

SEMINOLE MIDDLE SCHOOL



**YOU CAN'T HIDE THAT CHIEFTAIN PRIDE!
2014-2015
STUDENT-PARENT HANDBOOK**

DAILY BELL SCHEDULE

First Bell	8:15 a.m.
1st Hour	8:20 - 9:10
2nd Hour	9:15 - 10:05
3rd Hour	10:10 - 11:00
Lunch (Closed Campus)	11:00 - 11:35
4th Hour	11:40 - 12:30
5th Hour	12:35 - 1:25
6th Hour	1:30 - 2:20
7th Hour	2:25 - 3:10

Detention Bell 3:20 - 4:00

Board of Education

Mr. Jack Cadenhead

Mrs. Amie Colclazier

Mrs. Cai Levy

Mrs. Claudia Willis

Mrs. Jamie Mills

Administration

Jeff Pritchard, Superintendent

David Dean, Principal

Ginger Cummins, Counselor

Nancy Neal, Registrar

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**SEMINOLE PUBLIC SCHOOL
PARENTAL INVOLVEMENT POLICY**

We realize that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child. Therefore, Seminole Public Schools is committed to building a strong parent-school partnership. To support the parent-school partnership, the following policies were designed with meaningful consultation from parents.

- I. At the beginning of each school year, a school parent compact, developed through parent and staff input, will be distributed asking parents and students to commit to a partnership with the school.
- II. An annual Title I meeting will be held at the district level to which parents of all students will be invited. The contents of the annual meeting will consist of information pertaining to the program and activities provided with Title I funds. This meeting will also serve as an opportunity for parents to become informed, in a timely way, about how the program will be designed, operated, and evaluated.
- III. Parental involvement activities will be provided. When needed, transportation and childcare can be provided. The purpose and content of parental involvement activities will be:
 - X To make parents aware of the importance of parental involvement requirements and other relevant provisions of the program and to receive input from the parents concerning the manner in which the school and parents can work together to achieve the program's objective;
 - § To provide accessibility for parents to teachers, Title I staff, and other educational personnel;
 - § To provide information regarding the school curriculum and to welcome parents to observe the total school program;
 - § To provide opportunities for parent-teacher conferences to discuss the student's progress, placement, and methods the parents can use to complement the child's instruction;
 - § To discuss ways the school staff can best provide information, programs, and activities in a language and form the parents can understand;
 - § To provide support to parents through training and services;
 - § To provide information concerning the Oklahoma Criterion-Referenced Test (OCRT), the state mandated assessment process; and
 - § To provide information on the Literacy First Process utilized by Oklahoma Teachers.
- IV. Appropriate training will be provided to all staff members to increase the effectiveness of the partnership between home and school. The training will be in the form of workshops, professional development sessions, and conferences.
- V. The Title I staff will coordinate parent activities with other groups such as Extended School and Family Resource Center.
- VI. Parents will be provided with ongoing communication through quarterly progress reports.

This district-wide Parental Involvement Policy has been developed jointly with the parents of children participating in Title I, Part A programs.

This policy was adopted by the Seminole Public School District on May 8, 2006, and will be in effect indefinitely.

with annual update and revision. The school district will distribute this policy to all parents of participating Title I, Part A children.

MISSION STATEMENT

In partnership with parents and community, Seminole Public Schools will nurture and guide students to achieve their full potential academically, socially and emotionally.

DAD AND MOM

The Seminole Middle School experience for your son or daughter will be only as good as the TEAMWORK which exists between your home and school. Your son or daughter will be meeting new feelings, new challenges, new freedoms, and new responsibilities...all within a new and more complex school setting. This maturing process will require a renewed vigor on the part of Dad and Mom in the areas of homework study habits, parental awareness of school expectations, encouragement, and the monitoring of student progress. Parents are encouraged to visit the school, talk to teachers, counselor, and principal and generally participate in the middle school experience as a partner. We always have an "OPEN DOOR" policy. Please use the following phone numbers:

OFFICE - 382-5065

Counselor - 382-5067

Attendance - 382-5066

Band 382-1256

DIRECTORY ACCESS INFORMATION & INFINITE CAMPUS

NOTICE TO PARENTS: The Seminole School District will comply with requirements for "directory information disclosures" for each student.

The following is considered "directory information":

1. The student's name.
2. The name of student's parents.
3. The student's date of birth.
4. The student's class designation (i.e., 7th grade, 8th grade).
5. The student's extracurricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he/she enrolled in Seminole School District.

Parents, please be aware:

(If you sign a restricted directory access to place in your student's file, you should let us know if it is alright to put their picture in the yearbook, newspaper, etc. or it will not be allowed. Also, their name will not be placed in the newspaper for Honor Roll or any other student recognition if they have a restricted directory access in place.)

The Seminole School District can, by law, disclose the directory information without prior written consent unless there is on file in the student's permanent folder a document forbidding such information.

If you DO NOT WANT Seminole School District disclosing "directory information" on your child, please come by the office to sign the necessary form as soon as possible. If you have any questions, please call 382-5065.

Seminole Public Schools can provide access to student records via the Internet. In order to protect the confidentiality of student records, all parent/guardians who want to use this service are required to

complete an Infinite Campus Access Request Form available at their child's school site. Please bring a photo ID with you when you return the form to sign up for this service.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

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. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the right for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure 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. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the District disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post secondary school. The student then becomes an "eligible student". The district will provide translations of this handbook to non-English speaking parents in their native language.

STUDENT RESPONSIBILITY REGARDING THIS HANDBOOK

Each student is responsible, as a citizen of Seminole Middle School, for reading, knowing and following all procedures and policies in the Seminole Middle School Student/Parent Handbook. The procedures and policies outlined in this book are intended to serve the student and faculty by making Seminole Middle School a great place to learn and a great place to be.

Each student should share this handbook with his/her parents. Parents want to support their sons, daughters, and the school. They can best do so if they are familiar with the Student/Parent Handbook.

Parents are encouraged to call the school and/or visit at any time. Telephone: 382-5065.

I. GENERAL INFORMATION

PRINCIPAL'S OFFICE

The Principal is the director of each school. The policies and philosophy under which the school operates are interpreted through his office. The office is designed to help students, parents and teachers who want further information regarding the general policies of the school. Students and parents are welcome to visit administrators at any time.

AUTHORITY OF TEACHERS

The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

GUIDANCE AND COUNSELING

The school counselor provides guidance at the middle school for all students. The guidance program is based on the needs of the individual student and is concerned with the development of the total individual.

Guidance services are provided to give personal support to each student and to help students learn to cope with school and personal problems. The counselor works closely with students, parents, teachers, administrators, specialists, and community agencies in an effort to provide the students with the best help possible.

The major services of the guidance program includes classroom guidance, individual counseling, group guidance, consultation with parents and staff, coordination of testing program, and referrals to other agencies.

CARE OF SCHOOL PROPERTY

School property is your property. Take care of it. Throw waste materials into the containers provided for this purpose.

Do not mark on desks, lockers, etc. Such equipment is expensive and subject to hard wear through daily use. Students responsible for defacing or vandalizing school property will be responsible for cleaning the property and paying for any damages or maintenance costs that may have resulted.

DRESS CODE

The Seminole Public School District takes pride in the appearance of its students. This District's dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school or school-related functions. All students shall wear clothing that is neat, appropriate, and modest to the gender of that student. There is a close relationship between high standards of dignity, pride, and proper grooming which contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and inoffensive. The student and parent shall share the responsibility for proper grooming of the student; however, the campus administrator has the final authority concerning the propriety of clothes, hairstyle and jewelry. The school campus, like a workplace, promotes a productive, businesslike atmosphere that is conducive to learning. Students should familiarize themselves with these standards as the dictates of popular fashions may be inconsistent with the following guidelines:

1. Skirts/dresses/shorts shall not be shorter than mid-thigh. The length must not be shorter than the student's longest finger when arms are relaxed and to the side. This includes clothing worn over leggings/tights. No spandex, bike or boxer shorts/pants shall be worn;
2. Shoulder straps shall be a minimum of three (3) inches (halter tops, backless clothing, and attire with over-sized arm openings that expose undergarments or upper body areas are not allowed);
3. No low-cut tops; midriff must be covered; no see-through clothing including pants, shorts, etc. with holes, rips, or tears above the pant inseam are allowed;
4. No clothing or tattoos with reference to alcohol, drugs, sex, tobacco, vulgar language, violence, gang related affiliation, or other symbols that detract from the learning environment are allowed;
5. No hats, caps or other headwear shall be worn in buildings;
6. No visible body piercing jewelry, except for earrings, shall be allowed;
7. In order to ensure that students are on task and learning is taking place, both male and female students must wear their hair so that the entire eye is visible;
8. No gang related attire (colors, bandanas, shoe laces, symbols) are allowed;
9. No chains which have the potential to be used as a weapon are allowed;
10. No collars intended for use on animals, including spike collars/wristbands are allowed;
11. Hair which is not clean shall be unacceptable;
12. Students shall wear shoes at all times. Flip-flops (thongs) shall not be permitted; and
13. No pajama pants or house shoes are permitted.

If a student is sent home because of a dress code violation, it is not an expulsion or suspension, but a disciplinary measure to correct the violation. The student should return immediately to school because while a student is absent, he/she is unexcused during that time away from school. A student who checks out for dress code issues will be assigned detention if checked out for more than 15 minutes. Unexcused absence violations will result in the student serving one day detention for each hour missed.

It is the responsibility of the Principal to ensure that this policy is enforced; however, other personnel may assist in the enforcement of this policy and are encouraged to do so.

INTERPRETATIVE AUTHORITY

The examples and guidelines listed above may not cover every possible instance of appropriate or inappropriate grooming and appearance. The interpretative authority as to what dress or grooming is inappropriate, disruptive, a hindrance to the best learning environment, or a detriment to best discipline shall be vested in the principal or any other administrative authority in the school system.

THE SCHOOL DAY

The front doors of the building will be open at 8:00 a.m. All other doors will remain locked for security reasons. The first bell will ring at 8:15 a.m. and classes will begin at 8:20 a.m. Students are to enter the middle school building upon arrival. You will remain in the commons area each morning. You are not to be up by the gym or lingering between the gym, high school or in front of the middle school. This rule is for your safety.

