

ADMINISTRATION & ORGANIZATION OF SEQUOYAH PUBLIC SCHOOLS

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Josh Berg, Mid High School Principal
Barry Bulman, Middle School Principal
Lisa Tittle, Elementary Principal (3-5)
Lisa Rader, Lower Elementary Principal
(PK-2)

COUNSELOR

Kenneth Hotfelt (Middle School)

SPECIAL SERVICES

Lynn Schroeder, Federal Programs
Krista Hamilton, Nurse

Dear Parents,

The purpose of this handbook is to familiarize you with the operation of our school so that we might work together.

We invite, and encourage you to visit the school and get acquainted with your child's teachers. The offices of the administrators are always open to you, not just when problems arise, but when you have questions or observations regarding the operation of the school.

We feel a deep responsibility to provide the very best opportunity for learning at Sequoyah School. We have endeavored to employ a competent staff and provide them with necessary supplies and equipment. There can be no doubt that the atmosphere for learning at Sequoyah School is one of the best in the state. Much effort and planning have gone into obtaining a staff of teachers who work together with the administration, the school board and the students. We are extremely proud of this harmony, as it is important to provide the very best education for the youth of our community.

To be successful, every organization must have expectations and regulations to guide them. The Board of Education, the superintendent and the principals have established guidelines that will make the school safe and provide an atmosphere that will be for the good of all. Please study this handbook in order to familiarize yourself with the basic rules and guidelines of Sequoyah School.

STATEMENT OF COOPERATION

Cooperation means conducting yourself in such a way that others can work with you. Successful schools have the cooperation of the Superintendent, Board of Education, Principals, Teachers, Students and Community.

In order to better serve you we suggest that you contact the appropriate person as listed below when you have a concern or a suggestion.

If you have a problem, you should attempt to solve it at the point of origination. If a problem occurs in a classroom, discuss it with the teacher first. If it isn't resolved, then call the principal.

Superintendent – Terry M. Saul, 918-341-5472

High School (grades 11-12) – Steve Johnson, 918-341-0642

Mid High School Principal - Josh Berg, 918-341-5537

Mid High/High School Counselor – Pam Self, 918-341-0642

Middle School Principal – Barry Bulman 918-343-5105

Middle School Counselor - Ken Hotfelt, 918-343-5105

Elementary (grades 3-5) - Lisa Tittle, 918-341-6111

Lower Elementary (grades PK-2) - Lisa Rader, 918-341-6111

Athletic Director – Steve Cooper, 918-341-0642

Transportation Director – Dennis Peters, 918-343-8107

Cafeteria - Sharon Groves, 918-341-0782

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ATTENDANCE

If one is to profit from any school, he must attend its sessions. The benefits derived are proportional to the time devoted to attending.

Any absence except those pertaining to school activities will be recorded on school attendance records, a state requirement. Any absence, with or without doctor's permission, will disqualify a student for a perfect attendance.

SCHOOL ATTENDANCE POLICY: Absences will be recorded as: Scheduled school activities, (within the state activity attendance policy), Doctor's Day or Non-Doctor's Day. To be recorded as a Doctor's Day a Doctor's note must be turned in within 5 school days from the day of the absence. Non doctor days are for illnesses that do not require a Doctor's visit, funerals, driver's test, college visitation, and court appearances or incidental absences. In a semester, if a student missed more than 7 non-doctor or non-school activity days, a grade of "F" is assigned in the class (NO CREDIT). Certain emergencies may be approved by the building principal. In a semester, barring a serious injury or illness, if a student misses more than 10 days with a doctors note the parents will be notified by the building Principal.

Assignment to Saturday School for Attendance violations will be made at the Administration's discretion. Saturday School does not remove an absence from the official school record.

Seniors may have a maximum of two (2) days and Juniors one (1) day during the school year to visit colleges or tech educational schools. These visits must be pre-arranged with the counselor. The student should return with verification from the institution visited. These days count against perfect attendance.

The student has the responsibility of providing the school with a written doctor's note, or parent note, on the day of his return to school (phone number should be included). Students will obtain an admit in the office before school. All absences must be cleared by the principal's office.

Students will have one day for each day absent to make up their work with a maximum of 2 weeks. If a student is on a school sponsored activity or is in school but checks out of school before all of his scheduled classes he/she will have one day for each day absent to make up their work with a maximum of 2 weeks. Failure to turn in work during this time will result in a grade of "F" unless exception is made by the teacher. An absence of one day does not necessarily exempt a student from taking tests on the day of his return or turning in a paper or project.

ATTENDANCE INCENTIVE (Grades 9-12 only): In an effort to improve attendance and reward students for their academic achievement, we will be offering exemptions for Semester Tests. To be eligible a student must be exempt in all classes. In order to be exempt, a student can miss no more than four days in one class in which they have an (A), three classes with a (B), and two classes with a (C). If a student has a (D) or an (F) in any class, they will not be eligible for exemptions. Any absence other than school business will count towards exemptions days.

