

Glenpool Middle School Student Handbook

Welcome back to school. We hope you will find this school year to be a memorable and exciting one. Work hard in classes and take advantage of all the extra-curricular activities that interest you. Participation in all aspects of Glenpool school life will give you a richer school experience.

This student guide has been provided to you to help make your days at Glenpool Middle School a positive and exciting educational experience. This guide will enable you to be better informed of the rules and regulations that govern our school.

All students are responsible for the information and regulations included in the student guide and are subject to all rules and regulations set forth by the Glenpool Board of Education, State Department of Education, Oklahoma Secondary School Activities Association and Oklahoma State Law.

Glenpool Middle School is accredited by the State Department of Education.

The following guidelines have been prepared to assist you in understanding what is expected of you in the school. It is intended that each student be fully informed of these guidelines. This handbook does not cover all the rules and regulations that govern the students who attend Glenpool Middle School. If a situation arises that is not covered in the handbook, it is the student's responsibility to ask a teacher or an administrator for an interpretation. A copy of the Student Management Policies can be found on the district website - www.glenpoolps.org .

Greetings from the Faculty

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we can meet with parents and students. Because we have high expectations for our students, we set high standards. Do not be satisfied with anything less than your best work in every subject. Make a strong commitment to excellence this year. We believe that teachers, students, parents, staff and administrators must form a team effort to educate literate, problem solving, and productive members of our society.

Matthew Fore Principal	Ginnie Ishmael Assistant Principal
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Michelle Cole Counselor 7 th and 8 th Grades	Anje Newnam Counselor 6 th Grade
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Middle School Office,
Judy Dodd.....918-322-9500, ext 527

Middle School Attendance,
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Media Agreement

Throughout the year, Glenpool Public School programs are periodically videotaped for the purpose of in-service training for the staff as well as for other professional groups. The publication, The Warrior Chant, contains information about and occasional photographs of students, staff, parents/guardians, and events, is published in print, as well as on the Glenpool School District Web site. In addition, the news media makes periodic requests for videotaping of programs and students. Therefore, the permission of parents/guardians is being requested prior to the use of the name, picture, and/or words of the student.

Internet Usage

Glenpool Public Schools is pleased to offer students access to the District computer network for Internet. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation and communication. To gain access to these resources, all students under the age of 18 must obtain parental permission and must sign the release form.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner just as they would in a classroom or hallway. Access is a privilege, not a right. Access entails responsibility.

It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, and controlling the communications of individuals utilizing the network. The district has installed blocking software to limit access to inappropriate materials. However, the software is not entirely effective for all such material. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Users should not expect that files stored on district servers will always be private. Network storage areas may be treated like school lockers. Network administrators or site Internet coordinators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Users are expected to abide by these rules. These include, but are not limited to, the following:

- 1) Be polite.
- 2) Use appropriate language. Do not swear or use vulgarities.
- 3) Do not reveal your personal address or phone numbers or those of others.
- 4) Messages relating to or in support of illegal activities are forbidden and may be reported to authorities.
- 5) Do not use the network in such a way that would disrupt the use of the network by other users or waste limited resources.
- 6) Use your own password; access your own files.
- 7) Abide by copyright laws.
- 8) Use computer hardware responsibly. Do not damage computers, computer systems, or computer networks.

9) Note that communications on the network are not private.

10) Use of the network is for educational purposes only.

Violations may result in a loss of access as well as other disciplinary or legal action.

No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Attendance

The importance of attending school regularly cannot be overemphasized. Regular attendance at school is required by state law and charges parents with assuring such attendance by students until graduation or age eighteen (18). The school will work in conjunction with the parents to know the whereabouts of each student, both for assurance of a quality education and for the safety of each student. Any student who misses more than 7 days in any given class per trimester may fail the class due to attendance, with the following exceptions:

1. School Activities

2. Administrative Absence - an absence of any emergency nature deemed necessary by the building principal. When such a condition exists, the parents must contact the building principal.