Students arriving early may eat breakfast in the cafeteria upon arriving at school. Students arriving at the middle school building will not be allowed to leave. The high school is off limits to middle school students except for breakfast, lunch, and designated classes.

Students will not be allowed to leave campus during the school day unless they are checked out through the office by a parent/guardian, or by someone listed on their emergency list on the computer.

THE CURRICULUM

Each student will take seven classes per day. Reading, Math, English, Science, Social Studies, and 7th Grade Computers are required courses. Elective courses may be offered in Athletics, Band, Chorus, Health/P.E., Speech/Drama, Art, and Teen Leadership.

CLOSED CAMPUS

Seminole Middle School is a “closed campus”. This means that once a student arrives on the school campus, he/she must remain “on-campus” until properly dismissed.

1. Students who either ride the bus or come by car must report immediately inside to the commons area after leaving the vehicle if they are not going to the cafeteria for breakfast. If they are eating breakfast in the cafeteria, after finishing, they are to walk immediately back to the middle school and go inside to the commons area.
2. Students who walk, ride a motorcycle, or bicycle must come directly to the school and will report inside of school.
3. Students must remain at school for the entire day unless the student checks out properly through the main office.
4. A student who is away from his/her assigned class or activity without proper permission will be considered truant.
5. A student may be checked out for lunch by a primary or non-household contact. For a non-household contact to be able to check out a student, the student’s primary contact must call or send a note to the office to confirm prior to the lunch hour.

Please do not check out students before 11:00 a.m. for lunch.

All students who elect to ride a school bus home at the end of the day must report directly to the bus loading area at the close of the last period. Students who elect to leave the campus area after school is dismissed and before the bus departs, may not re-enter the school building or come back on campus to board the bus.

The sole purpose of the “closed campus” rule is the safety and welfare of every student. Parental cooperation and support are necessary and appreciated.

CHECKING IN AND CHECKING OUT

1. A student reporting to school any time other than the beginning of the first period of the day must sign-in at the Main Office for a pass to be signed by the Principal, Counselor or Secretary.
2. A student checking out during the day must sign-out in the Main Office before leaving the school building. **Parents/Guardians MUST come in personally to check students out.**
3. Once a student gets to school, he/she may leave the campus only with permission from the Principal.
4. Check-outs are issued (at the request of parent/guardian) to students who are ill, have medical appointments, etc. If parent/guardian requests that a student be checked out for any part of the day, they should communicate their intent to the Main Office by phone or personally come by the

school. The student will be released once the parent/guardian or authorized designee arrives for checkout.

5. A student who does not check out properly and who leaves the school property, or who is away from his/her assigned class without proper permission will be considered truant, and will be disciplined accordingly.
6. Students wanting to attend activities on school property in which they are not directly involved (Elementary Little Olympics, programs, etc.) must be checked out personally by the parent or legal guardian, and **must remain** with them during the activity.

ARRIVING TO CLASS

A student's first responsibility is to be prompt to class. Students are expected to be in their classroom, to be seated in their assigned seat, ready to begin before the tardy bell rings. Should an emergency arise, the student should first report to the classroom and ask permission to leave the classroom. Students without hall passes after the bell has begun will see the principal.

HALLWAY TRAFFIC

1. KEEP to the right of the hall and on the stairways.
2. WALK, do not run, at any time in the building.

MOMENT OF SILENCE

In accordance with Senate Bill 815 Seminole Middle School observes a Moment of Silence each day during morning announcements. The purpose is to allow each student to reflect, meditate, pray or engage in other silent activity.

STUDENT ADDRESS AND PHONE NUMBER CHANGE

Students and parents should immediately advise the school office (382-5065) of changes in telephone numbers and addresses. Please ensure that the school has appropriate emergency numbers on file for each child at all times.

RESIDENCY REQUIREMENTS

It is the policy of Seminole Middle School that only those students residing with their parents or **legal guardians**, within the boundaries of the Seminole School district, may attend school without first obtaining a transfer from the district in which the parent or legal guardian resides. **(Legality being assured by a court document, which has been certified and affirmed by a court of law; notarized, hand-written affidavits will not be accepted as proof of guardianship.)**

SCHOOL (STUDENT) PICTURES

Pictures are taken of every S.M.S. student early in the fall semester. There is no charge for this. The purpose is to secure every student's picture for the annual yearbook published in the spring. ***(If you have a restricted directory access in place in your student's file, you should let us know if it is alright to place your student's picture in the yearbook, newspaper, etc. or we will not be allowed to do so.)***

Students, who at the time of picture taking wish to order an optional "family packet", may do so. A "family packet" of pictures must be paid for at the time of the original picture taking. The price range is approximately \$5.00 to \$25.00. In the spring, the students will be taking "friendship-pictures" with their friends. The price is approximately the same as the "family packet" and must be paid for the same day as the picture taking.

LOST AND FOUND PROPERTY

Lost and found school property (textbooks, library books, etc.) should be turned in to the main office to the secretary. Lost and found personal property (clothing, notebooks, etc.) should be placed in the gray container in the front lobby by the main entrance.

Lost and found items will be kept until the end of each semester. Articles left unclaimed at the end of each semester will be disposed of by donating them to charity. All personal items should always

be marked or labeled with some sort of identification (name, initials, etc. in more than one place).

MAKE-UP TIME

Class disruption, tardiness and other unacceptable behavior cost valuable learning time. No student has the right to disrupt the classroom and the rights of others to a tranquil (peaceful) learning environment. This is costly to the offender, fellow students, and teachers. Make-up time will be assigned, as deemed appropriate, by the teacher whenever a student's disruptive or unacceptable behavior interferes in any way with the educational activity.

A reasonable effort will be made by the involved teacher to contact the parent(s) prior to make-up time being served by the student. A record of make-up time sessions will be maintained by the teacher.

Make-up time can be before school, at lunch, or after school.

Make-up time will never be scheduled in conflict with another class or class activity.

REPORTS TO PARENTS

At the end of each nine-week period the student will be given a copy of his/her report card which he/she is urged to take home to his/her parents. Parents are urged to confer with the principal and teachers when there is a question concerning the grades of the student.

Academic Progress reports will be mailed to parents when necessary. At the mid-point of each nine-week period (5th week), any student earning the letter grade "D" or "F" shall receive a Progress Report from the teacher assigning that grade. These Progress Reports will be mailed home. Report Cards will be mailed every 9 weeks to parents of students who make an "F" in any required course.

TEXTBOOKS AND FEES

Textbooks are furnished by the state and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Textbooks will be checked periodically.

Certain grades or classes will require specific personal materials or supplies and/or workbooks. To ensure proper ordering of materials for the class, the school may pre-purchase such material to have it readily available to parents and students upon enrollment. Cost of these items will be passed to the parents. In certain classes (for example : art) where the work in the class results in a personal "take-home" article or item, the cost of the article or item must be paid by the student.

Report Cards will be withheld at the end of the school year until all fees have been paid and all books have been returned to the middle school office.

HOMEWORK

Homework is an extension of the regular school system and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school.

The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system. Because of the nature of the middle school subjects, homework may not be assigned in each class each day. However, regular homework assignments should be anticipated. Certain classes will require more frequent homework than others will, and students should make specific preparations for completing homework assignments.

GRADING SYSTEM

The following grading system is being utilized in the Seminole School District:

A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below
I	Incomplete
P	Pass

HONOR ROLLS

Honor rolls are prepared throughout the school year to give recognition for academic achievement each semester. The Superintendent's Honor Roll requires a student to have a 3.8 grade average. (Example: 4 A's and 1 B, or 5 A's.) The Principal's Honor Roll requires a 3.0 grade average and a student may have no more than 1 C in attaining this average. (Example: 5 B's or 1 A, 3 B's, and 1 C.) An example of ineligible grades would be 3 A's and 2 C's — this would average 3.0 but does not meet criteria because of 2 C's. In addition to scale, this average will be determined using the report card's semester grades only. The scale follows: A - 4 points, B - 3 points, C - 2 points, D or F - no points.

WEIGHTED GRADES

For the purpose of determining Honor Rolls and Honor Societies, advanced math classes will be given weighted credit. This credit will not be added to the student's report card or their high school transcript. The weight will be as follows: A = A; B = A; C = B; D = C; F = D. (This is for honor roll purposes only.)

****Note: Middle School students who take Geometry, H.S. Algebra I or H.S. Algebra II will not receive weighted credit on their high school transcript for these classes. The grades will be entered on the high school transcript as follows: A=A; B=B; C=C; D=D; F=F.***

HIGH SCHOOL CREDIT COURSES

Students successfully earning credit in a high school course prior to entry into high school will have that course title, school year completed, and grade entered on the high school transcript at the time the high school transcript is developed. The grade will be included in computations for the high school grade point average. A total of only four instrumental music credits will be available.

Mathematics credits earned prior to 9th grade do not count toward the three units of mathematics required for high school graduation.

AWARDS PROGRAMS

Seminole Middle School seeks and recognizes outstanding academic achievement. We are proud of the students who work to achieve in the areas of leadership, personal example, citizenship, and in-class performance.

During the year, and particularly at the end of the year, the faculty of Seminole Middle School will present an awards program. At this program, the students will receive recognition of outstanding achievement as well as other awards made by the student's team and activity/exploratory teachers.

Two students from each grade will be honored each month based on citizenship, scholarship, and leadership. Students who meet the requirements will be eligible for the Oklahoma Middle School Honor Society.

GIFTED/TALENTED PROGRAM

Seminole Public Schools has a district policy for Gifted/Talented programs. The school system recognizes the special value and needs of individual students who demonstrate the potential for high intellectual ability in academics, creativity, and visual and performing arts.

Gifted/Talented students at Seminole Middle School are served through various programs including flexible placing, special classes, Silo, O.M. teams, Academic Bowl competitions, Scholastic meets, Duke University Talent Identification Program, Engineering Fair, and Knowledge Master Competition.

Students who participate in the gifted education program will occasionally miss a regularly scheduled class. Students who are attending gifted/talented education programs are not required to make up the regular classroom assignment during the class periods they miss, nor are their grades penalized in any way.

