened. Students may evacuate through the rear door, the front door, or both doors according to the driver's instructions. When evacuating through the rear door those sitting nearest the rear door will evacuate first, then the next seats and so on. Slightly bend your knees and hold your arms with your hands down. Place your hands on the hands of the helpers outside the door and jump lightly to the ground. Be careful not to stand up straight when jumping to keep from hitting the top of the door. In a front door evacuation those sitting nearest the front door will evacuate first, then those in the next seats, etc. The leader should, at the driver's instructions, lead all students to a point at least 100 feet from the bus. The driver will then check to see that all students have evacuated safely and that no one is left on the bus.

BUS CONDUCT REPORT

To keep parents informed of any behavioral problems with the parents' child, a bus conduct report will be filed with the principal of the child's attendance center. Parents will be sent a copy of the report showing the nature of the problem and the steps taken by the principal to see that it does not happen again. Bus transportation is a privilege. Most behavioral problems can be handled through parent/student cooperation with school officials. Fighting, bullying, vandalism, willful harassment of the driver, or other severe acts may be cause for immediate suspension of riding privileges. Permanent suspension may be imposed if the improper behavior continues or his/her acts tend to endanger the safety of other riders. It is not our intent to keep students from riding the bus. It is our intent to keep the riders as safe as possible. TALK to your children then make sure they understand the contents of this book. We ask for your full support and cooperation toward the safe operation of the pupil transportation program.

GUIDELINES FOR TRANSPORTATION OF STUDENTS WITH DISABILITIES

In addition to the driver, a bus assistant will accompany students on bus routes whenever possible. Due to occasional absences of the driver or bus assistant and no other personnel available, it may be necessary for the route to be run by a driver alone. This will be kept to a minimum.

PHYSICAL, EMOTIONAL AND DISABILITY CHARACTERISTICS

1. Be aware of the special needs of your students including:
 - A. Physical Needs: braces, prosthesis, visual disabilities, hearing disabilities, physical disabilities requiring wheelchair or walker assistance.
 - B. Emotional Needs: Be aware of emotional needs of students riding buses—especially those who are severely emotionally disturbed.
 - C. Disability Data: Be especially mindful of student needs classified as EMR and TMR, Multi-handicapped, or

any other which may limit behavioral abilities.

SPECIAL EDUCATION STUDENT TRANSPORTATION FILES

At the time of enrollment pertinent data will be collected about the student's disability, special instructions, emergency procedures including phone numbers, and permission to transport to the hospital. A file will be kept in the Transportation Department that is quickly at the disposal of the dispatcher. Should a problem develop on the bus that would require the driver to have access to pertinent information in the file, he/she should immediately contact the Transportation Department by radio to get information and instructions. This file should contain information from the parent or physicians on any techniques and procedures necessary for proper care of children with conditions such as: epilepsy, diabetes, cerebral palsy, etc.

DRIVER AND BUS ASSISTANT ASSISTANCE

Physically disabled students may require the assistance of the bus assistant and/or driver to get on and off the bus. This is especially true during inclement weather conditions.

DEVELOPING INDIVIDUAL POTENTIAL

Every attempt will be made by the driver and bus assistant to have the students develop their individual potential. Students will be encouraged to meet many of their own needs such as: following verbal instructions, fastening seat belts, boarding and unloading the bus.

EVACUATION DRILL

Each special education bus driver shall conduct an emergency evacuation of their riders. Each driver and assistant have had instruction in such evacuation drills. Special conditions for those immobile students using the blanket drag technique have been initiated. Emergency evacuation drills will be verified in writing in the Transportation Department.

PHYSICAL THERAPIST INSTRUCTIONS

Where necessary, professional therapists or other professionals will provide the driver and bus assistant with special training in lifting students. Techniques will conform to the therapist in charge. Drivers and bus assistants will be notified of physical therapy instructions that help the therapist's objectives to be applied to the students' daily activities.

DISTRICT DIRECTORY

Newkirk Elementary School 362-2279

Newkirk Middle School 362-2516

Newkirk High School 362-6241

WHOM TO CALL:

Transportation Director David Rush 580-716-3307 For inquiries regarding late bus arrival. Dangerous or impassable road conditions. All other inquiries. To report a student riding or not riding (either to or from school) contact your child's bus driver.

BUS # _____ BUS DRIVER _____
BUS ARRIVAL IN A.M. _____ BUS ARRIVAL IN P.M. _____

TRANSPORTATION TO PIONEER TECHNOLOGY CENTER (PTC)

Students attending the Pioneer Technology Center will be expected to abide by all rules and regulations of both Newkirk High School and Pioneer Technology Center. If conduct at either school should cause a student to be suspended or expelled, the suspension or expulsion would apply to both schools.