APPLICATION FOR EARLY TESTING: All early testing must be approved by the building principal. Forms may be picked up in the counselor's office.

TRUANCY: (1) After coming to school she/he is out of any class without permission of the principal or a teacher. (2) After coming to school he leaves school without permission of the principal. Punishment for truancy is as follows:

1st Offense:	Saturday/Tuesday School
2nd Offense:	3-day suspension
3rd Offense:	Long term suspension

It is the student's responsibility to check in through the office if they arrive after the 8:30 tardy bell. If it is necessary for a student to leave school after arrival, they must clear it through the principal's office, by signing out and contacting a parent by phone through the principal's office. The intent of this policy is to allow students to check out for court appearances, funerals, to obtain driver's license, doctors and dental appointments.

Sequoyah Schools has a closed campus. Students are not allowed to check out for the lunch period to go to town to eat. High School students are to remain inside the building during their lunch period. They may go to their car if they receive permission from the Principal or Teacher on Duty.

TARDIES: Penalties for tardies in a semester are as follows: (1) First tardy no-charge. (2) Two tardies to any class will result in one hour of detention. (The teacher will assign the detention before or after school.) (3) Third tardy - 2 hours' detention. (4) Fourth tardy – one Saturday school, 5th tardy – two Saturday schools, 6th tardy – one day of suspension. If 15 minutes are missed from any class period it will count as an absence for that period.

DISCIPLINE

In the Sequoyah School System the teacher shall practice such discipline as would be exercised by a kind and judicious parent.

The teacher and/or administrator may handle minor infractions of school regulations. In every case a student should be informed of the nature of the infractions with which he is charged and given the opportunity to tell his side of why punishment should not be administered. The teacher and/or administrator should be convinced of the guilt of the accused student before subjecting him to disciplinary action. Penalties should be commensurate with the offense and normally be of the following categories:

1. Penalties that may be assigned by an administrator or a teacher:
 - A. Make-up times other than during class or lunch time.
 - B. Extra work beyond regular class work.
 - C. Punishment agreed upon by administrator and/or teacher.

- D. Short term detention (2 days or less)* Detention will be served before and after school. Failure to report for detention could double the detention. Failure to report a second time will result in Sat./Tues. School.
- E. Corporal Punishment. Reasonable corporal punishment that does not inflict permanent bodily injury may be administered by an administrator after careful evaluation of the case. In each instance corporal punishment should be administered in the privacy of the principal's office or similar area.**
- F. Loss of privileges.
- G. Saturday School. Failure to report to Saturday/Tuesday school could result in suspension. Students may not be permitted to makeup assignments and zeros may be recorded for any missing assignments.

'Participation in extracurricular activities including sports does not exempt a student from detention.

****Parents who do not wish corporal punishment for their child must file a "No Corporal Punishment" form for each child with the building principal.**

- 2. Penalties that may be assigned only by an administrator:
 - A. Suspension from or removal from class. If a student is disruptive within a class, a teacher may send him to the office. However, the decision to suspend or permanently remove the student from the class should be a joint teacher-administrative decision, rather than one made by the teacher alone.
 - B. Any suspension from school will result in an equal number of Saturday school days being assigned.

EXAMPLE: A three-day suspension from school will result in three Saturday schools being assigned.

The parent will be notified of the suspension by mail or telephone. Students are not permitted to participate in or to attend any school activity while under suspension.

3. Right to Appeal any lengthy suspension (10 or more days). The parent/guardian must submit the request for appeal to the Superintendent within three school days of the final decision of the building principal. They have the right to appeal from this hearing to the Board of Education, if they so desire. The decision of the Board is final.

The following are common examples of punishable infractions:

1. Defiance of authority of the teacher or employee of school; failure to identify self to a school employee, willful disobedience.
2. Profanity.
3. Failure to follow instructions from staff members.
4. Running in hall.
5. Violation of published school regulations.
6. Bus misconduct.
7. Minor defacing or damaging of school property or personal property of others.
8. Using tobacco products.
9. Habitual truancy or tardiness to class.
10. Stealing
11. Fighting or exhibiting quarrelsome behavior.
12. Unsatisfactory appearance or mode of dress. Forgery of notes.
13. Unbecoming conduct or annoying distractions.

Sequoyah School Administration reserves the right to limit certain school privileges or functions for students who are on probation for academics or behavior.

E. Lengthy Suspensions. A lengthy suspension is in excess of ten school days and may extend to the remainder of the semester or for the school year. It may also include removal from the rolls for the remainder of a semester and for the entire following semester. If such suspension occurred during the second semester, the period of the lengthy suspension would include the first semester of the next year.

Offenses in Sequoyah School whose commission would place a student in jeopardy of a lengthy suspension would be one of the following categories:

1. The offense would be a felony by the laws of the State of Oklahoma.
2. The offense would be a misdemeanor by laws of the State of Oklahoma and such a serious violation of school rules that the administration determines lengthy suspension to be appropriate punishment.