DISMISSAL OF SCHOOL IN BAD WEATHER/EARLY DISMISSAL

Occasionally it becomes necessary to dismiss school because of extremely bad weather. This decision must be made by the superintendent, sometimes on short notice. We ask FOR your cooperation in carrying out our plans.

If we have determined by 6:45 a.m. that school should be dismissed for the day, the superintendent's office will notify radio stations K105 PLUS (105.5 FM) and KWSH (1260 AM), Channel 9 TV, Channel 4 TV, and Channel 5 TV. They will broadcast a bulletin between 6:45 a.m. and 8:00 a.m. Messages will also be sent via The School Messenger Program. These messages will be sent to identified phone numbers, text messages and email.

TOYS, RADIOS, TAPES, CD PLAYERS, LASER LIGHTS, HATS, CAPS, MARKERS, ETC.

CD players, Mp3 players are not to be used during class time without the teacher's permission. Video games, toys and laser lights, etc. are not permitted at school. These items are to be left at home. Hats and caps are not to be worn in the school building with the exception of "Hat Day" which may be held during special events with the principal's permission. Markers (especially Sharpie or other permanent markers) are not allowed at school. Teachers will provide markers if they are necessary for a project.

PARTIES

Students and classes will not normally conduct parties during the school day or during class time. There may be an approved exception at a certain time of the year when regular class work is minimally affected. Approval for a party in school must be secured from the principal by the class teacher. This must be done before any party arrangements are initiated. No student will be granted or denied participation in any school activity because of his/her financial condition.

GIFTS

We realize that during certain times of the year, relatives or friends may want to have gifts/flowers delivered to a S.M.S. student. The school WILL NOT interrupt class to deliver such gifts to students. Also, the school will not be responsible for the gifts/flowers left at the office for S.M.S. students. Please have those special gifts/flowers delivered to the student's home.

LIBRARY-MEDIA CENTER

The library-media center serves as an information center, which will provide materials for your intellectual growth, educational enrichment, and personal enjoyment. The media center provides an atmosphere of inquiry and encourages information access. A diversity of information technologies is provided to allow for differing learning styles and abilities. The staff of the media center encourages you to visit the media center often and to develop the knowledge, skills, and confidence to navigate the sea of information available in the S.M.S. Library-Media Center.

Some of the materials available for student use include books, current magazines, daily newspapers, read-alongs, and a wide variety of reference materials (encyclopedias, dictionaries, thesaurus, compact disks, computers, atlases, almanacs, etc.). Some reference materials are available for overnight checkout.

Students have two computer stations available for conducting research. Books are checked out for a two-week period and may be renewed one time. To check out materials, you should take the materials to the circulation desk. You are encouraged to return materials promptly, so they can be used by others. Although students are not fined for overdue books, all overdue books must be checked in prior to checking out additional materials. It is important that you do not check out books for another student since you are responsible.

The student who checks out the book is responsible for lost or damaged library materials.

The library-media center is a busy, but quiet place. In order to make the media center a

comfortable and student-oriented area, we have three basic regulations by which all users are expected to abide. Our library media specialist refers to them as her 3 R's:

1. Respect Others (move & work quietly so as not to disturb others).
2. Respect Materials (use all materials in the way they are intended to be used).
3. Respect Yourself (be successful information gatherers, develop self-confidence, and self-respect).

***Reminder: The use of the library-media center is a privilege.
Student privileges may be withdrawn.***

PDA

PDA or public displays of affection are prohibited.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price or through the Reduced or Free Lunch Program.

In order to have a safe and orderly lunch break, students must observe the following guidelines:

1. All students will go to the cafeteria during the lunch hour.
2. Enter the cafeteria in a quiet, orderly manner.
3. Do not cut in line.
4. Be respectful and courteous to those taking tickets, serving food, and supervising the cafeteria.
5. Do not throw food, paper, etc.
6. Each student will be responsible for cleaning his/her table and the area surrounding it.
7. Students will remain in the cafeteria quietly until the supervising teacher returns them to class.
8. No one will be excused from the cafeteria or campus unless cleared through the office.
9. Students violating proper cafeteria procedure will be penalized according to Discipline Policy and Procedures.
10. Students may bring sack lunches to school.
11. Students who do not clean their own area may be given cafeteria duty in which they may have to help clean the whole dining area.

As a service to our students and their families, students will be allowed to charge lunches until the amount owed reaches \$50.00 or until other arrangements are made. In accordance with The Oklahoma State Department of Education School Food Service guidelines, students who reach the limit will be offered a sandwich and milk until the charges are paid.

If money is left in a student's account at the end of the year, it will be placed in the student's account for the next school year. Refunds of excess account money will be made upon request.

When students leave the district without requesting a refund, any amount over \$3.00 will be forwarded to the last known address. Amounts less than \$3.00, and money returned through failed attempts, will be considered donations to the Child Nutrition Fund.

FREE OR REDUCED MEALS

Free/reduced meal applications are available through the counselor, school secretary, or at the Board of Education. All applications and information are confidential, but the correct forms must be filled out. Last year's form covers students until September, 2011. **A NEW FORM IS REQUIRED EACH YEAR.** Applications are approved at the Board of Education's Central Office within 10 days of receipt. If you **DO NOT** qualify, you will be notified. You must pay full lunch prices until the application is processed.

FOOD OF MINIMAL NUTRITIONAL VALUE POLICY

Students may not have access to vending machines that include foods of minimal nutritional value during the school day. This includes the machines at Seminole High School, the basketball gym, and the cafeteria. The machines located in the middle school commons area are the only machines that 7th and 8th graders are allowed to use.

SCHOOL VISITORS

Parents and patrons of the district are encouraged to visit the district and to observe the activities of the district. Except as otherwise provided, all visitors to the district shall report to the school office upon entering the building, shall sign the visitor's register, and shall request appropriate authorization to visit the school from the district official in charge of each building. When parents, patrons and friends have been invited to a school for a particular activity or program, it shall not be necessary to sign the visitor's register or request any additional authorization to visit the school.

As authorized by law, the district has the authority and power to direct any person to leave district property who is not a student, officer, or employee, and who interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

EMERGENCY TELEPHONE USE

An emergency telephone is located in the main office area. This telephone is available for **emergency student use** before school, between classes, at lunchtime, and immediately after school. Toll calls are not permitted.

Students will not normally be permitted to use the office telephone during class time. Should a telephone emergency arise during class time, a written request signed by the teacher will be required.

Authorized use of the office telephone should be brief and business like. Please *ask* before using the phone.

TELEPHONE MESSAGES

Incoming telephone messages for students will not be accepted by the office, except when:

1. *Of an emergency nature.*
2. *Verified as being from the student's parent or guardian.*

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient for both of you during the day.

A teacher will sometimes request a student to stay after school or report early, if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you achieve the progress of which you are capable.

SKATES AND SKATEBOARDS

Students are not to use skates or skateboards at school or school activities. High auto and pedestrian traffic around schools make the use of these items very dangerous. Skateboards are not allowed on the buses.

ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to report to the office. The teacher will advise the office as to the extent of the illness. The student has the privilege, however, of calling home and relating the symptoms to the parent. The parent will decide whether or not the student will remain in school.

When a student is injured at school, the student will be given first aid and the parents will be notified immediately.

Any student leaving school must be checked out through the office.

II. ATTENDANCE

A good attendance record is an important factor in achieving and maintaining a successful school experience. Pupils of Seminole Middle School are expected to attend whenever school is in session, and parents are responsible for the regular attendance of their child. The school will assist the parent in carrying out this legal responsibility. Parents should call the Middle School whenever the student is absent. (382-5065)

When it is known in advance that a student will be absent, the parent should notify school authorities and ask for an excuse prior to the day of the absence.

The State Department of Education recommends that a student be in attendance at least 80% of the designated school times. Student attendance will be recorded each hour. The school will attempt to notify parents of students who are not in attendance and have not been excused.

Any student who is absent four(4) days or more without a valid excuse may be reported to the Seminole County Truancy Board.

It is essential that the school shall have a valid phone number and contact person for each student on file in the office in case of an emergency.

ATTENDANCE POLICY

A total of eleven (11) absences in any class for a semester will be cause to receive no credit and a failing semester grade for that class unless each eleventh absence and each absence thereafter is excused by prior arrangement with an administrator or written documentation of illnesses or other extenuating circumstances. Parents/guardians are to keep in their possession all documents in reference to absences of their child. These documents will be used in case of an appeal. *(All doctor notes sent to school shall be returned to parents via the student. Please instruct your student/child to return the notes to you.)*

APPEAL BOARD

1. Responsibilities
 - a. Hear appeals on request for absences in excess of 10 days for the semester.
 - b. Review documentation and recommend no credit with a failing grade or recommend excusing the absences beyond 10 days because of circumstances beyond the control of the student or parent.
2. Composition
The Appeal Board will be composed of:
 - a. Guidance office representative.
 - b. Two (2) faculty representatives selected by the Principal.
3. Appeal Board Meetings
 - a. Board Meetings will be held during the final two weeks of each semester.
 - b. The student's parent/guardian must be present at the meeting.
 - c. The decision will be presented in writing to the principal the following school day.
 - d. The student/parent can receive the decision by contacting the Principal on the following school day.
 - e. The decision of the Appeal Board will be final.

NOTIFICATION PROCESSES

1. The student and parent or guardian will be notified by letter, which will be sent to the home

address as listed on student file in the office, regarding any absences that have exceeded 10 days of the semester.

2. If the student chooses to appeal, a request by mail or phone must be filed with the Principal within five (5) school days of the date the notifying letter is postmarked.

ABSENCE PROCEDURE

If you are absent, please have your parents call the Main Office at 382-5065 or 382-5066 after 8:00 a.m. and prior to 2:00 p.m. **each day** of your absence. **IF YOUR PARENTS HAVE NOT EXPLAINED YOUR ABSENCE TO THE SCHOOL, IT WILL BE COUNTED UNEXCUSED.**

You **MUST** request homework assignments for your student **no later than 9:00 a.m.** on the day of the absence, as teachers gather homework *during their planning periods*. The *student* shall be responsible for requesting appropriate make-up work from each of his/her teachers *either before or immediately upon return* to school following the emergency absence.