All other absences will count against the attendance minimum. Absences can be verified or unverified. In order for a student to receive a verified absence, a parent or guardian must call the appropriate attendance office on the day of the absence or at least by 8:45 a.m. the following day. Parents must call the school each day a student is absent. Students and parents must accept the responsibility for notifying the school on the day of the absence. Students checking out at lunch with parent permission for an appointment must return with documentation from the appointment. Failure to follow the procedures may result in the following consequences:

1st offense - warning

2nd offense - 2 hours of detention

3rd offense - 3 days of In School Placement

4th offense - In School Placement and/or Truancy Ticket

Verified/Unverified Absences

Student absences with parent permission will be recorded as verified, provided the school is notified as indicated. Unverified absences will be recorded as truanies and may require disciplinary action. A student whose cumulative absentee rate exceeds 7 days at the end of a trimester will receive no credit in each class affected for that grading period. Students who receive failing grades due to the attendance policy may initiate an appeal to the principal. A review committee consisting of one (1) administrator and two (2) teachers, not involved with the student.

Activity Absences

The maximum number of absences for activities, whether sponsored by the school or by some other outside agency/organization, which removes the student from the classroom shall be ten (10) times for any one class period for each school year.

Truancy

Absences can be verified or unverified. In order for a student's absence to be considered a verified absence, a parent or guardian must call the appropriate attendance office on the day of the absence, or, at least, by 8:45 am of the following day. Notes from parents will not be accepted. Parents must call the school each day a student is absent. Unverified absences are absences when the student is absent without permission from the school or the parent. Unverified absences will be recorded as truancies and will result in disciplinary action and may result in truancy citation by the school resource officer. Any student who leaves the campus during the school day without checking out in the office will automatically be charged with a truancy. Parents will be notified of excessive absences by the building administrator.

Tardies

A student is tardy if he/she is not in the proper area when the bell begins to ring. The proper area will be designated by the individual teacher. Tardies will be cumulative during each trimester. Warnings will be given on the first two tardies of a class. All tardies regardless of parent contact or notes from the teacher are unexcused. The only excused tardy will come from a school administrator. Additional tardies will result in the following disciplinary action.

Suggested Disciplinary Action *per trimester*:

- 1st tardy - warning
- 2nd tardy - warning
- 3rd tardy - 1 hour of detention
- 4th tardy - 2 additional hours of detention
- 5th tardy - 3 additional hours of detention
- 6th tardy - ISP, 3 days
- 7th tardy - ISP, 5 days
- 8th tardy - ISP, 10 days
- 9th tardy - Suspension to the home, 3 days

Missing an assigned Saturday detention without prior notification from a parent will result in an additional 3 days, ISP.

Make-up Work/Homework

Students will be allowed one (1) day plus the number of days absent to make up assignments missed during absences.

Homework sheets must be requested by the parent before 10:00 a.m. and may be available for pickup at the end of the school day. Homework sheets will only be completed for absences of three or more consecutive days.

A student absent due to a school activity will be expected to have previously announced homework, special assignments, etc. on the first day the student returns to school. Unless proper arrangements have been made, students will be expected to take any test which may be given on the first day they return.

Illness at School

Students who become ill at school will not be permitted to leave school unless a parent or member of the immediate family (an adult) can be contacted, and that adult accepts responsibility for that student's leaving school.

Activity Trips

To attend a school sponsored activity trip, a student must have a signed permission slip from his/her parent. A student may be denied participation in an activity trip if his/her grade is in jeopardy. Activity slips must be picked up from the sponsor of the activity.

School Activities (Concerts, Sports Events, etc.)

Students who attend these functions are under the jurisdiction of the school. Misconduct will result in disciplinary action. Any student not conducting him/herself in the proper manner will be asked to leave.

Misconduct will include:

1. Use of tobacco or tobacco products, including nicotine delivery systems
2. Destruction or abuse of facilities
3. Under the influence of alcohol, nonprescription inhalants

medications and prescription medications or controlled substances

4. Fighting
5. Abusive or disrespectful conduct
6. Violation of school rules
7. Disruptive behavior

In order to better facilitate enjoyment of the game and control of students during football games, middle school students will sit in the annexed student section on the southeast side of the stadium. Students are not to bring any objects that can be thrown. If brought to the stadium, the object will be kept at the gate until the game is completed at which time the object will be released to an adult.