3. Offense is a repeated violation of school rules or of significance that administration determines lengthy suspension to be appropriate punishment.
4. Possession of dangerous weapons as described in Section 20-1 or Title 70; Oklahoma Statutes, on school property or at any school function will result in a two-semester suspension.
5. Continued lack of interest in educational improvement and excessive absenteeism.
6. If a student is charged with a felony, he will be suspended from school until a review can be held.

The following are common examples of lengthy suspension offenses:

- a. Felonies or misdemeanors that include:
Burglary, Larceny, Robbery, Theft, Arson,
Vandalism, Perjury.
- b. Verbal assault.
- c. Assault and battery. Sexual or non-sexual.
- d. Possession of a dangerous weapon.
- e. Sale, use, possession, or being under the influence of alcoholic beverages or illegal drugs.
- f. Extortion, blackmail or coercion of fellow students.
- g. Repeated school disturbances.
- h. Interfering with school employees through striking or threatening to strike, or otherwise abusing such employees at any time or place.
- i. Participating in unauthorized or disruptive demonstrations on school property.

NOTE: All rules concerning discipline apply to student behavior in school buildings and on school grounds at all times.

NOTE: Any activity involving alcohol, drugs, burglary, theft, vandalism, immoral conduct (moonng) or failure to comply with school policies could result in a penalty of:

1. Suspension from school for the remainder of the current semester plus one additional semester.
2. Loss of right to participate in graduation exercises.
3. Loss of right to participate in extracurricular events.
4. Loss of right to participate in awards' ceremony.
5. If any previous suspensions or record of discipline exists, long term suspension will be recommended.

RULES & REGULATIONS

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Bullying or hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Use, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentality's (i.e., bullets, shells, gun powder, pellets, knives, etc.)
25. Possession, use, distribution, sale conspiracy to sell or possess or being 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
26. Profanity
27. Bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Bullying or threatening behavior (whether involving written, verbal or physical actions)
30. Truancy

31. 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, shorts, see-through garments.
32. Use or possession of tobacco in any form including E-Cigarette products.
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Vulgarity
38. Willful damage to school property
39. Willful disobedience of a directive of any school official
40. 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
41. High School students, unless authorized as student aides, will not be allowed access into the Elementary or Middle School campuses. Middle School students, unless authorized as student aides, will not be allowed access into the Elementary buildings. Failure to comply will result in disciplinary action.
42. No skateboards allowed on campus during, or after school hours.

WEAPONS

Students shall be suspended for having weapons of any kind at the school except under laboratory conditions when the necessity of said weapon shall be determined by an approved program and under the supervision of a qualified instructor. Any student who brings any weapon to school or on any school bus or any other vehicle transporting students to and from school-sponsored functions shall be in violation.

The student will be suspended from school for a period of not less than one year for guns. (Reference: Gun Free School Act 1994)

Some examples of weapons: guns, knives of all kinds, bats, chains, nightsticks, paddles, etc. The maximum penalty for non-gun weapons is suspension for the remaining semester plus one additional semester. The superintendent may modify the suspension requirement on a case-by-case basis.

CELLULAR PHONES & HEADSETS

CELLULAR PHONES USAGE: is not allowed for Middle School Students. Students in 9-12 will be able to use their phones before school, between classes, at lunch, and after school. If the students are using their phone during class their phone will be confiscated by the teacher. On the first offense of using a phone without permission, the phone will be confiscated and the parent or guardian will be responsible for coming to the school to pick up the phone. Each additional offense will result in home suspension or Saturday/Tuesday school.

HEADSETS: Headsets will be confiscated if they become a disruption to the educational process and the student may pick them up in the principals office at the end of the day. On the second offense the headset will be confiscated and the parent must contact the building principal for return of the headset. Detention or Saturday school will be assigned for repeated violations.

FIGHTING

Students involved in starting a fight or voluntarily participating in a fight could be suspended up to five days on a first offense. A second offense could result in up to a ten day suspension. Voluntarily participating is defined as not doing everything possible, including coming to the principal or other school officials, for their assistance. A repeated offense of fighting may result in a long-term suspension.

Unprovoked hitting or striking another student may lead to a substantial penalty. *The aggressor could receive a more severe penalty.

*Harassment of any kind toward another student or school personnel will not be tolerated and could result in suspension.

Vicarious liability -- (indirect responsibility) Third parties that initiate, instigate, aggravate, promote or otherwise cause or effect a fight by action or by word may be suspended.

Fighting by game participants during an athletic contest will also warrant a suspension for two games (OSSAA rule).

Fighting at school events, which are an extension of the school day, or other inappropriate behavior, will result in being banned from all school activities for a period of time. Disciplinary action shall be taken as if the fight occurred during the regular school day.

SEARCH POLICY

Since it is the duty of the school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, it justifies the conducting of a reasonable search that includes desk, carrying bags, lockers and automobiles. Searches should be based on reasonable suspicion with anticipated results of producing tangible objects, which were reported stolen, considered illegal, illicit, disruptive, or a general nuisance to the educational process. All searches must be authorized by an administrator.