If your parents do not have a phone, you must bring to the Main Office an explanation of your absence written and signed by one of your parents the day of your return to classes. If you fail to bring a parental excuse/note, you will be assigned one day of after-school detention for every hour of school missed beginning the day you return to school.

ABSENCES

There are two kinds of absences: excused and unexcused. The kind will be determined by school authorities. Both types of absences affect attendance awards.

1. **EXCUSED** - Legal absences verified by parent or guardian. Illness, doctor or dental appointments, emergencies, unavoidable circumstances.
 - A. Excused absences require a phone call or a signed written note with a working telephone number from the parent or guardian. (*Students should bring their note of excuse on the DAY THEY RETURN TO SCHOOL.*)
2. **UNEXCUSED** - Any absence without valid excuse by a parent or guardian.
 - A. All unexcused absences will be counted as truancy with disciplinary penalties assessed.
 - B. Students with unexcused absences will be required to make up the work missed or receive failing grades for that work.
 - C. Students who return to school after any absence, and fail to bring a written, signed excuse from a parent/guardian, shall be assigned one day of detention for every hour's absence if their parent/guardian has not been in contact with the office prior to return.

TRUANCY

- A. Any student is considered truant when the student leaves school without being officially checked out through the office or when the student remains away from school without the school being notified and without the knowledge or consent of the student's parents or guardians.
- B. Any student who fails to attend his or her class at the assigned time but spends the class period in some other area of the building or campus without proper authorization is considered truant.
- C. Truancy will be penalized according to Discipline Policy and Procedures.

MAKE-UP WORK

All class work missed during an excused absence may be made up. It is the student's responsibility to check with the teacher for make-up work. Students are given one day for each day absent to make up for absences. If a student fails to make up for an excused absence, a zero may be recorded for work missed.

Students participating in school sponsored activities are not recorded as absent from school; however, they will be required to get their lessons in advance, and they will be required to make up any work missed during said absence. Students with unexcused absences or under suspension will be required

to make up for these days or receive failing grades for work not made up.

PERFECT ATTENDANCE

Perfect attendance is based on state attendance laws. A student who misses two (2) class periods in ½ day is officially absent from school regardless of excused or unexcused absences. Perfect attendance awards are awarded at the end of the year. **School-sponsored activities do not count as an absence.**

TARDY POLICY

Every student is expected to arrive at school on time daily. If for some reason a student is going to be late arriving at school, the parent must call the middle school before the student arrives at school, or the parent must come into the main office with the student.

After a student receives their third tardy he/she will be assigned detention. If tardiness continues to be a problem, the student will be sent to After-School Detention, Lunch detention, In-School Detention, Short-Term Alternative School or possible Out-Of School Suspension.

III. POLICIES AND RULES

MEDICATION

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

1. The term “medicine” as used in this guideline means “non-prescription medicine” and “filled medicine”. “Filled prescription medicine” is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of medication.
2. Only the principal or principal’s designee is authorized to administer medication.
3. No medicine will be administered unless the parents or guardian of the student requiring the medication have given the school written authorization to administer the medicine.
4. Filled prescription medicine will be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same.
5. If administrators determine the student is running a fever, the parent may be called to administer medication or to take the student home.

Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child’s physician.

*****PLEASE DO NOT SEND MEDICATION TO SCHOOL IN ENVELOPES, ZIPLOC BAGS, OR ANYTHING OTHER THAN THE ORIGINAL BOTTLE. SCHOOL ADMINISTRATORS MAY NOT ADMINISTER ANY MEDICINE THAT IS NOT TAKEN FROM AN ORIGINAL CONTAINER.*****

8.24.7 Student Self-Administration of Inhaled Asthma or Anaphylaxis Medication(s)

Students are authorized to carry and administer their own inhaled asthma or anaphylaxis medication(s) provided that the following conditions are met:

1. The parent or guardian of the student authorizes annually in writing the student’s self-administration and possession of the medication;

2. The parent or guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma and/or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication;

3. The parent or guardian of the student provides to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of Title 70 of the Oklahoma Statutes;

4. The parent or guardian acknowledges the following statement:

a. "Seminole Public Schools, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student."

5. The student signs a statement that he/she will not knowingly allow another student to use the inhaler or anaphylaxis.

The school district will inform the parent or guardian of the student, in writing, 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.

PROMOTION AND RETENTION

In general, students will be placed in the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is in grade K-3, or on very rare occasions, when the child is in grade 4-8.
2. The child is achieving significantly below ability and grade level.
3. Retention would not cause an undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefitting the child totally.

The following will be the procedure for deciding retention or promotion.

- (1) The student's parent or teacher may request that the student be retained. The request should be made in a letter stating purposes and objectives of the request.
- (2) A committee consisting of the student's teacher, one counselor, one administrator, and the child's parents will review the student's progress and consider the request.
- (3) The approval committee will be guided by the following factors:
 - a. Chronological age
 - b. Social maturity
 - c. Emotional maturity
 - d. Physical development
 - e. Work and study habits
 - f. Attendance record
- (4) The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the principal for a final decision. The decision will be forwarded to the superintendent for his or her information and review.
- (5) Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the school authorities.
- (6) Only in unusual circumstances should a child be retained more than once.
- (7) Appeals to the decision of the principal may be brought to the board through the superintendent. (Adopted 8-12-85)

8.7.2 In accordance with HB 1017, Section 66, lines 21-26, no student shall be advanced to a higher grade level after a recommendation of a teacher that a child be retained in the child's present grade level unless a written request for such advancement is signed by a parent or guardian. A copy of the request shall be included in the permanent record of the student.

At Seminole Middle School, parents will be notified by mail at the end of each 9-week grading

period if their child makes an “F” in any required course. Any student who makes 3 or more “F” grades for a semester in required courses will be recommended for retention next year. Any student making 1 or 2 “F” grades in required courses for the semester may be required to repeat those required courses next year in lieu of electives.

PROFICIENCY BASED PROMOTION TESTING

Proficiency Based Promotion must be initiated by the teacher, student, or parent through the counselor’s office. A single date of testing for each semester will be announced by each school site.

CODE OF STUDENT CONDUCT

The student body of Seminole Middle School is composed of young men and women of whom the entire faculty and staff are proud. However, in our school society, there may be some instances when good conduct and/or proper consideration of the rights of others are not followed.

Seminole Middle School has adopted a Code of Student Conduct. Its purpose is to:

- A. Describe behavior that builds a positive environment for learning.
- B. Describe specific examples of student behavior.
- C. Define Penalties that will be imposed for student misbehavior.
- D. Provide for uniformity in dealing with student discipline.

The Code of Student Conduct is in force:

- A. During regular school hours (including from the time the student leaves home until he/she returns home).
- B. While waiting for the school bus, being transported on the school bus, or leaving the school bus.
- C. At school-related functions where school personnel have responsibility for students.
- D. At any other time that the students are under the direct supervision of school personnel.

STUDENT PERFORMANCE

The school believes that good education is assimilated lesson by lesson, day by day. Therefore, daily performance is extremely important, and this school feels a responsibility to implement and carry out a policy to assure that each student performs each day. Each student should arrive at each class with proper materials, and during the course of the class, should work diligently to complete assigned tasks.

Deadlines for class work due should be respected by the student and a high priority given to meeting those deadlines. Continued non-performance by a student in the classroom will be regarded as a misbehavior violation in the Code of Student Conduct and will be penalized accordingly.

FREEDOM INCLUDES RESPONSIBILITY

Students are allowed by the school as much freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their own actions.

Students whose disruptive actions hinder another student’s rights to a good education in a safe environment must be penalized for their misbehavior. This understanding is essential in order for students to learn to function as responsible citizens.

STUDENTS DAILY RESPONSIBILITY

- < Be at school every day, on time.
- < Come to school well-groomed and appropriately dressed.
- < Bring school supplies as required for classroom work.
- < Listen to the teacher, following directions and answering questions as required.
- < Do all assigned work.
- < Treat all students and teachers with respect.
- < Try very hard to do the best he/she can do.

< Obey all school and classroom rules of behavior.

STUDENT DISCIPLINE

When considering alternatives for disciplinary actions, the Administration of the Seminole School District will consider the alternatives listed; however, the school is not limited to these alternative methods, nor does the list reflect an order or sequence of events to follow in disciplinary actions. The district will rely upon the judgment and discretion of the administrator/teacher when considering and determining the appropriate disciplinary or correctional options available. Multiple disciplinary alternatives will be considered before the administration and its designated representatives recommend out-of-school suspension.

The following behaviors at school, on school vehicles, or going to and from school events will result in disciplinary action. Disciplinary action may include in-school placement options or out-of-school suspension. This list is not all inclusive.

1. Alcohol and/or drug use and possession.
2. Assault and/or battery of another student.
3. Assault and/or battery of Seminole School's personnel.
4. Blackmail.
5. Extortion, coercion.
6. False fire alarms and/or bomb threats.
7. Possession or use of fireworks.
8. Immoral or indecent conduct.
9. Tampering with fire alarms and school equipment.
10. Arson.
11. Vandalism, destroying and/or defacing property.
12. Gang related activities posing danger to others.
13. Violent outburst of temper and/or abusive language or obscene language.
14. Displaying any conduct that is disruptive to the educational process.
15. Continual disrespect or disregard for school rules.
16. Commission of any act which would be a felony or crime of moral turpitude under state or federal law if committed by an adult.
17. Possession or use of tobacco products in any form.
18. Cheating.
19. Conduct that threatens or jeopardizes the safety of others.
20. Cutting class or sleeping, or refusing to work in class.
21. Failure to attend assigned detention, in-school detention, alternative school or other disciplinary assignment without approval.
22. False reports or false calls.
23. Fighting.
24. Forgery.
25. Gambling.
26. Hazing.
27. Truancy.
28. Inappropriate behavior or gestures.
29. Inappropriate public behavior.
30. Indecent exposure.
31. Physical or verbal abuse.
32. Plagiarism.
33. Possession of a caustic substance.
34. Possession of obscene materials.
35. Possession, threats, or use of a dangerous weapon and related instrumentality (i.e., bullets, shells,

- gunpowder, pellets, etc.)
36. Possession, use, distribution, sale, conspiracy to sell or possess; 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.
 37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
 38. Threatening behavior (whether involving written, verbal, or physical actions).
 39. Clothing or accessories with profane, vulgar, or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs, or tobacco, tank tops, halter tops, half shirts, see-through garments, short skirts, or short-shorts.
 40. Use or possession of missing or stolen property which is reasonably suspected to have been taken from a student, a school employee, or the school.
 41. Using racial, ethnic, or sexual epithets.
 42. Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations.
 43. Vulgarity.
 44. Willful damage to school property.
 45. Willful disobedience of a reasonable directive of any school employee.
 46. 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.

