

Deer Creek Middle School Student Handbook 2011-2012



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WELCOME

Welcome to Deer Creek Middle School. We want you to become an integral part of our Antler tradition and activities. Our success as a school and your personal success depend on your efforts. Let us always have the spirit to do the things which will make this an outstanding school and an excellent year. The information presented here is designed to help you achieve success this year.

In order to have an organized school that functions smoothly, it is imperative to establish student policies. The following policies and procedures are not designed to limit your freedom. These policies and procedures are designed to give every student the opportunity to learn in a climate conducive to learning. Please study these policies and procedures in order to know what is expected of you while attending Deer Creek Middle School. A complete listing of District Policies can be found on the Deer Creek School District Website. Each policy has been assigned to a particular section such as Attendance (*JED*). Section Titles which represent a District Policy will be placed in italics: Attendance (*JED*)

-MISSION-

Develop Deer Creek's community of learners as self-confident, creative problem solvers, skillful communicators, productive team workers, capable of accessing and processing information in a lifelong pursuit of excellence.

GENERAL INFORMATION

STUDENT CODE OF CONDUCT

1. All students are expected to respect themselves, the rights of other students, and to show respect to all teachers and school personnel.
2. Each student is expected to display good sportsmanship at all school sponsored activities.
3. In the interest of a safe and orderly climate, there should be no running, pushing, or shoving on the school grounds.
4. Each student is expected to do their part in keeping the school, cafeteria, and gym clean.
5. No student has the option to interfere with the right of other students to learn or with a teacher's right to teach.

STUDENT WORK ETHIC

1. Students are expected to do their very best in all academic and extra-curricular activities.
2. Students are expected to be on time to all classes and activities.
3. Students are expected to be prepared for all classes and activities.
4. Students are expected to work together in a positive manner for the success of the school or activity.

ATTENDANCE (*JED*) *BOARD POLICY

Student attendance in class is an integral part of the learning process. Being a part of regular instruction and participating in class discussions are invaluable ingredients of education. The District will comply with Oklahoma laws and the State

Department of Education Accreditation Standards pertaining to compulsory school attendance.

It is the responsibility of the parent to notify the school when a student is absent and to be aware of the number of absences the student has. Parents may check the number of absences their child has through Powerschool. It is the responsibility of the classroom teacher and principal to make every reasonable effort to notify the parent before failure caused by excessive absenteeism is enacted. According to Board Policy, middle school students must be in attendance at least 89% of the total school year to be eligible for promotion.

If an illness will keep your child out of school for three (3) or more days, you may call the office by 9:00am and request their homework assignments. They will be available in the office by 3:00pm.

No student who is absent more than three hours a day of a scheduled school activity will be allowed to participate in the activity.

The following are examples of Excused Absences:

- a) Illness or injury to student
- b) Doctor or dental appointment
- c) Bereavement
- d) Serious illness or emergency in immediate family;
- e) State Senator or Representative Page (as provided in State Statutes and not to be counted in the total 10 excused absences)
- f) Recognized religious holidays and associated travel (for example, Rosh Hashanah and Yom Kippur – are not to be counted in the total absences).

All other absences are Unexcused. Students will not be counted absent for approved school activities.

Long term projects or assignments with two (2) or more weeks notice may be assigned a definite due date. Student shall turn in assignment even if not in attendance on that day. Long-term illness or extreme circumstances may be appealed to the principal.

Work missed due to excused absences may be made up and credit given for such work. Work must be made up within two (2) school days for the first day of absence *and one (1) day for subsequent days; i.e. three (3) consecutive absences, work must be completed in four (4) school days. (Exceptions may be made by the teacher to extend the time but not to decrease the time allowed to make up the work.)*

If the student misses a scheduled test, the test will be made up the first day the student returns.

It is the student's responsibility to keep track of their absences and to ask each teacher for make-up work.

In order to participate in any OSSAA event, a student cannot be absent more than three (3) hours on the school day of the event. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or valid reasons for late enrollment.

SCHOOL ACTIVITY ABSENCES

When absent from class because of a school activity, students must be responsible for obtaining assignments prior to missing class. Work is due when student returns to class.

STUDENT CHECK OUT

Only a student's parent or his designee may check a student out of school once he/she has arrived at school. Parents must come into school to check a student out at the main office. Students will not be allowed to bring a note and wait outside. When students arrive late or come back from a doctor or dental appointment, the parent must bring the student to the office to check in.

TARDIES

It is important that all students get to school and class on time. When students are late to school or class, they will receive a tardy. If they have received 4 tardies in a 9 week period, they will receive a principal's detention. The tardy policy goes into effect after the 2nd full week of school.

TRUANCY

Truancy is defined as being absent from school or an assigned area without the permission of the school or the knowledge of the parents. Any student who leaves a class or school grounds without permission will be considered to be truant and will be disciplined.

1st offense: Three day suspension from school

2nd offense: Ten day suspension from school

3rd offense: Removal for the remainder of the school year

STUDENT DISCIPLINE (JG) *BOARD POLICY

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Deer Creek Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules. Students and parents have a copy of the school wide discipline plan in the student handbook.