STUDENT DRESS

Students should endeavor to be neat, well-groomed and dressed in a manner appropriate and creditable to our school. All wearing apparel must be clean, neat and not revealing to the extent that it could be described as indecent for school wear (no bare midribs, stomach must be covered). No open back or open side dresses or garments. No shirts or other wearing apparel shall have written slogans that refer to an alcoholic beverage, sex, drugs, or other objectionable references. Under garment T-shirts should not be worn for shirts (they should be covered). No muscle shirts are allowed. No hats or head coverings should be worn in the building at any time. Shorts and mini-skirts must conform to proper length. The intent of the shorts' policy is to allow shorts described as walking shorts to be worn to school. Short shorts and tight fitting shorts do not conform to the shorts' policy. Proper school dress will be at the discretion of the building principal. Jeans or shorts with holes above the knee may not be worn at school. No sagging pants. Billfolds with chains or chains used as decoration on outer garments will not be allowed. (See WEAPONS section above) Dog collars and chokers will not be permitted. Oddly colored contact lenses will not be permitted. No trench coats. Pajama bottoms or houseshoes are not appropriate dress for school. No hats, head-coverings or bandanas should be worn in the building at any time.

Decisions regarding violation of any of the above policy shall be made by the administration. Three violations of any one or any combination of the above shall result in Out of School suspension plus Saturday schools. Students can be assigned to D-Hall and Saturday school on the first offense of violation of the dress code.

Conduct of Students in Extracurricular Events:

- (a) No signs or banners in the gym will reflect on the opposing team.
- (b) Students who participate in student cheering sections are to remain in the stands or bleachers of the gym during all games or matches. Student cheering section locations will be determined by the building principal.

The above guidelines are not to suggest that Sequoyah students have not or do not dress properly. On the contrary, many compliments have been received on the good appearance and conduct of the Sequoyah student body. Let's work to keep it that way.

STUDENTS DRIVING & PARKING

The speed limit on school property is 15 mph. Music coming from inside the vehicle should not be heard outside of the vehicle.

The West entrance / exit is One Way between the hours of 7:30 – 8:30 a.m. & 2:30 – 3:30 p.m. **Do not go out the South exit by the buses after school. No parking on the south side of the softball field by the fence.**

Any motor vehicle must be parked upon arrival at school and can not be moved until the end of the day. The operator must be licensed according to state law.

A student who drives a motor vehicle to school is expected to drive carefully, park orderly and to use mature judgment. Students will park in spaces assigned by the principal.

Students are not permitted to park in the parking labeled staff. Detention can be assigned for parking in no-parking areas. Repeated violations can result in loss of driving privilege. Sophomore parking will be in the Mid-High parking lot on the East side of the Mid-High. If you have questions about designated student parking areas, ask the principal or counselor. Students are not to sit in parked cars at any time. Students should not be in their cars during lunch without permission.

Principals will instruct students on policies about leaving school grounds at the end of the day. Any student who violates these policies or who drives recklessly will be prohibited from driving on school grounds for a time designated by the principal.

VO-TECH TRANSPORTATION

Students attending Northeast Area Vo-Tech will not be required to ride the Vo-tech bus to and from the school. Transportation will be provided for those not wishing to drive. A loss of the driving privilege will occur if:

1. Incident of reckless driving reported by vo-tech school.
2. Student is caught sitting in the car upon return from vo-tech. Students are encouraged to ride the bus to and from Vo-Tech for safety reasons. Parents are taking full responsibility for safety when allowing their child to drive to and from Vo-Tech.

BUSES

A fleet of modern and well-maintained school buses are provided for the transportation of all students living in the school district. Students have a responsibility in keeping these buses safe, clean and attractive. The following rules should be observed at all times:

1. Drivers will have the same control over students while riding on buses as teachers have while students are in school.
2. Please be on time for bus stops. Pickup time should not vary over 5 minutes each day and probably less. Drivers are not required to wait for students who are not in sight.
3. Students should pass in front of a bus, never behind it.
4. At no time, either on regular bus routes or on activity trips, will the use of any tobacco be permitted on buses.
5. For your own safety and protection, the students are required to remain seated, refrain from scuffling, and keep all parts of the body inside the bus at all times.
6. Every student should help to make the buses as safe as possible. This means keeping noise to a minimum so that the driver may focus his whole attention on driving the bus.

SCHOOL BUILDING HOURS

The building will open each school day at 8:00 A.M. Teachers begin duties at 8:00 A.M. Students that arrive at school prior to 8:00 A.M. will not be under school supervision. The school will not be responsible for those students. School will take up at 8:25 A.M. All students should be gone from the building by 10 minutes after dismissal in the afternoon unless they have a real and definite reason for staying that has been approved by a teacher. Students should not be on school grounds after 3:15 unless involved in a school function. Students remaining after 3:15 will not be under school supervision.