DISCIPLINARY MEASURES

The school must protect the rights of all students to a tranquil and productive school environment. The principal is authorized to use appropriate disciplinary measures whenever deemed necessary in the case of inappropriate, disruptive or illegal student behavior.

Disciplinary measures may include but are not limited to:

1. Assignment of “citizenship duty” (cafeteria clean-up, grounds clean-up, graffiti clean-up, etc.).
2. “Time-out”.
3. Isolated lunch
4. Withholding of privileges
5. After school detention
6. In-school detention
7. Alternative school
8. Time out at home
9. Out-of-school suspension
10. Exclusion from extra-curricular activities
11. Legal action
12. Saturday School

FIGHTING POLICY

Students involved in fighting may be subject to penalty prescribed by law. A student may receive a citation for disturbing the peace and may be fined in accordance with the law. This would be in addition to any disciplinary action taken by the school.

Students are advised that if they are threatened, harassed, or intimidated by any other student, they should immediately report the matter to a teacher, counselor, or principal. Taking matters into your own hands, or responding to being threatened, criticized, or physical contact by hitting, pushing, shoving, or slapping the other student is NOT acceptable. Allow a school official to handle the matter. Those students involved should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands, but should allow an administrator to handle the situation.

In the event a fight breaks out, students are advised to move away from the area of disturbance, tend to their own business and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing in the aisles, so as to hinder school officials, refusing to leave the scene when asked to do so are violations of the no fighting policy. They constitute the offense “party to an affray” and disciplinary action may result. In more severe cases, prosecution may be an alternative.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carrying information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. In summary, **FIGHTING WILL NOT BE TOLERATED ON THIS CAMPUS, ON THE BUS, OR AT ANY SCHOOL SANCTIONED EVENT!**

SUSPENSION

Minimum time suspended is at the discretion of the school principal; however, the principal shall not suspend a student in excess of two weeks - ten (10) school days - without first consulting the Superintendent of Schools. A student may be suspended for the remainder of the school year if the administration deems it advisable and in the best interest of the school as a whole. Suspended students have the right to appeal.

GUIDELINES FOR WORK ALLOWED WHILE SUSPENDED

1. The first time a student is suspended out-of-school he/she will be allowed to do the work at home with 100% credit.
2. The second time a student is suspended out-of-school he/she will be allowed to do the work at home with 85% credit.
3. The third and subsequent time a student is suspended out-of-school he/she will be allowed to do the work at home with 70% credit.

Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

After-school detention, in-school placement, alternative school 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.

Students suspended out-of-school for a “violent offense”, as defined by Oklahoma Statute, directed toward a classroom teacher shall not be allowed to return to that teacher’s classroom without the teacher’s approval.

Students if suspended for whatever cause, shall be afforded the due process clause of the Fourteenth (14th) Amendment of the United States Constitution. Specifically, students shall be given oral or written notice of the charge. Parents will be notified if a student is suspended.

DETENTION

Detention is a disciplinary setting for students who commit minor disciplinary infractions. The initial placement detention is usually one to three days.

Detention hall may be assigned for an infraction of school rules. Detention time will be served after school from 3:15-3:45 p.m. **NO EXCEPTIONS** will be made unless approved by the principal before the assigned time.

DETENTION HALL RULES

1. Students will study in the Detention Room from 3:15-3:45 p.m.
2. No one may leave the room.
3. There will be no talking or sleeping at any time.
4. Any violation of detention rules will **IMMEDIATELY** remove student from detention hall and the day will not count. Students accumulating more than 10 days of detention may assigned to ISD in lieu of after school detention.
5. Failure to successfully complete detention time will result in suspension or in-house detention.
6. Detention will normally be held Monday - Thursday.
7. Students must bring a pencil, paper, and work. Students who do not have something to work on will be assigned pages to copy from the student handbook.

IN-SCHOOL DETENTION

The purpose of this program is to provide the students at S.M.S. with a program of in-school

alternative education that will serve to modify deviant student behavior. Students are isolated in a classroom in the high school building. Students may not participate or attend school-related activities while serving in-school detention. ***There will be no exceptions.*** Students get credit for their attendance and school work while assigned to in-school detention. They are able to keep pace with their class because they are doing the same assignments.

SATURDAY SCHOOL

Students may be assigned to Saturday School. When needed, Saturday School will be held the day following the last school day of the week. Students will serve from 8:00 am to 12:00 pm. Students assigned to Saturday School will not be allowed to participate in or attend any extracurricular activities.

ALTERNATIVE SCHOOL

Students may be assigned to alternative school, which is located at 9th & E. Evans. The student's assignment to alternative school will be for discipline, attendance, or other individual circumstances as determined by the school and parents. Days assigned to alternative school and not attended by the student will count as unexcused absences.

POSSESSION OR USE OF TOBACCO PRODUCTS

The use and/or possession of tobacco, tobacco products, and e-cigarettes are prohibited. This policy shall apply to all students before, during, and after school hours, at school, in any school building, and on any school premise; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function; or during any period of time when students are subject of the authority of school personnel.

The penalty for the violation of this policy shall be:

First Offense	-----	5 days in-school suspension.
Second Offense	-----	5 days suspension out of school.
Third Offense	-----	10 days suspension out of school.
Fourth Offense	-----	Suspension for the remainder of the semester.

IMMEDIATE REMOVAL

A student whose presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process may be immediately removed from school.

WEAPONS

Possession and/or carrying of dangerous weapons or replicas while on district property, at a school sponsored activity, or on a school bus will result in an immediate long-term suspension, unless involved personnel discover circumstances that prove this action to be inappropriate. A long-term suspension may extend to the remainder of the semester or to the end of the next succeeding semester. Law enforcement officials will be called immediately when firearms are involved (i.e., powder, air powered, gas powered weapons). Law enforcement officials will be called immediately in regard to all other weapons if school personnel determine that the situation poses a threat to students or personnel. The Seminole School district reserves the right to invoke school discipline independently from legal action.

Dangerous weapons include an automatic or semi-automatic weapon, rifle, shotgun, any pistol, revolver, b.b. gun, pellet gun, or an imitation firearm, dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword, any knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, multi-fingered rings, loaded cane, billy chain, metal knuckles, or any weapon capable of inflicting serious bodily harm.

Police will be allowed to carry weapons in the performance of their duties. Parents are reminded

that students in violation of the weapons policy are subject to a long-term suspension.

It is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to imprisonment of up to five (5) years, a \$5,000.00 fine, or both fine and imprisonment. Violators will be prosecuted to the fullest extent allowed by law. (Gun-Free School Zone Act of 1990)

GUN-FREE SCHOOL POLICY

Seminole Public School requires the expulsion from school for a period of not less than one (1) year of any student who brings a firearm to school with the exception that the Chief Administrative Officer may modify the expulsion requirements on a case-by-case basis; however, for a student with disabilities, the procedures which appear on pages 80-83 of the Policy and Procedures for Special Education in Oklahoma must still be followed regarding the suspension of any student.

CAMERA SURVEILLANCE VIDEOS

The district utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums and any other area except locker rooms and bathrooms. Surveillance videos are NOT considered to be educational records of students and are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy Act (FERPA) or subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

SCHOOL SPONSORED ACTIVITIES & OFF-CAMPUS MISCONDUCT

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

Misconduct includes, but is not limited to:

1. Possession or use of a weapon.
2. Attack on a fellow student or a student from a neighboring school district, school official, or employee.
3. Sale, use or possession of alcohol or a controlled dangerous substance.
4. Assault and/or battery on a fellow student, student from a neighboring school district, school official, or employee.
5. Damage or destruction to property of another student, school official, or employee.

SUBSTANCE USE BY STUDENTS

Definition: Use, possession, consumption, being under the influence of, or distribution of any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system, or any representation of a substance to be any of the substances set forth above.

The following policy shall apply to all students before, during, and after school hours at school, in any school building, and on any school premises; on any school-owned vehicle or in any activities; off school property at any school sponsored or school approved activity, event, or function; or during any period of time when students are subject to the authority of school personnel; or activities which occur off of school property, but which have impact on the school.

Students in violation of this policy shall be subject to disciplinary action in accordance with these provisions.

SEARCH OF A STUDENT, STUDENT PROPERTY, AND STUDENT LOCKERS

A search of a student, student property or lockers shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering of stolen property. A search of a student may be conducted when a student is on district property, in transit to, or attending any function sponsored or authorized by the district.

Object of Search

A search may be conducted when there is reasonable cause to believe that the person, personal property, or locker of a student contains one or more of the following (hereafter referred to as “prohibited items”):

- A. Dangerous weapons
- B. Drugs, marijuana, and other substances, which are controlled, dangerous substances as defined in the Dangerous Substances Act (Title 63, Oklahoma Statutes. Section 2-101 et seq.); or
- C. Stolen property (including money).

Persons Authorized to Conduct Searches.

Only the Principal, Assistant Principal, appropriate director, or Superintendent may conduct or authorize a search of a student or student property.

Circumstances Under Which Students, Student Property, and Student lockers May be Searched.

Determination of reasonable cause should be made by careful consideration of the following factors:

- A. What is the relative danger to the students and the educational process posed by the possession of prohibited item?
- B. What is the student’s record of behavior?
- C. What is the urgency to make the search?
- D. If the basis for search is information received by a confidential source, the official should determine if the source is of known reliability by taking into account who the source is and the person’s credibility.

Reasonable cause can have factual basis in a student’s apparent nervousness, uneasiness, fear, anxiety, furtive suspicious movements, and apprehensive expression; by the student placing an item in his pocket when an administrator approaches, and by the distinct smell of a prohibited item, i.e., the smell of marijuana. Student lockers are district property. Use of lockers is a privilege, and the students should have been advised that lockers are subject to search.