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

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing, or causing or allowing to be broadcast, published or distributed, any message or material
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class

7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment
10. Failure to comply with state immunization records
11. False reports or false calls
12. Fighting
13. Forgery
14. Gambling
15. Harassment, intimidation, bullying
16. Hazing
17. Immorality
18. Inappropriate attire
19. Inappropriate behavior or gestures
20. Inappropriate public behavior
21. Indecent exposure
22. Intimidation or harassment of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession of a caustic substance
27. Possession of obscene materials
28. Inappropriate use of a wireless telecommunication device
29. Possession, threat or use of a dangerous or look-a-like weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia
32. Profanity
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
34. Theft
35. Threatening behavior (whether involving written, verbal or physical actions)
36. Truancy
37. Use or possession of tobacco in any form
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets
40. Vandalism
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
42. Vulgarity
43. Willful damage to school property
44. Willful disobedience of a directive of any school official

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

THE SCHOOL BULLYING PREVENTION ACT
(OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student
2. damage another student's property;
3. use of any electronic media;
4. place another student in reasonable fear of harm of the student's person or damage to the student's property;
5. insult or demean any student or group of students in such a way as to disrupt or interfere with the District's educational mission.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the District's response to the legislative mandate.

SAMPLE DISCIPLINARY OPTIONS

In considering disciplinary actions, any of the following may be used:

- A conference with the student
- A conference with the parents
- Taking away a class benefit
- Exclusion from a class activity or group activity
- Extra work not associated with classroom work
- Contract agreed upon by the teacher and student as appropriate for the offense committed
- Referral to the school counselor
- Referral to the principal. The principal has numerous options of in-school or out-of-school consequences.
- Detention: - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time.
- Alternative In-School Placement: - Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.
- Student Suspensions - The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper procedure for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT

REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH WITHIN THIS POLICY.

USE OR POSSESSION OF ILLEGAL CHEMICAL SUBSTANCES, ALCOHOL AND TOBACCO (JFCG) *BOARD POLICY

Use or possession of illegal chemical substances, alcohol, and tobacco is wrong and harmful. Students are prohibited from possessing, using, manufacturing, distributing, selling, purchasing, conspiring to sell, distribute, or possess, or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by law, i.e., 3.2 beer), illegal chemical substances, or any substance represented to be an alcoholic beverage, low-point beer, or illegal chemical substance, regardless of its actual content, at school, while on school vehicles, or at any school-sponsored event.

The term "illegal chemical substance" includes, but is not limited to (a) all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act; (b) all illicit drugs, such as prescription drugs obtained without authorization and prescription drugs and over the counter drugs being used for an abusive purpose(when they are not used in compliance with the prescription or directions for use and/or are not being used to treat a current health condition of the student); (c) mood-altering substances such as paint, glue, aerosol sprays, and similar substances, and (d) mate coca (also known as mate de coca and Eritrilecea coca, whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug use test.

Students are also prohibited from possession or using tobacco products at school, while on school vehicles, or at any school-sponsored event.

Violation of this policy will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the *following semester*. *Student violation of this policy that also constitutes illegal conduct will be reported to law enforcement authorities.*

A student may request help from a school counselor or principal in dealing with his or her involvement with such substances. The District will introduce the student requesting help to appropriate persons who may provide counseling or appropriate treatment for substance abuse. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the building counselors or principal.

Students may not retain possession of and self-administer any medication at school except as permitted by District policy.

Whenever it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or illegal chemical (drugs), the teacher or administrator will immediately notify the Superintendent or designee. The principal or designee will also notify the student's parent or legal guardian of the report.

DISCIPLINARY CONSEQUENCES FOR ILLEGAL CHEMICAL SUBSTANCE, ALCOHOL AND TOBACCO VIOLATIONS (JFCG) *BOARD POLICY

Possession, use, manufacture, sale, distribution, purchase, conspiracy to sell, distribute or possess, being in the chain of sale or distribution, or being under the influence of any illegal chemical substance, alcohol (including low-point beer) or any substance represented to be an illegal chemical substance or alcohol, regardless of its actual content:

- First offense – The student will be suspended out of school for forty-five (45) days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees the student will complete a voluntary urinalysis and counseling. The counseling will consist of a minimum of eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with the school counselor. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). After the second abnormal reading on a UA, a student may submit to a blood test at their own expense. If the student refuses a blood test at his/her own expense or if the student fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. Counseling and urinalysis will be at the expense of the parent/guardian. Referral to law enforcement.
- Second offense – Suspension out of school for the remainder of the current semester and all of the succeeding semester and referral to law enforcement.

Tobacco

- First offense – One (1) day in-school suspension and referral to law enforcement.
- Second offense – Three (3) days in-school detention and referral to law enforcement.
- Third offense – Five (5) days in-school detention and referral to law enforcement.
- Fourth offense - Three (3) days out-of-school suspension (school days) and referral to law enforcement.
- Fifth offense – Five (5) days out-of-school suspension (school days) and referral to law enforcement.

The school administrator, in his or her discretion, may deviate from the consequences identified in this policy in appropriate situations.

Law Enforcement will be notified by school administration in every case.

DANGEROUS WEAPONS (JFCJ) *BOARD POLICY

Weapons of any type, including toy “look-a-likes,” are banned from all District property, including buses. At no time will weapons be in students’ possession while on school property, in their cars on school property, in school lockers, or on school buses. Weapons are also banned at and going to and from all extra-curricular activities and field trips.

Possession of knives or other weapons, not including firearms (in vehicle or belongings, on student's person or anywhere else on school property)*

- First offense - Forty-five (45) day out-of-school suspension (school days) and referral to law enforcement.
- Second offense - Out-of-school suspension for the remainder of the current semester and all of the succeeding semester and referral to law enforcement.

*A weapon other than a firearm includes a knife, razor, karate stick, metal knuckles, live ammo, or any other object which by the way it is used or intended to be used is capable of inflicting bodily harm.

Firearms

- First offense – Out-of-school suspension for one calendar year and referral to law enforcement.

Students in violation of this policy will be suspended out of school in accordance with the student discipline policy JG. School administrators, in their discretion, may deviate from the consequences identified in this policy for offenses involving weapons other than firearms in appropriate cases.

Law Enforcement will be notified by school administration in every case.