There are times when school may be dismissed earlier than 3:05 due to reasons beyond our control. Parents of elementary students need to talk with their children and make alternate plans for where they should go if school dismisses early. All student transportation changes should be completed by 2:30 p.m.

CLOSING OF SCHOOL

If, for any reason, especially during bad weather conditions, it becomes necessary for school to be closed, notice will be given on Tulsa TV Channels **2, 6 and 8**. Notice will be given as soon as possible. *If you will turn your radio to KRMG 740AM, we will notify this station of school closing.

ICE ROUTES

In those situations when the roads may be icy or snow packed and school is in session, it may be necessary to utilize alternate bus routes. These alternate bus routes are referred to as "ice routes". Bus drivers will explain in advance where the pickup for your child will be and approximate time. Written information on ice routes can be picked up in the principal's office.

CARE OF MONEY & VALUABLES

When something is lost or stolen at school, it is often because the loser has been careless or unwise in taking care of the article. A student caught taking another person's property will be punished. It is the responsibility of each student to care for and protect his own property.

The following rules should be followed concerning money, jewelry, and other valuables:

1. Report all loses to the office promptly.
2. Do not bring excess money to school. Bring only what you need and no more.
3. Do not leave money or valuables in the gym or in the dressing rooms.
4. Do not leave money or valuables in unlocked lockers.
5. Be extra careful not to leave rings and wrist watches at wash basins after washing hands.

There have been few problems in the Sequoyah School concerning students taking the property of others, but even one problem is too many. Students can help keep this problem to a minimum by following these rules and promptly reporting the knowledge of a student taking something that belongs to another student.

TELEPHONE CALLS

The office telephone was installed primarily to aid in carrying on school business. A student must have permission from the building principal, secretary, or faculty member if the principal is not present.

Persons calling a student while the student is in class will be asked to leave a number or a message for the student, except in emergencies. The student may then return the call between classes.

LOCKERS & DESKS

Each Upper Elementary, Middle School and Senior High student will be assigned a hallway locker for the keeping of books, school supplies, and clothing. According to state law, students shall have no reasonable expectation of privacy towards school officials in regard to school lockers, desks, or other school property. Book bags brought to school must be put in lockers or designated area (not carried to classes).

TEXTBOOKS

Students will have access to textbooks. The books should be well cared for by the students and checked in at withdrawal or at the end of the course. Students must pay for lost, defaced, water damaged, or torn books. Additional textbooks will not be checked out until arrangements have been made. It will be necessary for parents to purchase some supplies for classes during the school year. No credit is assigned in classes until fees for damaged and lost books are paid.

HALL CONDUCT

Students are expected to know and display proper conduct in the halls. It is the teacher's responsibility to email or place a list of students missing class for activities in the mailboxes of other teachers at least three day in advance. They should not shout, whistle, or make unusually loud noises. They should not run, scuffle, or bother others by pinching, pushing, etc. Students should remember that showing affection in public is inappropriate. Hand holding and other displays of affection are considered improper at school.

FIELD TRIPS

A grade of an "F" in any class disqualifies a student from taking a field trip and missing class. It is the teachers' responsibility to email or place a list of students missing class for activities in the mailboxes of other teachers at least three days in advance. It is the teacher's responsibility to make sure that all students involved are eligible.

SCHEDULE CHANGES AND DROPPING OF CLASSES

After final enrollment a student will not be permitted to change his schedule or drop a course without approval of the Counselor. Changes will be approved when the parent and Counselor feel that such changes will be in the best interest of the student's educational objectives. Students will not be dropped from a class for discipline reasons. Class changes will be made during the first week of each semester. Classes cannot be dropped or added after the first five days of a semester.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Sequoyah School, she/he should report to the office on the morning of the day they leave. There, they will check in all school owned books, equipment, help prepare a withdrawal form and settle any outstanding cafeteria bills. A complete transcript of grades and records will be sent to the student's new school upon request of the new school.

TEACHER & SCHOOL SPONSORED DANCES

All extracurricular school activities, dances and fund raisers must be approved by the building principal and superintendent of schools.

CLASS MEETINGS

The time for class meetings will be allowed according to the need. When a class feels that they have a real and definite need for a class meeting, they should consult with their sponsor. Sponsors will request class meeting time from the office. Such request should be made one week in advance.

SEQUOYAH CAFETERIA POLICY

The system is based on a Pre-pay Account. You may deposit any amount, i.e.: A full week, a month, or \$10.00. Students will be identified by a bar code number as they pass through the lunch line. The cost of the lunch will be deducted from their balance.

Deposit money into lunch accounts as follows:

Monday or Thursday:

PK-3rd Grade – Homeroom teacher

Daily:

4th-5th Grade – Homeroom teacher

6th-12th Grade – Lunchroom Cashier

SCHOOL CHARGE POLICY

Charge limits for the following grades:

Pk - 3rd - 1 month or \$40.00

4th- 12th - \$15.00

When this limit is reached the student will not be allowed to charge a meal until balance is paid.