Extracurricular Activities and Organizations

There are several student activities and organizations at Glenpool Middle School. Students who wish to participate in such activities will be expected to conduct themselves according to the regulations and guidelines established by the organization, sponsor, coach or supervising teacher. Failure to comply with established guidelines will result in non-participation in the activity and/or disciplinary action. Participation in school-sponsored extracurricular activities is a privilege, not a right. GMS offers the following organizations that students can participate in:

Book Club - Mrs. Butterworth	NJHS - Mrs. Butterworth
Gifted and Talented - Mrs. Newnam	NASA - Mrs. Collington
Stand For The Silent - Mrs. Cole	Special Olympics - Mrs. Ritter
Student Council - Mrs. Stice and Mr. Farminer	
Academic Team - Mr. Brown	

Eligibility Requirements

Oklahoma Secondary School Activities Association eligibility rules are used to determine the eligibility of students at Glenpool Schools. Activities included in the eligibility rules are competitions

and performances, during or after the school day, and activities or events of organizations, such as field trips and ceremonies, or any activity that requires students to miss school or class work. All students participating in school activities are subject to the eligibility rules. When a student is placed on academic probation or is ruled ineligible, that probationary period or ineligibility begins the following Monday morning and goes through the successive Sunday night.

Advisory Program

The Advisory Program is designed to strengthen the academic, social, emotional, and career portions of every student's middle school experience. It is vitally important that students see a connection between what is learned in school and what will be expected in future educations, training and career. Advisory groups will meet during social studies class on a monthly basis.. Advisory groups will meet regularly. During this time, activities and lessons will be planned that are designed to (1) enhance self-concept, (2) assist in interactions with others, (3) relate school to the real world, (4) obtain skills necessary to make decisions and to seek and obtain jobs, (5) learn skills in coping with emotional needs, and (6) learn appropriate social skills.

Retention of 6th, 7th and 8th Grade Students

Any 6th, 7th or 8th grade student will be retained in that grade if he/she receives a failing grade (59% or lower) for the year in any 2 core subjects. If the student attends an accredited summer school program and successfully completes the deficiencies, retention may be waived.

Student Assessment and Grade Reporting Systems

Classroom grades are separated into two main categories: assessments and practice activities.

- Assessments demonstrate what a student knows and is able to do in relation to content standards and count as 80% of the overall grade.
 - Assessment may consist of the following:
 - Unit or chapter tests,
 - Quizzes,
 - Performance tasks such as projects, essays, student interviews, labs, presentations.
- Practice Activities give the student opportunities to develop skills and practice concepts and count as 20% of the overall grade.
 - Practice activities may consist of the following:
 - Homework
 - Daily work
 - Classroom work
 - Group work
 - Activities to reinforce concepts
 - Activities to establish good study habits

A minimum of 12 practice and 12 assessment grades will make up a student's final grade. Grades will be updated regularly and in a timely manner to show student improvement and growth.

Late/Missing Practice Assignments

Middle School teachers will accept no late practice activity assignments without teacher approval. Requests for approval will be made in writing and submitted to the classroom teacher who has the discretion to approve or deny the student's request. When written approval has been granted, the late assignment will be accepted with full credit, no late penalties will apply.

Missing Assessment Assignments

A zero is not acceptable for an assessment (test, quiz...) grade type and the student will be required to complete all assessments. Students who score a zero on an assessment will retake the assignment.

Assessment Retakes and Grade Replacement

Students will be permitted and encouraged to retake assessment type assignments. At least one remediation session outside of the normal classroom time must be completed before an assessment may be retaken. Retakes will be completed outside of the normal classroom time. The highest assessment grade will completely replace the lowest grade. Replacement grades for assessments may be earned anytime during the semester up to the last 10 days of the grading period.

Grading of Non-Academic Achievements

Non-academic achievements will not be counted in a student's grade but may be figured into the Code of Conduct grade. Non-academic achievement activities may consist of the following: signed syllabus, hall passes, library cards, signed progress reports, etc. Teachers may include a Code of Conduct Grade on the trimester report card.

Code of Conduct Rubric

Report Card Display	Teacher Note
Responsible	<ul style="list-style-type: none"> • Completes work on time • Engaged learner, participates • Demonstrates effort • Follow instructions
Safe	<ul style="list-style-type: none"> • Follows school/classroom rules • Contributes to overall school safety • Displays self-control at all times
Respectful	<ul style="list-style-type: none"> • Listens attentively • Talks at appropriate times • Contributes to group activities • Respects rights and property of

	<ul style="list-style-type: none"> others • Respects authority
Prepared	<ul style="list-style-type: none"> • Arrives to class on time • Materials are ready • Positive attitude • Good attendance rate