STUDENT CONDUCT ON SCHOOL BUSES (JFCC) *BOARD POLICY

The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by a school district, but that the district is not required to do so. Therefore, it is a privilege to ride a school bus.

Once a child boards the bus, and only at that time, does he or she become the responsibility of the District. Such responsibility ends when the child is delivered to the regular bus stop at the close of the school day.

Because a school bus is an extension of the classroom, the Board of Education requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and as specified in this policy.

When a child does not conduct him or herself properly on the school bus, such instances are to be brought to the attention of the building principal by the bus driver for appropriate disciplinary action.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal or Superintendent. In such cases, the parents of children involved may become responsible for transporting their children to and from school.

Rules and Regulations for Bus Riders:

A. Prior to Loading (on the road and at school) –

- 1) Be on time at the designated school bus stops.
- 2) Stay off the road at all times while waiting for the bus.
- 3) Wait until the bus comes to a complete stop before attempting to enter.
- 4) Be careful in approaching bus stops.
- 5) Do not move toward the bus at the school-loading zone until the bus comes to a complete stop.
- 6) Respect people and property while waiting for the bus.

- 7) Receive proper school official authorization to be discharged at places other than the regular bus stop.

B. While on the Bus –

- 1) Keep all parts of the body inside the bus.
- 2) Assist in keeping the bus safe and clean at all times.
- 3) Refrain from use or possession of any form of tobacco, alcohol, or drugs.
- 4) No loud talking, laughing or unnecessary commotion as it diverts the driver's attention and may result in a serious accident
- 5) No vandalizing or destruction of bus equipment.
- 6) Bus riders should never tamper with the bus or any of its equipment..
- 7) Leave no books, lunches or other articles on the bus.
- 8) Keep books, packages, coats, and all other objects out of the aisles.
- 9) Help look after the safety and comfort of small children.
- 10) Do not throw anything in or out of the bus.
- 11) Bus Riders are not permitted to leave their seats while the bus is in motion..
- 12) Horseplay and fighting are not permitted around or on the school bus.
- 13) Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- 14) Keep absolutely quiet when approaching a railroad-crossing stop.
- 15) In case of road emergency, children are to remain in seats on the bus except when it may be hazardous to their safety.
- 16) No eating, drinking, or gum chewing on regular routes of a school bus.
- 17) Use emergency exits properly.

C. After Leaving the Bus –

- 1) Before crossing the road, go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, and stay clear of traffic.
- 2) Students living on right side of the road should immediately leave the bus and stay clear of traffic.
- 3) Help look after the safety and comfort of small children.
- 4) The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Penalties for Student Misconduct:

The driver of a bus, whether on a regular route or on an extracurricular trip, will report all instances of student misconduct to the appropriate principal as soon as possible.

- The first offense will carry a warning to the student and parents/guardians and such other action as deemed appropriate by the principal.
- The second offense may result in loss of the privilege of riding the bus for up to one week.
- The third offense may result in loss of the privilege of riding for up to the remainder of the current semester and all of the succeeding semester.

Severe Clause: Students who become involved in a serious disciplinary problem including, but not limited to bullying, harassment, intimidation, assault, fighting, verbal assault, possession/sale/use of alcohol/drugs, and any action that includes the safety of the school bus as a first or second offense may have their riding privileges suspended by the principal or superintendent.

SCHOOL PROPERTY (*JFCB*) *BOARD POLICY

It is a student's responsibility to respect and maintain school property. If a student damages property that belongs to the Deer Creek School District, the student or parents will be held liable for an amount not to exceed \$2,500.00.

DISTRICT COMPUTER NETWORK/INTERNET USAGE (*GBP/IN*)

***BOARD POLICY**

A district-wide computer network is provided to students, teachers and staff to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. The District's computers, equipment and software are intended for administration, education, and academic research purposes only. Access to network services is given to students who agree to act in a considerate and responsible manner. To gain access to these services and resources, all students under the age of 18 must obtain parental permission and must sign and return the parent permission form to the school. Students age 18 and over may sign the agreement themselves and must sign to have computer/internet access.

Users should not expect that files stored on district file servers to always be private. Network Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Student use of district computer facilities is subject to supervision by any district administrator and/or staff member. ***The right to use district computer facilities and equipment may be revoked at any time.***

The District Policy regarding Internet Usage can be found on the District Web Page.

The District's computer network shall **not** be used:

1. To violate an individual's right to privacy;
2. To access passwords, materials, information or files of another person or organization without permission;
3. To violate copyright laws;
4. To spread computer viruses;
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization.
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit or which use language that is offensive or degrading to others;
7. To campaign for or against any political candidate or ballot proposition or for political lobbying;
8. For any commercial purpose unless authorized by the Administration or Board of Education; or
9. To engage in any activity prohibited by United States or Oklahoma Law.
10. Also, students may not use the Internet to access; Telnet, FTP, Chat, Usenet/News, e-mail, Auctions, Instant Messaging, Online Games, or any other application not approved by Network Administrators.

Additionally, students may not:

1. Modify the configuration of any computer or application.
2. Install or remove any software or hardware on any computer or application.
3. Add or remove any shortcut to the desktop, taskbar, menu bar, etc.

4. Login, or attempt to login as an unauthorized user in order to gain access to the network and/or Internet.
5. Access or modify information from an unattended computer that is logged in as another user.

BLOGS/ WEBSITES/ E-MAILS/ INSTANT MESSAGES/ TEXT MESSAGES

Messages/blogs/electronic messaging which imply student intent at school, or slanderous and inappropriate activity during the school day will fall under the school district behavior policy and/or turned over to the School Resource Officer for prosecution through the Oklahoma District Attorney. Messages which happen after school hours can be acted upon at the discretion of school administration if school administration feels the school environment is threatened, made unsafe, or if a disruption of the educational process during the school day is taking place based on bullying or slanderous messages.