CAFETERIA REFUNDING POLICY

Money remaining in a student's lunch account shall be refunded per parent's request.

If a request is not made, the money will be put into the student's account for the next fiscal year. If a student leaves the school district without requesting a refund, the money will be handled in the following manner:

Any balance \$3.00 and below will be used as a donation to the CNP. Remaining balances will be forwarded to the known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the CNP.

LUNCHES

School lunches will be served to students for: \$2.20 Pre-K through grade 3, \$2.60 for grades 4-12, \$4.00 for visitors. Extra main entrée for grades 4-12 is \$1.40. Lunches carried to school must be eaten in the lunch room. Students are not allowed to take food out of the lunch room.

Breakfast will be 1.00 for Pre-K through grade 5, \$1.10 for grades 6-12, \$2.50 for visitors. Extra main entrée for grades 6-12 is \$.80. \$.35 for small milk.

Students are encouraged to prepay for at least a week's worth of lunches.

FREE AND REDUCED LUNCHES

At any time of the year, parents who believe their child may qualify for free or reduced lunches should go to the secretary's office for more information and pick up the appropriate form. You may also call the Child Nutrition Office at (918) 341-0782.

PRESCRIPTION MEDICINE

All prescription medicines and non-prescription medication must be accompanied by a parental note and checked in by the parent to the office for safekeeping and dispensing.

BULLETIN BOARDS

All posting on hall bulletin boards should be cleared through the office. All posting on room bulletin boards should be cleared through the teacher.

GRADE CARDS

Grade cards will be distributed to the students following the close of each semester. It will not be necessary for grade cards to be returned to the Middle School and High School. The following grades will be issued and will have the meaning as indicated:

A=Excellent

B=Above Average

C=Average

D=Below Average

F=Failing

I=Incomplete

NC=No Credit (Due to Attendance)

Final Middle School grade cards will be mailed if the student provides a stamped self-addressed envelope. 'I' grades will automatically become 'F' grades if not made up within three weeks. Extended time may be granted at the discretion of the teacher.

Students will be given grade checks after the 4th, 9th, and 13th week of each Semester. (see school calendar on back cover for

exact dates) The progress report will indicate the grade average, general behavior, attitude and additional comments from each of your child's teachers. It will be the responsibility of your child to carry these to you. A copy will be retained by the teacher. Parents are encouraged to monitor student progress through the student information system.

ZAP PROGRAM

Sequoyah Middle School and Mid-High have incorporated a program called the ZAP Program (Zero's Aren't Permitted). This program helps our students to become accountable for their performance at school. Students notified their parents or guardians when unacceptable work or failure to turn in assignments on time. This program is designed to help the student by making sure the parent or guardian is aware of the student's performance.

RETENTION POLICY

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies.

For PreK through 8th, a placement committee consisting of the principal, counselor and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age, developmental readiness, social emotional performance, and classroom performance.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

PARTICIPATION IN GRADUATION REQUIREMENTS

Students lacking more than one unit or credit of the requirements for graduation will not be permitted to participate in the graduation exercises.

CLASSIFICATION OF HIGH SCHOOL PUPILS

Beginning Pupils	Freshmen
6 Units	Sophomores
11 Units	Juniors
16 Units	Seniors

GRADUATION REQUIREMENTS STANDARD DIPLOMA

- 4 units English
- 3 units of math (algebra I, geometry, algebra II minimum)
- 3 units of lab science
- 3 units history & citizenship skills (one half unit of: Okla. hist. geography, world hist, Government, and one unit U.S. hist.)
- 2 units of the same foreign language OR 2 units of computer technology (all Sequoyah Graduates must have at least 1 unit of computer technology)
- 1 additional unit from the courses listed above
- 1 unit of fine arts (art, music, humanities, or speech)

With electives a graduate must have at least 23 total units.

CORE CURRICULUM FOR HIGH SCHOOL GRADUATION

- 4 units of English
- 3 units of math (algebra I, geometry, math of finance minimum)
- 3 units of science (biology I and 2 other sciences, may include physical science)
- 3 units of history & citizenship skills (one half unit of: Okla. hist, geography, world hist, Government, and one unit U.S. hist)
- 1 unit of computer technology
- 1/2 unit of Passport to Financial Literacy

2 units of fine arts (art music humanities, or speech)

With electives a graduate must have at least 23 total units.

The local board of education in any school district has the authority to set local requirements for graduation over and above those required by the state. In order to graduate all students must pass four years out of seven End of Instruction Tests. Two of the four tests must include Algebra I and English I.

LEARNER OUTCOMES & PROFICIENCY BASED PROMOTION

Learner Outcomes are on file and available in the principal's office for parent examination. ANY student wishing to take tests in a particular grade or class for the purpose of proficiency-based promotion may do so on the test dates scheduled in August, November or April. Anyone making a score of 90 will receive credit for that class or grade. Anyone making a score of 90 or Above will receive credit for that class or grade.