Middle School Code of Conduct
Report Card Grade Scale Rubric

Score	Parent Note	Teacher Note
4	Exceeding the grade level standard, working consistently and independently.	This grade will be reported when a student demonstrates performance <i>beyond expectations</i> on a <i>consistent and independent</i> basis.
3	Consistently and independently meeting grade level standards.	A student receiving a 3 is right on track with our high academic standards. This student worked independently to grade level expectations.
2	Making progress toward the standard but does not yet independently meet grade level expectations.	As indicated in the marking code, a 2 indicates that a student can meet expectations with teacher <i>assistance and support</i> , but often does not demonstrate consistent mastery in a subject area or grade level standard.
1	Consistently performing below expected grade level standards.	A 1 in an area of the Code of Conduct means that it is critical that the child makes a specific personal goal to work harder, become more organized, or practice a skill set in order to improve. He/she demonstrates little or no evidence of understanding and use of key concepts/skills and is not making progress even with support. This

		should alert the parents that close communication is needed to insure academic independence.
NA	Standard not addressed this term.	Standard not addressed this term.

Student Behavior

General Expectations

The Glenpool Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Glenpool Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

Student Arrival Times

Students should not be on campus before 8:00 a.m. Students should use the entries located on the east and west ends of the cafeteria for entry before 8:35 and *not* the main entrance. Students must report to the cafeteria and remain there until the first bell rings for 1st period.

Students arriving prior to 8:00 (for detention, scheduled meetings, athletics or fine arts practice, or other specifically scheduled activities) should use the main entry. If a student is on campus before 8:00 for no specific reason, they will be required to wait outside (regardless of weather) under the awnings in the parking lot behind the cafeteria.

Discipline Code

The following behaviors will result in disciplinary action, which may include suspension:

1. Use or possession of tobacco or nicotine delivery systems in any form on, or adjacent to, school grounds
2. Fighting

3. Possession or use of alcoholic beverages, nonprescription inhalants/medications, controlled substances, prescription misuse and/or drug paraphernalia
4. Unacceptable attire
5. Cheating/Plagiarism
6. Vandalism/theft
7. Truancy
8. Use of profanity
9. Disruption to educational process
10. Inappropriate public behavior
11. Possession, threat, or use of a dangerous weapon
12. Conduct that jeopardizes the safety of others
13. Willful disobedience of request of any school official
14. Failure to attend assigned detention without approval
15. Failure to comply with state immunization requirements
16. Immorality
17. Violation of the school rules and regulations
18. Disrespectful comments or actions toward any school personnel
19. Sexual harassment
20. Bullying or badgering (including electronic bullying/cyber bullying)
21. Assault and/or battery upon employees or another student
22. Off-campus conduct contrary to law or which has adverse impact on good order, discipline or the learning environment at the school.
23. Membership or involvement in gangs or gang-related activities, secret clubs, fraternities, sororities or other secret organizations.

Student Conduct

1. USE OF TOBACCO PRODUCTS - The use of tobacco products, electronic cigarettes and/or all vapor products are not permitted on or adjacent to school property, every day / all day.
2. FOOD AND BEVERAGES - Food or beverages may be allowed in school buildings other than the cafeteria at the discretion of school officials. Food and beverages purchased outside the school are not allowed in the halls or classrooms.
3. CONFLICTS WITH STUDENTS - Fighting on or around school

grounds will not be tolerated. Potential problems should be reported to the appropriate teacher, and a solution reached to avoid a fight. If a fight occurs, both parties will be held responsible and appropriate disciplinary action will be taken.

4. ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES AND NON-PRESCRIPTION INHALANTS/MEDICATIONS - A student who attends school while under the influence of or in the possession of a controlled substance or alcohol or non-prescription inhalants/medications will be suspended. Suspension may be for the remainder of the semester plus the following semester. If a student is suspected of being under the influence of a controlled substance or alcohol or non-prescription inhalant/medications, he/she will be removed from the classroom, and the parents will be contacted. Law enforcement agencies may be contacted if the administration feels it is appropriate. A student guilty of selling a controlled substance or alcohol or non-prescription inhalant/medications while on school grounds will be suspended for the remainder of the current semester plus the following semester.
5. CHEATING/PLAGIARISM - Any student guilty of cheating/plagiarism on school work or tests will receive a grade of zero on that work and will be subject to disciplinary action.
6. STUDENT RELATIONSHIPS - Couples will conduct themselves in a manner that is not distracting to other students or teachers. Public display of affection is not acceptable while at school.
7. VANDALISM - Vandalism is the deliberate act of destruction of school property. Students guilty of vandalism will be held responsible for the cost of the damage plus disciplinary action deemed appropriate.
8. TRUANCY - "Truancy" is defined as "a student absence without the consent of parents or school." A student will receive an unverified absence for that day which will count against the 85% attendance requirement and will result in a grade of "zero" for all work missed. Additional discipline to a degree necessary to ensure correction of the truancy problem will be assigned. If off-campus, citation from SRO may be issued.
9. STUDENT DISRUPTION -If a student participates in conduct that is disruptive to the educational process of other students, corrective action may include: teacher conference;