1. The bus is the only regularly provided means of transportation to PTC.
2. The morning bus will leave from the west side of the high school at 7:30 a.m. and return at 11:15 a.m.
3. The afternoon bus will leave from the west side of the high school at 12:05 p.m. and return at 4:00 p.m.

NOTE: *Any student that misses the bus MUST REPORT TO THE HIGH SCHOOL OFFICE.*

- Arrangements may be made by the principal for the student's parents to take the student to PTC or for the student to drive.

- The driving permit form must be completed and signed by all parties in order to be valid.
- The rules of the driving permit must be followed or it will be revoked.
- Driving or riding to PTC by any means other than the methods described above will result in disciplinary action, and the parents will be contacted.

MEDICATION POLICIES

ADMINISTERING MEDICATION TO STUDENTS

If a child is required by a physician to take medication during the school hours and the parent or guardian is unable to 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-prescribed medication be dispensed to that student, only an administrator, or administrator's designee may administer the medication in compliance with the regulations, as described below.

Prescription medication must be in the pharmacist issued container that indicates the following:

- Student's name
- Name and strength of medication
- Dosage and directions for administration
- Name of physician or dentist
- Date and name of pharmacy

Medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication must be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- o Purpose of medication;
- o Time to be administered;
- o Termination date for administering the medication.
- o Other appropriate information requested by the principal or the principal's designee.

****ALL MEDICATION MUST BE KEPT IN THE OFFICE IN A LOCKED CONTAINER AND ADMINISTERED BY A SCHOOL OFFICIAL. ******

(Adopted by the Newkirk Board of Education, August 6, 1984)

Self administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally,

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered by state law.
- B. The school district will inform the parent or guardian in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

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

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 55- years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Website listed in the box in the next column.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or
- Who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Websites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at <http://www.immunizationinfo.org/>

This information was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia

STUDENT RECORDS AND PARENTAL INFORMATION

PERMANENT RECORDS

A student's permanent record is a cumulative record of a student's progress through school. It includes all academic records and standard achievement test scores. It is used for college entrance, for recommendations for employment, for scholarship applications, and for state and governmental agency employment purposes. The importance of this record cannot be overestimated. Students should strive to maintain an excellent permanent record.

Seniors applying for college admission, scholarships, and or recommendations, will not be permitted to hand carry confidential documents to the college or university. Records will be sent to that institution directly from Newkirk High School upon request from the student.

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; and
12. The student's electronic mail address.

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 the FERPA and this policy. The district will also send home with each student a bulletin 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 K-4 Principal's Office Newkirk Elementary School, 701 West South Street

Grades 5-8-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



625 W. South Street
Newkirk, OK 74647

Date: July 1st, 2020

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 580-362-6241

Sincerely,

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).

COUNSELING SERVICES

The school counselor will assist students with academic, career, and personal needs. Students should make an appointment to meet with the counselor outside of their regularly scheduled class time when possible.

The counselor may also provide information about community resources available to address student or family needs. Referrals will be made for any issue requiring intensive therapeutic services.

Counseling through outside agencies is available upon request or through a recommendation of the school counselor. Parents must approve of any such referral. Ideally, counseling sessions should not interrupt the school day. Any counselor must leave contact information with the principal's office and arrange visits in advance.

NEWKIRK PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

The Newkirk Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

TITLE IV, RACE, TITLE IX, SEX, SECTION 504, HANDICAPPED JULY, 1984

Newkirk Public Schools have taken steps for compliance:

- (1) The law requires that each school district appoint a grievance coordinator and publish his/her name, address and phone number. Lance Williams has been appointed to this position. Mr. Williams can be reached at 625 West South St., Newkirk, Oklahoma, and can be phoned at 580-362-6241. 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 complainant can go directly to the grievance coordinator.

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 Lance Williams.
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.

USE OF SCHOOL EQUIPMENT AND/OR BUILDINGS

1. School equipment shall not be loaned to any individual or group when that group shall make any personal or monetary gain.
2. The Newkirk Board of Education discourages the loaning of any school equipment due to the possibility of damage or loss.
3. Any **District Personnel** who opens a building shall be responsible for the supervision of all activities and persons in the building. This person is also responsible for making sure the building is left in the same condition and locked.
4. Information for rental and use of Newkirk Public School facilities may be obtained in the principal's office.

(Approved by the Newkirk Board of Education, December 2, 1974)

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