HONOR ROLL

An honor roll will be published at the end of each semester. To be eligible for the Principal's Honor Roll, a student must make a 3.0 GPA or better and to be eligible for the Superintendent's Honor Roll a student must make a 4.0 GPA or better base on the previous semester.

HONORS

SENIOR HIGH SCHOOL VALEDICTORIAN AND

SALUTATORIAN: A student must have attended Sequoyah Public Schools for last two semesters to be eligible for these awards. Valedictorian and salutatorians must complete college preparatory requirements. The Valedictorian(s) of the senior class will be the student(s) who have a 4.0 GPA or higher. The Salutatorian(s) will be the student(s) with the second highest GPA. Honors will be shared by the students with grade point averages tied at the third decimal point.

Grade Point will be derived as follows:

1. All grades from solid subjects taken during the 9th, 10th, 11th and first semester of the 12th grade will be averaged.

2. Letter grades will be given numerical values as follows:
A=4, B=3, C=2, D=1, F=0.

Concurrent classes are not weighted. All grades received from Concurrent classes will be recorded on the student's High School transcript and will be averaged in their G.P.A.

H. S. NATIONAL HONOR SOCIETY: A chapter of the National Honor Society was formed at Sequoyah in 1985. To be selected as a member of the society is one of the highest honors that can be paid to a high school student. Its purpose is to give recognition to those who have distinguished themselves in character, leadership, scholarship, and service. Members are chosen by a committee of the faculty within the limitations of percentage formula.

PARENTS OR GUARDIANS

All parents, guardians, and visitors are required to check in at the principal's office before visiting classrooms.

SCHOOL ADMISSION

A child must be four years of age on or before September 1 to enter Pre-K. A child must be five years of age on or before September 1 to enter kindergarten.

He/She must be six years of age on or before September 1 to enroll in first grade.

A child entering Pre-K or kindergarten must present his birth certificate. Any students enrolling in Sequoyah for the first time must have an immunization record before his enrollment can be completed.

The State Law reads: "Beginning with the 1983-84 school year, all new enrollees and transfer students must present acceptable documentation of required immunizations before they may be allowed to enter or attend school."

At its March 14, 1996 meeting the Oklahoma State Board of Health approved three revisions designed to make the state's school immunization law consistent with current medical and

public health practice. The first revision becomes effective with the fall 1996 semester and requires children entering kindergarten or, first grade without attending kindergarten, to have received 5 doses of DTP or a combination of DTP and DTaP vaccines totaling 5 doses (unless the fourth DTP/DTaP was received after the fourth birthday).

The second revision becomes effective with the fall 1997 semester and requires all students entering the seventh grade to provide documentation of having received 3 doses of hepatitis B vaccine. Since completion of the series of 3 doses of hepatitis B vaccine requires 4 to 6 months, parents should be notified of this requirement while the students are in the sixth grade.

The third revision becomes effective with the fall 1998 semester and requires all students entering kindergarten, or first grade without attending kindergarten, to provide documentation of having received 3 doses of hepatitis B vaccine.

Please note that hepatitis B vaccine is now routinely recommended for all children beginning in infancy.

Every subsequent year the hepatitis B requirements will be extended by one grade level (see table below). It is the intent of the law that all students, regardless of age or circumstances, have received hepatitis B vaccine if they are in these grade levels. All children transferring from other school districts or other states, all students in these grade levels due to retention, and all students in transitional levels between these grades are also required to have hepatitis B vaccine. Hepatitis A vaccine will be required for students entering Kindergarten and 7th

Grades in the fall of 1998. Students entering Kindergarten in the fall of 1998 must have a Varicella (Chicken Pox) vaccination before Dec. 1, 1998, or have parent documentation that child has had Chicken Pox

STUDENT HEALTH PROBLEMS

At the beginning of school, parents should inform teachers of any problems that their child may have, such as asthmatic

conditions, restroom problems, a heart condition, or any type of problem that the teacher needs to be aware. This should be taken care of as soon after the opening of school as possible.

DISTRIBUTION OF PUPILS TO ROOMS

After enrollment, pupil assignments will be made by the principal and counselor. This insures a balanced number of pupils in each room. Requests for certain teachers or rooms by parents will not be considered.

TEACHER-PARENT CONFERENCES

Anytime you, as parents, feel the need to talk to the teacher about school problems, do not hesitate to call and set up a meeting. We feel this is very effective in solving many of our major problems.

SEQUOYAH PUBLIC SCHOOL POLICY CONCERNING FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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 education records that the parent or eligible student believes are 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 request 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 disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and 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 discloses education records without consent to official 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).

3. 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 are:

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

Note: In addition a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

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

ATHLETICS & ALL EXTRA CURRICULA ACTIVITIES

The time has come when athletics play an important part in the curriculum of the present day school. Boys and girls are reached through athletics who cannot be reached in any other way. Young men and women are finishing school and college each year because of their interest in athletics.