SCHOOL LOCKERS (JFCB) *BOARD POLICY

Each student will be assigned a locker on the first day of school. Students are responsible for shutting the locker properly and making sure lock is secure.

It shall be the policy of the Deer Creek School Board to retain possession of all school lockers. The student will retain control of his/her locker only against fellow students; his/her possession is not exclusive against the school and its officials.

It is the proper function of school authorities to inspect the lockers under school control and to prevent the locker from being used in illicit ways or for illegal purposes. (See policy JFG) Sharing lockers is not advised. Students are responsible for all contents in their assigned locker.

GYM LOCKERS

The Board Policy (JFCB) applies to gym lockers. Athletic lockers will require a \$5.00 lock fee for incoming 6th graders. The school will issue the lock for 7th and 8th grade. Lost locks will result in another \$5.00 fee. Students should expect to share a locker.

TEXTBOOKS (JFCB) *BOARD POLICY

Textbooks are provided to students without cost. If a student loses or damages a textbook, he/she will be held financially responsible.

I-PODS, MP3/ CD PLAYERS, ELECTRONIC DEVICES

I-Pod's, MP3/CD players, tape players, and electronic equipment may only be used in the classroom with teacher permission. They may not be used and ear-buds may not be in the ears during classroom instruction or in the hallway between 8am and 3pm. Students may not bring toys to school unless requested to do so by a teacher for a school activity. If electronics are being used when not given permission, they will be confiscated and will only be released to a parent. The third time that an electronic device is confiscated during the year the student will no longer have the right to possess it on campus. Students who choose to bring this type of electronic equipment to school assume the risk of it being lost, damaged or stolen. The school assumes no responsibility for these items.

WIRELESS TELECOMMUNICATION ELECTRONIC DEVICES (JFCK) *BOARD POLICY

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on District property or while in transit under the authority of the school. However, possession of an electronic device must fall within these guidelines:

- All devices off during school hours
- All devices secured and put away properly

Devices will be confiscated when these requirements are not met. The consequences are as follows:

- 1st Offense - Phone must be picked up by a parent during school hours.
- 2nd Offense - Phone must be picked up by a parent during school hours.
- Further Offenses - Cannot possess or carry any electronic device on District property or while in transit under the authority of the school.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of any student property in possession of the student for unauthorized wireless telecommunications devices.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action.

CAMERAS

Cameras are only allowed under strict teacher supervision. Inappropriate use of cameras such as taking pictures in the restrooms and locker rooms will result in suspension.

STUDENT DRESS CODE (JFCA) *BOARD POLICY

Deer Creek has reason for great pride in the appearance of its student body. It is in the best interest of all concerned that such pride should be maintained. It is hoped that parents and students will use mature judgment and good taste in complying with these minimal restrictions.

Grooming and dress at Deer Creek must not constitute a distraction or interfere with the educational opportunities of students.

1. All students will be fully clothed, clean and well groomed.
2. All students shall wear footwear at all times.
3. Head gear, such as hats, caps, bandannas, sunglasses and stocking caps are not to be worn at school.
4. No halter tops, bare midriffs, off the shoulder tops, tube tops, spaghetti straps, backless or partial backless garments, tank tops, exposed underwear, outer garments that look like underwear, muscle shirts, and mesh shirts without a T-shirt underneath. Sleeveless shirts must be as wide as a dollar bill across the shoulder.
5. Apparel that is too tight, too loose, too sheer, too short, or too revealing, including tops, mini skirts, short shorts, skorts, skirts with slits, and low cut clothes, including attire that exposes the chest or breasts is prohibited. Shorts should be no more than 6 inches (length of a dollar bill) above the knee, and

skirts should be no more than 2 inches (width of a dollar bill) above the knee. No jeans, pants, or other clothing with holes will be allowed. No tears or rips that expose skin above the knee will be allowed. Mini-skirts, dresses, tunics, and long shirts with leggings should not be shorter than 6 inches (length of a dollar bill) above the knee.

6. Apparel or accessories with offensive or suggestive slogans or logos that pertain to immorality, vulgarity, obscenity, nudity, or promotion of violence, and/or gang cult activity are prohibited.
7. Bike or animal chains or spikes are prohibited.
8. Students may not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low point beer illegal chemical substances, drug related items or activities that are illegal for the general population or for minors.

IF a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any students desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

BAND INSTRUMENTS

Band instruments left at school at night and on holidays are not the responsibility of the school. Instruments should be taken home at night and on holidays.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office as soon as possible as to the action taken. The parent shall be notified that a second offense will bring placement in in-school-suspension for two days. Any verbal or nonverbal communication or disruption during an exam or copying assignments may result in disciplinary action and a zero.

BULLYING PREVENTION (JQ-GBNN)

***BOARD POLICY**

Deer Creek Schools is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students.

Deer Creek Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment.

- Bullying is aggressive behavior or intentional harming.
- Bullying can be physical, verbal, emotional or sexual.
- Bullying is carried out repeatedly over time.
- Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

Prohibited bullying behavior, includes but is not limited to, name calling, racial slurs, pushing, crowding, hitting, pinching making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, rude hand gestures, and/or taking things without permission.

REPORTING:

Reporting bullying to school staff is encouraged. Anyone may report bullying. They may report it to any school staff member. Each school has specific protocol that indicates the

proper "chain of command" for reporting procedures. The staff is expected to act on all reports and to pass the report on to the school administrator.

Bullying will not be tolerated anywhere at Deer Creek Schools. This includes school facilities, premises, and non-school property if the student is at a school sponsored, school approved or school related activity, event or function where students are under the supervision of staff.