Method of Student Searches.

If law enforcement personnel have been called to a district building in regard to a student search, the search matter should be totally turned over to the law enforcement personnel,

and district personnel should not participate further in the search. This does not preclude the administration from taking appropriate disciplinary action if the search discloses any prohibited items. Search of a student will only be conducted with a witness present. When necessary, the administrator may request the student to remove only shoes, socks, hats, gloves, coats, sweaters, and jackets.

In the event a student is to be searched and when circumstances allow, a bona fide effort will be made to contact one of the student's parents/guardian and notify him or her of the pending search.

DISCIPLINARY PROCEDURE

I. USE / POSSESSION

Using, being under the influence of or in possession of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e. 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event. The term "illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not being used in compliance with the prescription or directions for use, are not being used to treat a current health condition of the student, or are not being used in accordance with school medication procedures (Board Policy 8.24).

"Mood-altering substances" include paint, glue, aerosol sprays and similar substances.

FIRST OFFENSE: Parents will be contacted immediately upon verification of the violation. The Seminole Police Department will be notified if the student is in possession of a prohibited substance. The student will serve In-School suspension for twenty (20) days or (4) days of Saturday School.

The building administrator may reduce the suspension if:

- 1) The student and family agree to see a Certified Alcohol and Drug Counselor approved by the district, and
- 2) The student and family complete an assessment of the student's alcohol/drug involvement provided by a Certified Alcohol and Drug Counselor approved by the district and follow his/her recommendations satisfactorily. This may include, but is not limited to outpatient counseling and/or other forms of treatment as deemed appropriate.

SECOND OFFENSE: Parents will be contacted immediately upon verification of the violation. The Seminole Police Department will be notified if the student is in possession of a prohibited substance. The principal shall recommend suspension for the remainder of the current semester and the succeeding semester. The building administrator may reduce the suspension to one semester if the student complies with the following:

- 1) The student and family complete an assessment of the student's alcohol/drug involvement provided by a Certified Alcohol and Drug Counselor approved by the district and follow his/her recommendations satisfactorily. This may include, but is not limited to outpatient counseling and/or other forms of treatment as deemed appropriate.

II. DISTRIBUTION OF SUBSTANCES OTHER THAN ILLEGAL SUBSTANCES

Offenses involving the sale transfer, distribution, or exchange of any of the other prohibited substances.

Parents and Seminole Police Department will be contacted immediately upon verification of violation. Student will be suspended for the remainder of current semester and succeeding semester.

Student and family will receive information pertaining to evaluation and intervention resources for help within the community/area.

III. DISTRIBUTION OF ILLEGAL SUBSTANCES

Offenses involving the sale, transfer, distribution, or exchange of an illegal substance. Parents and Seminole Police Department will be contacted immediately upon verification of violation. Student will be suspended for the remainder of current semester and succeeding semester. Student and family will receive information pertaining to evaluation and intervention resources for help within the community/area.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs and gangs not sponsored by established agencies or organizations is prohibited.

Gangs, which initiate, advocate, or promote activities, which threaten the safety, or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or person degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

EMERGENCY MEDICAL CARD - STUDENT- PARENTAL RESPONSIBILITY

So as to protect each student in the event of a medical emergency, it is absolutely necessary that the school is able to immediately contact the parent or the parents designee in times of need.

It is the responsibility of each student and his/her parent to have on file a medical emergency card. This card and emergency information will be on file in the Seminole Middle School Main Office. We definitely need updated phone numbers. ***If you fail to notify the office prior to check-out of your student, no person that is not listed on the emergency card, or on the office computer shall have the right to remove your child from school.***

Each student and parent are responsible for periodically updating information regarding changes in emergency telephone numbers, parents' designated person, and other emergency information.

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, parents will be contacted immediately to obtain medical services if a student is exhibiting signs of acute intoxication, incapacitation, or drug overdose.

If parents are unavailable, emergency procedures may be initiated as deemed necessary for the student's safety. Following the student's return to school, appropriate discipline procedures of this violation will be implemented.

WIRELESS TELECOMMUNICATION DEVICES

Students will be allowed to possess cell phones. The devices must be kept turned off and shall not be displayed between the hours of 8:15 A.M. and 3:10 P.M. All other types of telecommunication devices and electronic devices are prohibited. This includes but is not limited to beepers/pagers, portable games or toys, MP3 players or ipods, headphones, cameras or camcorders, or any other electronic device.

Upon reasonable suspicion, the superintendent, principal, teacher, safety and compliance officer or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices. Students found to be using any electronic communication 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 shall be confiscated and not returned until a parent conference has been held.

A student or teacher may request permission for exceptions to this policy based upon medical emergency or specific educational purpose. Such permission may be granted in writing by the administration for a specified period of time based upon the nature of the request. Exceptions will only be granted if it is deemed necessary by the administration.

The penalty for the violation of this policy shall be:

First Offense: The electronic device will be seized. Said device will be returned to the student at the end of the school day.

Second Offense: The electronic device will be seized, and the student may be assigned to detention for two days.

Third Offense & Subsequent Offense: The electronic device will be seized, and the student may be assigned to detention for one week. The parent of the student will be contacted and a conference scheduled.

Repeated Cell Phone Violations: Student will be required to turn in device daily for a period of time to be determined by the school principal."

ACTIVITY ELIGIBILITY

All students participating in activities (athletics, band, vocal music, etc.) must pass all classes on a weekly basis and/or semester basis. To be eligible to participate for the first 6 weeks of a semester, a student must pass 5 classes the preceding semester. If a student does not fulfill this requirement, he/she may not participate in any activity for the first six weeks of the next semester. After the first 3 weeks of each semester, from week to week, a different criterion is used. This criterion is often referred to as "no pass, no play". After the third week of a semester, and every week thereafter, a child must be passing in all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled in at the end of a reporting period, they will be placed on probation for the next one-week period (Monday through Sunday). If a student is still failing one or more classes, (it does not have to be the same class or classes the student was failing the previous week) at the end of the next reporting period, he/she will be ineligible to participate during the next one-week period. The grade a child has after the reporting day will not change their grade or eligibility status for the upcoming week.

SUPPLEMENTAL ONLINE COURSES

Definitions:

Supplemental courses: Courses which are not offered by Seminole Public Schools, and are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate: Courses which are academically well suited for an individual student's current academic standing and the learning expectations of the district and State. The determination of educationally appropriate will be made at the site level.

Online: uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

Guidelines

1. School district policies governing grading scales and credits earned shall be applied to supplemental online courses in the same manner as any other course offered by the district.
2. Only students enrolled in the district will be granted access to supplemental online courses.
3. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students will submit a completed Supplemental Online Request Form.
 - b. The principal or designee will evaluate the application and determine whether the course(s) is educationally appropriate.
 - c. If the course(s) is not deemed educationally appropriate, notification will be provided to the student in writing as to the reasons the determination was made. The student will be afforded the opportunity to appeal the decision to the site Supplemental Online Course Appeal Committee. The decision of the site committee with regard to whether a course is educationally appropriate is final and non-appealable.
4. Students enrolled in supplemental online courses will have a fifteen (15) day grace period to withdraw from the course without academic penalty.
5. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation shall be monitored in accordance with district policies. The student may be counted "present" or "in attendance" when the supplemental online course provider supplies evidence of student/teacher/course interaction that demonstrates student progress and regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports which reflect daily attendance/participation, progress reports, and grades. Such reports shall be provided via electronic format on a weekly basis.
6. Instructors of supplemental online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher learning, possessing the specific content expertise necessary to teach the course.
7. Students who participate in supplemental online courses will be responsible for providing their own equipment and online access.

ONLINE COURSES

Occasionally, due to a scheduling conflict or extenuating circumstances, a student may be enrolled in one or more online courses, which may duplicate district course offerings. The determination will be at the sole discretion of the site administration. Students earning credit by means of online courses shall participate in all state-level academic assessments in the same manner as other regularly enrolled students.

SEMESTER TEST EXEMPTIONS

Students will be exempt from semester tests for each class where the following criteria is met:

Grade	Absences
A	3 or fewer and no ISD or suspension
B	2 or fewer and no ISD or suspension
C	1 or fewer and no ISD or suspension

All absences count against exemptions except for school activities and college visits.

IV. PROCEDURES

ADMISSION

Birth Certificates

Oklahoma Law requires that birth certificates be presented for children entering school for the first time. Children will be enrolled under their legal name in all cases.

Age

All children who reside in the Seminole School District #1 between the ages of five (5) on or before September 1 and twenty-one (21) years on or before September 1 are entitled to attend school according to school law, grades kindergarten through twelve (K-12).

CHANGE OF SCHEDULE

No student is to change his/her schedule without the consultation and signature of the counselor, sending and receiving teachers, and approval of the parent. Class minimum and maximum size will be considered. We stress *careful selection* of courses by the student. Therefore, only necessary changes will be made. A record of each student's schedule is kept in the office showing where each student is each period of the day.

Low academic standing in a subject is NOT an adequate reason for dropping a class. The scheduling of classes for students is a tremendous job.

In some cases, the arrangement of classes may not be exactly as the student would desire. All efforts have been made to work these schedules where they will be satisfactory to all. We must follow a basic schedule pattern. Students will have two opportunities to make changes. Sign up for schedule changes will occur two (2) days after the beginning of the fall semester and two (2) days prior to the end of the first semester. Schedule changes require a logical reason approved by the teacher, parent, counselor, and the principal. In addition, schedule request forms must be signed and dated by the parent/guardian prior to consideration of the request. We will NOT change any schedule after the two (2) days unless approved by the principal.

BICYCLES - MOTORCYCLES

Student safety is a primary concern. The following procedures must be followed:

1. Students must park all bicycles and motorcycles in the designated area immediately upon entering the school grounds. Do not ride on the grounds.
2. Bicycles and motorcycles may not be ridden again until school is dismissed.
3. Students may not sit on or ride bicycles or motorcycles until the students are ready to leave school.
4. Motorcycle riders must have a legal operator's license.
5. Students are not to be in this designated parking area except to park their bike or upon leaving with their bike.
6. Students must lock bicycles or motorcycles at the rack.