We are planning to have a positive program for both boys and girls. Rules of the Oklahoma Secondary School Activities Association will be our guide.

For participation in athletic competition, or extra curricular activities, or practice, students must be in school (all day) on the day of a game in order to participate in that game. Only extreme emergencies will alter this rule. If you are too sick to be in school, you are too sick to play ball or practice.

All athletes are under the direct supervision of the coach at all times.

According to the State Athletic Association, a student must be in attendance 90% of the time during the current semester in

order to be eligible for participation in competitive athletics. This will be checked during the semester and when a student has not been in school 90% of the time, he will not be allowed to participate until he attends school enough days to meet this requirement.

All students participating in athletics and accompanying the team away from home will be expected to ride the school bus unless parent or guardian is present to request permission from the coach for their child to ride home with them. Students should never be allowed to ride home with anyone other than their parents in these emergency cases.

ELIGIBILITY REQUIREMENTS: A student must meet Rule 3 of the OSSAA Constitution. All students participating in any extra-curricular will be held accountable to the board adopted drug policy. Parents and students must sign before participating will be allowed.

The coaches and school's responsibility ends when students are delivered to the Sequoyah School buildings.

All athletes before participation, practice or games must have on file in the Athletic Director's office: (1) Physical form signed by a doctor and parent/guardian; (2) Authorization for Emergency Care to Students; (3) Student Athlete Insurance Release Form.

JACKETS AND SWEATERS

Each year any student in grades 9, 10, 11 or 12 may order a letter jacket. Arrangements will be made by the Athletic Director. The student must at that time place on deposit with the company an amount equal to the cost of the jacket or sweater. Students will receive their jackets upon receipt from the manufacturer.

Coaches will determine eligibility for post season honors and patches that may be purchased.

EMERGENCY PROCEDURES GUIDE

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

CLOSING

This handbook for parents and teachers has been prepared for your information and convenience. It is our hope and desire that this book will help us work together for the best interest of our students of Sequoyah School.

MOMENT OF SILENCE

It shall be the policy of the Sequoyah School Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held at the start of the school day.

Each building principal will use the intercom or assign someone to read the statement concerning the “minute of silence” law. Students not in the general classroom setting first period of the day will be read the statement concerning the “Minute of Silence” law by their coach, band instructor or teacher, whatever the case may be.

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

What is meningococcal disease? It is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcemia, a serious infection of the blood.

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

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

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

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

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

Signs & Symptoms of Meningitis

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

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

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

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

The earlier vaccines, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require

booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

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

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

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

Does the meningococcal vaccine work? Yes. The new meningococcal vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the U.S. It does not prevent type B, which causes about 1/3 of the cases in teenagers.

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

Where can I get the vaccine for my child? If your child has health insurance, you can obtain it from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: have no health insurance, are Medicaid eligible, are Native American, or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

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

Websites:

National Meningitis Association: www.nmaus.org

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

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

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

INTERNET & OTHER COMPUTER NETWORKS

ACCEPTABLE USE & INTERNET SAFETY POLICY

The Sequoyah Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

All students will be educated about the appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
 - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. **Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
 - Spreading rumors about others through email, IM, or text messages.
 - Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
 - Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
 - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Sequoyah Public Schools that cyber bullying will not be tolerated under any circumstances.

A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card

numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) _____

Home Phone: _____

User's Signature: _____

Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____

I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____

Home Phone: _____

Signature: _____

Date: _____

Address: _____

****Further information on our computer usage policies can be found on the school website.**

SEQUOYAH INTERNET FORM

Sequoyah Schools has integrated the Internet into some of its curriculum. We have an excellent filtering system to prevent exposing our students to undesirable material. Sequoyah Schools will assume that your child has permission to use the Internet unless otherwise stated below.

☐ I do not want my child using the Internet.

Parent's signature _____

Student's signature _____

Grade _____

Sequoyah Schools may use your child's picture on enrollment sheet, the school website and various publications (Examples: Super Student, Muffins with Mom, Donuts with Dad, etc.)

If you do not want any pictures published please notify our registrar at 918-341-6111.

Return only if you DO NOT want your child to use the internet, share directory information or allow use of their pictures.

SEQUOYAH PUBLIC SCHOOLS

Dear Parents:

At Sequoyah Public Schools we believe that parents play one of the most important parts in the education of a child. With this in mind, we ask that you read and discuss the items contained in the Student Handbook with your child. Make certain that the rules and policies are clearly understood. Discuss your expectations concerning the new school year. If questions should arise, please feel free to contact us for clarification.

When you have completed your discussion, please sign the following statement and return it to school with your child.

Thank you for your cooperation.

Student's Name _____

I have read and discussed the items contained in the Student Handbook and understand the rules and policies which are in effect at Sequoyah High School.

(Parent's Signature)

(Date)

If you should need to contact me at any time during the school year, please use the following phone numbers:

Work Phone _____

Home Phone _____

E-mail _____