HAZING (JFCF) *BOARD POLICY

No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing. Any hazing activity described in subsection E of Board Policy JFCF upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board or administration shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Any individual or organization, which violates this policy, shall be guilty of a misdemeanor. Individuals convicted may be punished by imprisonment for not to exceed ninety days in county jail, or by a fine not to exceed 500.00 or by both. Organizations found violating the policy may be punished by a fine of not more than \$1,500.00 and forfeit all rights and privileges for not less than one year.

PUBLIC DISPLAY OF AFFECTION: PDA

Public displays of affection are not appropriate in the classroom, halls, on school grounds, or during any activity both on-site and off-site. Violators will be referred to the office for disciplinary action. PDA includes but is not limited to hand holding, hugging, kissing or inappropriate touching.

BACKPACKS/BAGS/PURSE

Students may bring backpacks/bags/purses to school but **may not** bring them to classrooms. They should be kept in their lockers. Backpacks/bags/purses that are too large to fit into student lockers should not be used. If a purse is large enough to fit a textbook, it must remain in the locker.

SCHOOL VISITORS (JHFE) *BOARD POLICY

Parents are welcome to visit in the school. It is the policy of the Deer Creek Board of Education that all visitors to any school facility obtain a visitor's pass at the building Principal's office. Visitors, siblings, or friends are not allowed to visit students in the classroom.

MEDICINE (JHCD) *BOARD POLICY

If your student should need medication during school hours a Parent Consent Form must be completed by a parent and returned to the school office before medication can be dispensed. Appropriate forms are available on the school website and in the office. Over the counter medication must be in a new unopened container and prescription medication must be in the original container. Please check the District website for specific information regarding this policy.

Information about Meningitis can be found on the district website under the Health and Wellness tab. An information sheet can also be found at the end of this handbook.

MEDIA CENTER

The Media Center is located in the center area of the school and is open to serve students during normal school hours. The Media Center is designed to encourage students' love of reading and to serve as an information center. The Media Center is staffed by a media specialist. Materials can be checked out for a two week period. Overdue notices will be sent to students if books are not returned on time. If books are late beyond that, parents are notified and encouraged to help locate them. Students are financially responsible for lost or damaged library books. The Media Center sponsors an annual book fair and poster sale. The Media Center is fully automated to include a computerized check-out system and card catalog.

GRADING POLICIES (IKA) *BOARD POLICY

Within the first two (2) weeks of school, students will receive a printed syllabus for each class explaining the requirements and grading procedures for the class.

Grades are available online through PowerSchool. Only semester grades will be recorded on the permanent records. The semester grade is a cumulative grade for the entire semester and not an average of the two nine weeks.

The following scale is used for reporting grades:

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

If a student begins to fail (has a D or F grade point average) parents will be notified.

PARENT CONFERENCES

DCMS encourages open communication between the school and home. Parent conferences are scheduled within the school calendar. Parents are invited to schedule conferences on these days, as well as at any needed time throughout the school year.

ELIGIBILITY

The Oklahoma Secondary Schools Activities Association (OSSAA) rules state that, in order to participate in any extracurricular activity the following eligibility requirements must be met:

1. Beginning of the school year:
 - a) A student must pass six (6) of the seven (7) classes they were enrolled in the previous year.
 - b) A student new to the district, moving from a six period day, must have passed five (5) of the classes they completed the previous semester.
2. During the year:
 - a) A student must be passing all classes.
 - b) A student must maintain a 2.0 GPA.

Eligibility for music performances will be taken three (3) weeks prior to a scheduled performance.

Eligibility will be taken on Thursday of the fourth complete week each semester and every Thursday thereafter. Coaches will meet with ineligible students on the following Friday. It is the student's responsibility to share the information with their parents. It is also the responsibility of the parents to check the students' grades on-line. The first week a student is failing any class; they will be placed on probation and allowed to participate the following week. If they are failing any class

the second week in a row, they will be declared ineligible and will be unable to participate in any extra-curricular activity the following week. As soon as the student is again passing all classes, they will be allowed to participate once again.

ACTIVITY STUDENT DRUG TESTING (JFCH) *BOARD POLICY

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

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Deer Creek Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extra-curricular activities. The sanctions imposed by this policy for any violations hereof are only limitations upon the opportunity of a student to participate in extra-curricular activities involving interscholastic competition. This policy supplements and complements all other policies, rules, and regulations of the Deer Creek Public School District regarding possession or use of illegal drugs and therefore, any conduct which violates this policy may also be a violation of other policies of the District for which appropriate sanctions under the other policies may be imposed.

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

The purposes of this policy are five-fold:

1. To help ensure the safety of our students and to educate them on the serious physical, mental and emotional harm caused by the use of illegal and performance enhancing drugs.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer to students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular

(ACTIVITY STUDENT DRUG TESTING CONTINUED)

activities and upon the positive image these students project to other students and to the community on behalf of the Deer Creek Public School District. For the safety, health and well-being of students in extra-curricular activities the Deer Creek Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

I. Definitions

"Activity Student" means a member of any middle school or high school Deer Creek Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student in grades 7-12 who represents Deer Creek Schools in any extra-curricular activity in interscholastic competition, such as Academic Team, Speech and Debate, Band, Vocal, Pom, Cheer, and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting Activity Students for drug testing that:

A. results in an equal probability that any Activity Student from a group of Activity Students subject to the selection mechanism will be selected, and

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

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. *"Illegal drugs"* includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. *"Illegal drugs"* shall also include alcohol.

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

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

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

II. Procedures

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

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the Activity Student and help avoid embarrassment or uncomfortable feelings about the drug testing process. The head coach, sponsor or other designated school official shall be responsible for explaining the Policy to all prospective students.

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

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

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall.