CAR RIDERS

Parents may drop off and pick up students on the south side (front) of the Middle School building.

BUS TRANSPORTATION AND CONDUCT

Your bus driver is an important person in your school life. Do what he or she tells you. Any bus student who continues to annoy others or break regulations, will be referred to the principal.

Be at the appointed bus stop on time. The buses will not wait for you after school. It is your fault if you miss the bus.

Bus riders will be picked up on the north side (back) of the Middle School building. Please try to have your things collected from your lockers, so as not to miss this bus. Students who ride the bus will exit by the north (back) doors.

Early arrivals will either eat breakfast in the cafeteria or sit in the commons area once the doors open at 8:00 a.m. each day.

While on the bus, follow the rules and instruction of your driver.

Riding on the bus is a privilege, not a right. This privilege may be taken away for improper conduct and if safety rules are violated.

Bus Riding Safety Rules

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for by the offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.

3. Help look after the safety and comfort of small children.
4. **If you drop anything near the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.**

Extracurricular trips:

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

****As a general rule, and at the discretion of the administrator, the following may apply:***

- 1st Offense:* 5 days suspension from the bus.
2nd Offense: 15 days suspension from the bus.
3rd Offense: **Suspension from bus for the remainder of the year.**

Suspensions from the bus will be related to the regular school bus route. Suspension from other school related transportation will be at the discretion of the site principal.

LOCKER ASSIGNMENT AND CARE

A locker will be assigned to every student at the beginning of the fall semester. It will be listed on your enrollment and schedule card. STUDENTS SHALL NOT EXPECT A REASONABLE EXPECTATION TO PRIVACY.

Locker changes may not be made without the permission of the principal. **Students are NOT to trade or share lockers unless authorized to do so. Students who break this rule will face disciplinary action.**

Student's lockers are the property of the school and are only assigned to the student for the purpose of storage of school supplies and personal property: coats, jackets, etc. Students are to use only the locker assigned.

Under no circumstances should students leave valuables or money in lockers. The school will not be responsible for lost or stolen items. (If you put a lock on your locker, please supply the office with a copy of the combination or an extra key in case yours is lost.)

A locker clean out will be scheduled periodically. Any books not checked out to you should be turned in to the office at this time. SCHOOL OFFICIALS HAVE THE RIGHT TO CONDUCT LOCKER CHECKS AT ANY TIME.

ASSEMBLIES AND PEP ASSEMBLIES

Assembly programs and pep assemblies are both enjoyable learning experiences. Each however requires different behavior. While assembly programs tend to be more formal, pep assemblies are more relaxed and informal. Students are expected to conduct themselves as ladies and gentlemen during these times. Continued participation in assemblies and pep assemblies may be denied to that student who fails to conduct himself/herself in an acceptable manner.

EMERGENCY PLANS, FIRE AND LOCKDOWN DRILLS

The principal and faculty members of each school building in Seminole Public Schools will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct their students in each class. These procedures will be developed to

ensure the complete safety of children and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All students and teachers shall participate. The drills will not be announced in advance to any school personnel.

Lockdown drills shall be conducted at least two times per year with no more than two occurring per semester.

Student safety and preparation for life threatening circumstances are the reasons for fire and emergency drills. Every drill should be viewed as a chance to learn survival skills. It should be approached seriously and cooperatively.

Students should recognize that procedures may vary dependent upon location in the school building. Be alert and learn safety procedures from your teacher. Talking should stop when the alarm is sounded. The students should move quickly, following the posted directions. They should return to class in the same manner.

ACTIVITIES POLICIES

Seminole Public Schools have a fine tradition. "GREEN PRIDE" is a slogan adopted by Seminole to represent their attitude toward their school program. We feel that anyone who wears the green and white must adopt this slogan and LIVE "GREEN PRIDE".

STATE REGULATIONS

1. Seminole Middle School is a member of the Oklahoma Secondary School Activities Association. Rules and regulations of this association will be strictly adhered to by all concerned in the activities program.
2. Interpretations which are questioned or perhaps not covered in these rules and regulations may receive clarification by contact with the state office. Contact should be made only through the principal or activities director.
- 3.

ACTIVITY SCHEDULING

Any activity to be scheduled on the school calendar must be scheduled by the sponsor with the approval of the principal and written on the calendar one week before the event occurs.

PARTICIPATION IN MAJOR FALL ATHLETICS

Football and basketball are designated as major fall athletic programs. We feel that it is in the best interest of each athlete mentally, physically, and academically to limit participation to the athlete's current grade level program. Therefore, 7th and 8th graders will only participate at their respective grade levels, 9th graders will only participate on 9th grade junior high teams, and 10th, 11th, and 12th graders will be junior and varsity athletes.

Exceptions may only be made in extenuating circumstances when the number of existing players necessitates that younger players be moved up to fill the team. This may only be done with the consent of the younger player's parents, the coach involved, the activity director, and the principals. If a player is moved up, he will be allowed to participate with only one team that week.

Spring Athletic programs are exempt from the restriction because of the smaller number of athletes that participate in these programs necessitating some grade levels to play together to field a team.

CONDUCT AT GAMES AND AWAY-FROM SCHOOL ACTIVITIES

Student behavior and citizenship expectations extend to all parts of school life. This includes but is not limited to the following:

1. Coming to and from school.

2. Attendance at all school activities sponsored by S.M.S.
3. Dances, parties, and other school associated and sponsored social events.
4. Any time the student is in a situation where he/she represents S.M.S. in the eyes of the public.
5. S.M.S. students are to follow the school dress code when attending school activities or games. Students not following the dress code will not be permitted to attend the activity if attending without parent/guardian. If attending with adult supervision, the student will be required to sit and stay with the parent/guardian.

The conduct of a student involved in activities at Seminole Middle School is closely observed in many areas of everyday life. It is important that actions at all times be above reproach. The students should set the example for all students by following completely the policies set forth by the administration and individual sponsors.

Any student going to a school-sponsored activity must travel to and from the event with the school groups. The only exception to this rule is when the parent picks this student up at the contest or activity and receives permission from the sponsor in charge.

Unacceptable student behavior occurring under these circumstances will be disciplined firmly. Loss of participation privileges could occur as well.

FACILITIES

School groups using school facilities are responsible for the clean up of these facilities. The sponsor is responsible for directing the clean up and **must be present the entire time the facilities are being used.**

TRANSPORTATION

School transportation must be used whenever possible. Private cars should be used **only** with permission of central office and the principal. All students on activities will travel to and from the activity on school-sponsored transportation unless approved otherwise by the sponsor, parent, and principal.

ATHLETICS

1. All students participating in any phase of the Seminole Public Schools Interscholastic Athletic Program must be properly covered by an accident insurance program, or parents must have agreed in writing to assume the responsibility of medical bills.
 - a. Regular school program: the regular school insurance will cover all injuries sustained in any sport other than football.
 - b. Football program: the school insurance program provides special coverage for both junior high and senior high football, and it may be purchased for an extra premium.
2. Physical examinations:
 - a. Students will not be allowed to participate in practice or in games without having a current physical examination on file.
 - b. Physicals are the responsibility of the athlete. Coaches keep originals on file. The Middle School office does not keep copies of physicals. If you need a copy, you must get it from your coach.
3. From the time a student's name appears on the official eligibility list for an interscholastic sport, he/she may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under the following conditions only:
 - a. The person presents to both coaches involved a doctor's certificate recommending that he/she drop the sport for reasons of health and permits participation in the second sport.
 - b. The athlete may also change if both coaches involved believe it is in the best interest of the athlete.
4. Athletes must go to another sport or stay in the off-season program of his sport.

5. Athletes are allowed to participate in football and basketball only in their current grade level unless special permission has been granted through the principal's office.

Summary of Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints

There are specific requirements in the District's grievance policy which staff members should be aware of. The necessary points to remember are outlined below. Once a staff member becomes aware that a grievance has been filed or may be filed, he or she should report the matter to the Title IX Coordinator and review the grievance policy in detail to ensure that every step is carefully followed.

I. Definitions

The policy sets forth specific terms used in the policy. For general reference, it is necessary to know/remember that the District's Title IX Coordinator is Jeff Pritchard.

II. Pre-Filing Procedures

Prior to filing a written complaint, parties are encouraged to informally resolve the matter. Note, this is not required, but suggested because it is, hopefully, the quickest and easiest way of achieving a reasonable resolution for all involved.

III. Filing / Processing Procedures

Level 1

- a. A complaint is filed within 30 days of the alleged violation (or 30 days from when the grievant becomes aware of the alleged violation).
- b. Within 10 days of receiving the complaint, the coordinator investigates the matter.
- c. Within 10 days of receipt of the coordinator's request for information, respondent will submit a written answer.
- d. Within 10 days of receiving respondent's answer, a grievance hearing will be conducted.
- e. Within 5 days of the grievance hearing, a decision will be issued.

Level 2

- a. An appeal can be made to the Superintendent within 5 days of the decision if either party is dissatisfied with the decision.
- b. Within 10 days of receiving the appeal, a grievance hearing will be scheduled.
- c. Within 5 days of the grievance hearing, the Superintendent will issue a decision.

Level 3

- a. An appeal can be made to the Board of Education within 5 days of the decision if either party is dissatisfied with the decision.
- b. Within 30 days of receiving the appeal, a hearing will be scheduled.
- c. Within 5 days of the hearing, the board will issue a decision.

IV. General Information

No person shall be retaliated against for filing a grievance in good faith.

Seminole Public Schools in compliance with Title IX regulations at 34 C.F.R. Section 106.9 do not discriminate on the basis of sex in the education programs or activities it operates or in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR. Jeff Pritchard is the Title IX coordinator and can be reached at 617 N. Timmons, Seminole, OK 74868 or (405) 382-5085.

SPORTSMANSHIP

Whether a student is a participant or spectator, he/she should adhere to the following guidelines:

1. Remember that a student represents his/her school the same as does the athlete.

2. Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.
3. Unsportsmanlike conduct or unfair means are not to be used even when they are used by opponents.
4. Visiting teams are to be honored guests and rivals of the home team and should not be treated as enemies.
5. No action is to be taken or course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. The rules of the game are to be regarded as mutual agreements, the spirit of which no honorable person would break. The stealing of advantage in sports is theft.
7. No advantages are to be sought over others except those in the game which are understood to show superiority.
8. Decisions of the officials are to be abided by, even when they seem unfair.
9. Officials and opponents are to be regarded and treated as honest in intention. When players conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationship with them should be avoided.
10. Good points in others should be appreciated and suitably recognized.