The professional testing company shall provide an employee of the same sex as the student to accompany the student to the restroom. All drug testing employees will be required to have a criminal background and sex offender registry check conducted by the OSBI and on file with the school district. If, in the opinion of the drug testing company, the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. 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

(ACTIVITY STUDENT DRUG TESTING CONTINUED)

may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal or performance-enhancing drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of one year. Records regarding a positive result on a drug test of an individual Activity Student will be kept on file for five years. Requests for additional testing will be at the expense of the parent/guardian.

III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Deer Creek Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records and shall be disclosed only to those school personnel who have a need to know. The Board of Education will be presented a summary report at the conclusion of each nine week period of school. This report shall include the number of students tested by grade level, the number of positive tests, and the types of illegal substances.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in all extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's or his/her designee(s) decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent or his/her designee(s) which shall be final and non-appealable.

V. Consequences

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

A. For the First Offense:

Suspension from participation in all extra-curricular activities involving interscholastic competition covered under this policy

for seven (7) calendar days, and successful completion of four (4) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity. The cost of such counseling will be the responsibility of the student and his/her parent/guardian. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year once they return to participation in extra-curricular activities. The time and date will be unknown to the student and determined by the principal/athletic director or designee. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.

B. For the Second Offense (in the same school year):

Suspension from participation in all extra-curricular activities involving interscholastic competition covered under this policy for twenty-one (21) calendar days, and successful completion of four (4) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year once they return to participation in extra-curricular activities. The time and date will be unknown to the student and determined by the principal/athletic director or designee. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.

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

Complete suspension from participation in all extra-curricular activities involving interscholastic competition, practices, performances, and competition for the remainder of the school year, or ninety school days whichever is the longer.

VI. Refusal to Submit to Drug Use Test

An Activity Student who refuses to submit to a drug test authorized under this policy in accordance with the terms of this policy shall not be eligible to participate in any performances, scrimmages, and competitions covered under this policy for the remainder of the school year, or ninety school days whichever is the longer. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

VII. Self-Referral

An Activity Student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a random drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, for all other purposes be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive. An Activity Student may self-refer only once during his or her enrollment at Deer Creek Public Schools.

VIII. Voluntary Participation

If a student is not a member of an extracurricular activity involving interscholastic competition but the parent/guardian wants him/her to be subject to the random drug testing provisions of this policy, the parent/guardian may do so by contacting the building principal and completing a "voluntary participation" form.

SCHOOL CLUBS AND ORGANIZATIONS

Deer Creek Middle School strives to offer a variety of opportunities in which our students may participate. The mission of these clubs and organizations is to provide a positive outlet so that our students can be connected to the larger school community. Below are a list of the clubs and organizations available to students:

Leadership Team
Competitive Cheer
Green Team
Tennis
Soccer
Golf
FCA
Volleyball
Drama Club
Chess Club
Academic Team
Creative Writing Club
Strings Club
Future City
Youth in Government/ Model UN

SCHEDULE CHANGES

Every effort is made to accommodate all pre-enrolled student class requests. The master schedule is built on these requests. After the school year has begun, schedule changes will only be made in exceptional cases and when class size limits will not be exceeded. Schedule change request forms may be secured from the middle school office. Schedule requests must be turned in by September 2nd in order to be considered.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting
2. Individual conferences whenever a student, a teacher, a parent, or the counselor deems it necessary
3. Small group guidance programs
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.
5. Counselors are divided by the letters of their last name. Students whose last name begins with the letters A-L are assigned to Ms. Carpenter. Students whose last name begins with the letters M-Z are assigned to Mrs. Thompson. This ensures a strong student/family connection with their counselor during middle school years.
6. Schedule change requests should be submitted through the designated counselor. Schedule change requests will be considered through September 2nd.

CURRICULUM GUIDES

All core courses at Deer Creek Middle School have a written curriculum guide that is available in the office. All curriculum guides are updated on a regular basis.

LUNCH

Student lunches may be purchased for \$2.45 per day. This may be paid by the day, week, or month. Lunch money is collected in the school cafeteria and online at mynutrikids.com (must

have the student ID). If a student charges are above the amount allowed, they will be served an alternative sandwich and milk. Students may also bring their lunch and buy extras if they choose.

PROFICIENCY BASED PROMOTION

Upon request, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Testing is scheduled through the District Curriculum Office with the Curriculum Director.

PARTY INVITATIONS

Students will not be allowed to hand out private party invitations at school unless every child in the student's grade level receives an invitation.

STUDENT RECORDS

The Deer Creek Board of Education acknowledges and supports the privacy rights of a student regarding educational records. It is the intent of the Board to comply with the Family Education Rights and Privacy Act (FERPA) and amendments. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

ANNUAL ASBESTOS NOTIFICATION FOR PARENTS, TEACHERS, AND EMPLOYEES

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

The DEER CREEK PUBLIC SCHOOLS annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, e-mails, flyers and/or using school newsletters.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the 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 described by law.

SEVERE WEATHER/TORNADO

The middle school will be evacuated to the FEMA shelter (practice gym). Once everyone is inside the shelter, no one will be allowed to exit or enter until we are notified that it is safe to do so.

We reserve the right to take any appropriate action on events which may not directly appear within the guidelines of the handbook in order to provide a safe and secure environment for DCMS. All efforts have been made in order to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance to administrative interpretation.

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 meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, 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.

Signs and Symptoms of Meningitis

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

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.

School-Wide Discipline Plan

In an effort to continue to provide a safe and positive learning environment DCMS follows a school-wide discipline plan. This plan will ensure that all teachers are consistent in their discipline and that discipline measures will not vary from class to class. As such, each student will be held accountable for their behavior in every class. Those students who choose not to behave may receive a mark in class.

Receiving a mark should be taken very seriously and in most instances, they will not be given without a warning. A child may receive a mark in class for unacceptable classroom behavior, disruptions, or anything that distracts from the educational process. Students are to be held accountable for their behavior in every part of the building; this includes the cafeteria and the hallways. Faculty and staff will send notification as soon as possible to the student's 2nd hour teacher when a mark is received. The 2nd hour teacher will maintain a record of each individual student's marks and will be responsible for assigning detention or office referrals. Every three marks will result in a discipline step. The discipline steps are as follows:

STEP ONE After 3 marks – 1 Team Detention (30 min), Student Conference, Parent Contact

STEP TWO After 6 marks – 1 Team Detention (30 min), Parent Contact

STEP THREE After 9 marks - *Principal's detention (1 hour), Principal or Counselor Conference

STEP FOUR After 12 marks - *One day ISI (In-School Intervention)

STEP FIVE After 15 marks - *Two days ISI

STEP SIX After 18 marks - *Three days ISI

STEP SEVEN After 21 marks - *One day OSS (Out of School Suspension)

STEP EIGHT After 24 marks - *Three days OSS

At semester the mark system starts over. Therefore, everyone has a new start.

- Each mark after 24 will result in an automatic office referral.
- Failure to serve a consequence may result in an office referral.
- Four tardies will result in a principal's detention (1 hour).

Severe Clause: Severe violations of DCMS/district policies will result in an immediate office referral.

DCMS has leveled consequences for the school wide discipline plan. The following pages give specific information on various violations, definitions, and the minimum to maximum consequences that correspond to the discipline plan.

All consequences are given at administrator's discretion.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Conference and/or Detention	In School Intervention Program at the High School 2 to 5 days	Out of School Suspension 1 to 5 Days	Out of School Suspension 5 to 10 Days	Out of School Suspension Long Term 45 Days or more	Mandated one year suspension

Leveled Consequences for Discipline

Violation	Definitions	Minimum	Maximum
Excessive Marks	9 marks or more in a 9 week period	1	3
Excessive Referrals	Repeated (3 or more) school violations during any 9 week period	3 rd referral-10 days OSS with 7 being probationary 4 th referral- must serve the remainder 7 days 5 th referral- automatic 5 days OSS	
Tardiness	Failure to be in the place of instruction at the assigned time without a valid excuse	1	2
Truancy	Failure to report to school or class without permission, knowledge, or excuse by the parent	3 1 st Offense 3 days OSS 2 nd Offense 10 days OSS 3 rd Offense- Remainder of the year.	6
Being in the wrong place or loitering	Failure to follow directions or not going to a specific location when given permission. For example: Going to the library when given permission to go to the restroom	1	4
Inappropriate Dress	Dressing or grooming in a manner which disrupts the teaching and learning of others	1	3
Inappropriate Personal Property	Possession of personal property prohibited by school rules and otherwise disruptive to the learning of others including, but not limited to food, beverages, electronic equipment, or sexually explicit material	1 *Sexually explicit material will start at a level 2	4
Bullying	Aggressive behavior, Intentional harming, verbal harassment, Racial slurs For example...making fun of ones race, handicap, or national origin *refer to page 8 in the student handbook	3 * Automatic 2 days OSS	6
	Making fun of another Pulling down students pants Hand Gestures	2	4

Level 1
Conference
and/or
Detention

Level 2
In School
Intervention
Program at
the High
School
2 to 5 days

Level 3
Out of School
Suspension
1 to 5 Days

Level 4
Out of School
Suspension
5 to 10 Days

Level 5
Out of School
Suspension
Long Term
45 Days or
more

Level 6
Mandated
one year
suspension

Defiance of Authority	Failing to comply with a proper and authorized direction or instruction of a staff member	2	5
Disruptive Behavior	Behaving in a manner which disrupts or interferes with educational activities	1	4
Use of profanity	Writing, saying, or making gestures which convey grossly offensive, obscene, or sexually suggestive message	1	4
Leaving without permission	Leaving the classroom, or assigned area, without obtaining prior approval from the teacher and/or administrator	2	4
Leaving campus without permission	Leaving campus without prior consent and authorization from school administration	3	4
Harassment/Verbal Abuse	Disturbing by pestering or tormenting in the classroom or elsewhere on the school site	2	5
Fighting * Mutual	Involves the exchange of mutual physical contact, such as hitting with or without injury	3	4
Fighting * Not Mutual	One student attacks, punches, hits, nudges, etc. another student NOT mutual	3	6
Horseplay	Shoving, pushing, hitting games, kicking games, jumping on another student for fun, intentional bumping others in the hallway Mutual Engagement *otherwise it is bullying	1	3
Skating on school Premises	Skating of any type on school premises For example: skateboards, shoes that contain wheels, and etc	1	3
Inappropriate use of restroom facilities or use of fecal matter or urination in inappropriate ways	Placing shoes and material items in toilet areas Not using the restroom in a mature manner	3	3