HARASSMENT / SEXUAL HARASSMENT/INTIMIDATION/BULLYING AND HAZING AND INVESTIGATING REPORTED INCIDENTS

No student in Seminole Public Schools will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, 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. This type of conduct includes, but is not limited to, gestures, written or verbal, physical acts or electronic communications.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior

1. The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:
 - a. Harassment

- b. Intimidation
- c. Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principals. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

3. Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

a. The alleged incident shall be documented in writing by the principal.

b. The investigation shall be made in a timely fashion.

c. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.

d. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters.

4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.

a. Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy (See policies VIII, 8.8 – 8.12).

b. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.

c. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies VIII, 8.8 – 8.12).

5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

Hazing

It is the policy of Seminole Public Schools that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

Sexual Harassment is defined as follows:

Offensive or unwanted behavior from anyone with whom a student may interact in order to fulfill school duties, where the student's responses may be restrained by fear of reprisals, or when the unwanted behavior has the purpose or effect of reasonably interfering with an individual's performance by creating an intimidating, hostile, humiliating, or sexually offensive school environment. Sexual harassment may be manifested in physical, visual, and/or verbal displays. Sexual harassment is a particularly serious violation of Seminole Middle School Policy. Acts of harassment are not only a violation of this policy but may also constitute illegal discrimination under state and federal laws. Examples include:

1. Unwelcome sexual advances, gestures, comments, or contact;
2. Threats which imply abuse or which are inappropriate to an educational setting;
3. Offensive jokes, implied, or stated remarks concerning sexual preference;
4. Ridicule, slurs, derogatory action or remarks.

Students are encouraged to inform the harasser that his/her behavior is unwelcome, offensive, or in poor taste.

Procedure:

1. Students should report any incidents of harassment immediately to a teacher, counselor, or principal.
2. Every report of harassment will be taken seriously and investigated immediately and confidentiality will be maintained for reports. Following the report, the principal or counselor will investigate. The investigation may include, but is not limited to the following:
 - a. Meet with the person charged to obtain a response to the complaint.
 - b. Conduct interviews of possible witnesses to the events.
3. After the investigation, the principal will determine the seriousness of the accusation and will carry out the proper disciplinary action.

PETS AND ANIMAL EXHIBITS

Live pets and other animals may not be brought on school grounds unless authorized by the principal. When a pet or animal is to be used as a class exhibit (with office authorization), the safety of persons and the animal must be provided. A leash or cage is required.

PARENTAL REQUEST FOR EXEMPTION FROM ACTIVITY DUE TO TEMPORARY PHYSICAL DISABILITY POLICY FDC

Upon written request, a student may be temporarily exempted from participating in a particular class activity due to a temporary physical disability. This written request, submitted to the school principal (or designee) should specify the date(s), the activities to be exempt, and the medical reason(s) for the request.

If it is approved, such an exemption will normally cover a maximum of three (3) class days. It will not directly or adversely affect the student's class credit for that period of time so long as all temporarily exempted class work is made up within a time prescribed by the teacher (normally a period equal to the exempted time, plus one class period.)

A temporary exemption due to physical disability, which is to cover more than three days, must be verified in writing by a physician. The physician's written request should contain specific recommendations and instructions for the teacher and the school.

A student who does not participate in regular class activities and does not arrange an exemption will receive a "0" (zero) for all work missed.

DANCES AND SIMILAR SOCIAL ACTIVITIES

The following procedures will be followed for any dances and similar social events:

1. Faculty sponsors must submit plans and receive approval of the Principal prior to the activity scheduled
2. "Opening" and "closing times" will be publicized in advance for the purpose of general information.
3. Only staff, chaperones, and Seminole Middle School students will normally be admitted to the activity.
4. Students attending the activity must stay until closing time unless picked up early by their parents.
5. Violation of accepted standards of conduct will cause the offender to be removed from the dance area. Parent(s) will be called to escort the offender home. All school rules and dress codes will be enforced.
6. Food and drink should not be taken onto the dance floor.
7. At "closing time" all students will be required to leave the school premises promptly.
8. Faculty sponsors are expected to assure a minimum of 5 sets of parents as chaperones for the activity. Chaperones should be instructed relative to general format and any special supervision expected of them.
9. At least 2 faculty sponsors will be in attendance throughout the activity.
10. An administrator will be in attendance throughout the activity.
11. Faculty sponsors will arrange for and supervise any needed clean-up committee following "closing time".
12. Alcohol, drugs, tobacco, other controlled substances, or substances represented as the same will not be permitted at any school-sponsored activity. Such a violation of school rules and Oklahoma State Law **WILL NOT BE TOLERATED**. Suspension for not less than one day will be the penalty for such offenses. Long-term suspension could be possible and a substance evaluation could be required.
13. Attendance at school-sponsored extra-curricular dances, parties, or other social events is a privilege, not a right. It is reserved for those students who have demonstrated respect for themselves and others during the year.

FUND RAISING PROJECTS

All money-raising projects of any class, homeroom, or club must be approved in advance by the principal and Board of Education. It will be the responsibility of that teacher, club or class sponsor to submit initial plans for any proposed money-raising projects to the principal.

Under no circumstances are any fund raising projects to be conducted on Sunday.

All funds shall be deposited and disbursed through school activity fund accounts. The monies should be turned in daily. You will be responsible for all money to be turned in. All deposits must be turned in to the administration office before 11:00 a.m. daily.

The purpose of the fund raising project should be explained to students enrolled in the activity by the project sponsor. The student must get a release signed by parent/guardian to be able to participate and for being responsible for the money to be turned in, or the product to be returned at the end of the project.

The selling of fundraising articles will not be permitted at school without permission from the

administration.

CLUBS AND ORGANIZATIONS

Seminole Middle School offers its students a variety of clubs and organizations. Meeting days, times and agendas will be determined as needed during the school year. Students will be notified of meetings by the sponsor through daily announcements. Students may participate in the following clubs and organizations:

Student Council – Heather Irick

Students Working Against Tobacco – Ginger Cummins

PERSONAL PROPERTY: PROPER CARE

Personal property stored on school premises is not protected by school insurance. Such protection is advised through family household insurance.

So as to protect against possible loss, privately owned materials, instruments, and other items should not be left in the school building or on school premises during non-school hours. These items should be taken home at the end of the regular school day.

24/7 TOBACCO POLICY

The Board hereby prohibits the use of all tobacco products (including but not limited to cigarettes, cigars, pipes, snuff, e-cigarettes, and other smokeless tobacco) by students, staff, visitors or guests in all school district buildings on the grounds, on all school property and school vehicles. This regulation also applies to all public school functions (ballgames, concerts, plays, etc.) and any outside agency using the district's facilities, including stadiums. This regulation applies to school sponsored events held on or off campus. Tobacco use is also prohibited by students, staff and volunteers at all events away from school property where they represent the school district.

TERMS AND CONDITIONS FOR USE OF INTERNET

Prior to internet use, students must have on file the signed terms and conditions for internet use.

PARTICIPATION OF PUPILS IN FUND-RAISING DRIVES

The participation of the Seminole Public Schools' pupils in fund-raising drives shall be limited to school-sponsored activities with the approval of the principal.

SCHOOL ACCIDENT INSURANCE

All students participating in athletics shall be required to carry student accident insurance or provide the principal with a signed statement that indicates the parent has proper insurance coverage through other sources. Non-athletic injuries shall be reported to the principal by the supervising teacher. It is the student and parents' responsibility to file claims and report injuries.

DISTRIBUTION OF MATERIALS POLICY

The Seminole Board of Education recognizes that the educational mission of the Seminole Public Schools involves exposing students to a broad variety of views, opinions, and beliefs and

providing students with a broad spectrum of knowledge. The Board hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below.

Materials Not Allowed To Be Distributed: The District shall not allow the distributions of materials which:

- A. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
- B. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;
- C. attack ethnic, religious, or racial groups (i.e., “hate” material);
- D. promote hostility, disorder, or violence;
- E. promote, endorse, or oppose any political candidate, beliefs, party, or issues;
- F. violate any applicable copyright laws;
- G. invade the privacy of others;
- H. promote illegal activities for minors;
- I. are defamatory, libelous, misleading, or false; and
- J. are not age-appropriate.

Distribution Procedure: All materials sought to be distributed to students shall be submitted to the Site Principal for review. The Principal shall be responsible for reviewing materials to be distributed and for making a determination of whether the materials are in compliance with this policy and the criteria established herein. The Principal shall render a decision as to the appropriateness of the material taking into consideration the criteria established by the policy and shall notify the decision to the person or entity seeking to distribute materials and the Superintendent. If the Principal determines to deny the distribution of materials, the person or entity seeking to distribute the materials may appeal the decision to the Superintendent within ten (10) days of receipt of the Principals decision. The Superintendent shall review the material and otherwise investigate the matter. The Superintendent shall render a decision as to the appropriateness of the proposed distribution which decision shall be final. When a request for distribution of material is received and approved, material shall be distributed on a table to be set up in a hallway or other common area on the designated day. The person or entity distributing the material shall be responsible for delivering the material to be distributed. Persons who deliver and/or place the material for distribution shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from commenting about or discussing with students the material being distributed. Teachers, principals, or other school employees or agents shall neither be involved in the distribution of

material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. The District shall not make any announcements or provide any publicity as to the distribution.

Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and the District may prohibit the distribution of materials sought to be distributed by any person who violates this provision.

Disclaimer Sign Required: Any material distribution point shall contain a statement, which provides as follows:

These materials are neither sponsored by nor endorsed by the Seminole Public School District, the Seminole Board of Education, its agents, or its employees. The views and the information contained in the materials do not reflect the approval or disapproval of the Board or the School District and its administration.

Donation of Educational Materials: This policy shall not apply to library and educational materials, which are offered for donation and accepted by the District's administration for instructional use.