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2 to 5 days**

**Level 3
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Suspension
1 to 5 Days**

**Level 4
Out of School
Suspension
5 to 10 Days**

**Level 5
Out of School
Suspension
Long Term
45 Days or
more**

**Level 6
Mandated
one year
suspension**

Bus Misconduct	Failure to comply with rules of the bus	Bus Policy If not Severe 1 st Offense- Warning 2 nd Offense- up to 1 week Bus Suspension 3 rd Offense- Removal for remainder of semester	Severe Infraction Removal for the Remainder of the Semester or Year
Disrespect	Responding in a rude or impertinent manner	2	5
Use or possession of alcoholic beverages, low point beer, or illegal drugs	Possessing, using, or having under ones control – substances, materials, or related paraphernalia which are dangerous to health/safety or disrupt the educational process	5	6
Tobacco	Possession, use, distribution of tobacco products	Referral to Law Enforcement 1 Day ISI	3 1 st offense Referral to Law Enforcement (on all infractions after) and 1 day ISI 2 nd offense 3 days ISI 3 rd offense 5 days ISI 4 th offense 3 days OSS 5 th offense 5 days OSS
Gambling	Playing or betting on a game of skill or chance for money or anything of value	1	3
Trespassing	Entering any school property, or into any school facility without proper authority, includes entry during period of suspension	1	4
Possession or use of fireworks	Use or possession of any explosive or amusement device	2	3
Fire Disruption by pulling alarm	Pulling the fire alarm without due cause	5	5
Petty larceny or theft	Taking of personal property accomplished by fraud, stealing, and with the intent to deprive another of their items. Larceny is where the value of property is under \$500	2	5
Grand larceny/ felony theft	A larceny in which property taken is of value exceeding \$500 and is taken from another person	3	5 *referral to law enforcement

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Reckless vehicle use	Using any motorized or self propelled vehicle on or near school grounds in a reckless manner, or as a threat to health, safety, or a disruption to the educational process	2	5
Possession of a weapon other than a firearm	Student possessing a dangerous weapon, on their way to and from school, or on school property. A weapon other than a firearm is defined as a knife, razor, karate stick, metal knuckles, live ammo, scissors, or any other object by which it is used, or intended to be used, or is capable of inflicting bodily harm	5	5
Possession of stolen property	Having in ones possession property obtained without permission of the owner	3	5
Conspiracy	Any two or more persons, mutually agreeing, to do any unlawful act with force or violence and taking action to carry out such plan	3	5
Battery	Any willful and unlawful use of force or violence to another person	3	5
Misuse of intercom system or anything digital media that is relayed to or throughout the school	Unauthorized or inappropriate use of school intercom system or digital media systems	3	5
Gang behavior	Disruption and or intimidation caused by gesturing of any signs. Use of language or confrontations identified or associated with gangs which could lead to violence	3	5
Gang symbols	Disruption and/or intimidation caused by the wearing of any type of clothing, jewelry, or any signs associated with gangs	2	3

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Electronic equipment	Not following the cell phone policy. Phones must be off between 8:00-3:00. Using IPODs or other electronic equipment in the hallways and other areas without permission from faculty and staff is not allowed.	Immediate confiscation of item and will be released to parent/guardian only	*After 3 rd time student loses right to have electronic equipment at school *4 th time would result in 3 days ISI
Extortion	Obtaining property from another with his consent, induced by a wrongful use of force or fear	3	5
Malicious injury/ destruction of property	Intentional or unintentional destruction or defacement of property. Includes vandalism or graffiti. Damages to be paid for by offender.	2	5
Bomb explosive threats	Reporting to school, police, or fire officials, by any means information known to be false concerning the presence of a bomb or explosive	4	5
Arson	Intentionally starting any fire or combustion on school property Note: report any fire no matter how small to the Fire Marshall	5	6
Sexual offenses	Lewd sexual behavior inclusive of intentional sexual contact, offensive touching, indecent exposure, rape, attempted rape, or other sexual acts	4	6 *May include referral to law enforcement
Disorderly conduct	Behaving in a violent or seriously inappropriate manner which disrupts the educational process Note: this category is used when the police are called to cite a student for extreme disruption	4	5
Misuse of internet, computer, or electronics Media equipment	Inappropriate and/or unauthorized use of internet, computers, electronic equipment, and/or media *see district policy (GBP/INI)	2	5
Possession with intent to distribute illegal drugs and alcohol	Giving away or selling, or otherwise transferring to another person, any controlled substance or alcohol. Includes any transfer of a prescription drug or any substance alleged to be a drug regardless of its content	5	5

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Possession of a firearm	Possession or use of a firearm	6	6 *referral to law enforcement
Assault or threat with intent to kill	Any willful or unlawful attempt, or offer of force or violence to kill another	4	6 *referral to law enforcement
Assault or threat with intent to harm.	Any willful attempt to harm another	4	6
Battery against school personnel	Any willful, or unlawful intent to use force or violence upon any school personnel	5 *Oklahoma Law School Protection Act	5 *Oklahoma Law School Protection Act
Aggravated assault and battery	When great bodily injury is inflicted upon the person assaulted and battered	5	5
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and/or other unwelcome physical contact or advances of a sexual nature	2	6
Assault including threats Verbal and/or written	Threatening another student with intent to physically harm (Example: threatening to fight or beat up another student)	2	6
Cheating	Verbal/nonverbal communication during a test Looking at or copying another students work Producing work for another student (such as an AR test)	1 st time Warning and Automatic zero on assignment and/or test for all parties involved	2 nd time Automatic Zero 2 days ISI
State Mandated Testing Disruptions	Verbal/nonverbal communication during testing Throwing items Not following teacher directions General disruption of the testing environment	3	3

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STUDENT HANDBOOK
SCHOOLWIDE DISCIPLINE PLAN
LEVELED CONSEQUENCES FOR DISCIPLINE
2011-2012

This handbook was developed so all parents and students would have a better understanding of the rules enforced at Deer Creek Middle School. **All efforts have been made to provide a comprehensive guide of our school rules and policies, however, unforeseen circumstances will be dealt with in accordance to administrative interpretation. This book contains most, but not all, of the rules of the school district.**

All students are responsible for all information, rules, and regulations included in this handbook and set forth by the Deer Creek School Board. Because of the importance of the information contained in this handbook, we are asking that each student and at least one parent/guardian sign below.

We have read and understand the rules and policies stated in this handbook.

Student's Name (Print) _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

*Tear off this page, sign, and return to your child's second hour teacher.