parent/teacher conference; detention; assignment of extra work, referral to principal; in-school placement; suspension.

10. **CLOSED CAMPUS** - All students will be required to stay on campus during the school day. Leaving the campus without permission from the principal will result in disciplinary action. Any student leaving campus during lunch must be physically checked out in the office by their parent.

11. **POSSESSION AND USE OF ELECTRONIC OR WIRELESS DEVICES** - The use of any wireless communication device is prohibited while on school premises or while in transit to or from school in a school vehicle or while in attendance at any function sponsored or authorized by the school. Students may use wireless communication devices following a function sponsored by the school that occurs outside the hours of the normal school day in order to contact parents/guardians. In order to avoid any disruption of the educational process, all wireless communication devices as well as electronic devices (CD or MP3 players, cell phones, iPods, cameras, laser pointers, headsets, (etc.) must not be visible and must be in the "off" position. A violation of any part of this policy will result in the wireless communication device or electronic device being confiscated by the school employee and turned over to the building administrator. The confiscated device must be picked up by the parent or guardian and will not be released to the student. In addition, the student will receive the following disciplinary action.

1st infraction - Verbal Warning

2nd infraction - 2 hours detention

3rd infraction - Saturday detention, 3 hrs

4th infraction - ISP, 3 days

5th infraction - ISP, 5 days

6th infraction - ISP, 10 days

7th infraction - Suspension

12. Skateboards, in-line skates, rollerblades, etc., are not allowed on school campus at any time.

13. Citations (tickets) may be issued by the SRO or local police for infractions of a serious nature as determined by law enforcement and administration.

Assault/Battery Policy

Assault is defined as an unlawful attempt or threat, coupled with the ability to commit a violent injury on the person of another. Battery is defined as any willful and unlawful use of force or violence upon the person of another. When the determination is made by a school administrator that a student is guilty of an assault and/or battery committed while on school property or at a school sponsored event, that student will be isolated from the general population pending contact with the student's parent and the local police department. Disciplinary actions, including an out-of-school suspension, may be imposed consistent with the conclusion of the investigation by the administration. Legal action may be pursued by the individual victim of the assault/battery.

Badgering or Bullying Policy

Students at the middle school who are involved in badgering or bullying activities will be presented with a badgering and bullying contract that outlines the disciplinary action that will be taken from that point forward. The student and a parent or guardian must sign the contract showing their understanding of future consequences, and the fact the administration does not tolerate the behaviors at school.

The school board's approved policy (adopted August 12, 2013) on student bullying will be adhered to. Please find it in the school district's Student Policies, beginning on page 137.

If a student feels that he or she is being bullied, a meeting with a counselor or administrator can be arranged in which an official bullying report will be filled out and then it will be investigated further.

Fighting

Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this nature will be tolerated. Fighting is defined as any involvement in a physical confrontation with another student in which physical contact is made or attempted to be made with the intent to do harm regardless of who is the original aggressor. A student who has made any effort to

avoid a fight by bringing the situation to the attention of a teacher or administrator will be given more consideration regarding the punishment that is issued.

First Offense: Student(s) may be suspended out-of-school, placed in the In School Placement Program (ISP), or a combination of both for the first offense and a parent conference will be required prior to the readmission of the guilty student. If determined to be beneficial or necessary by the building administrator, the student and parent will be required to enter into a behavioral agreement prior to returning to the regular school day. Additional requirements may be imposed by the building administrator if necessary.

Second Offense: The student may be suspended out-of-school for 5-10 days. Parents/student will be referred to appropriate counseling services and a parent conference will be required prior to the readmission of the student. The student will be placed on a behavior contract that will define the expected behavior and the consequences of an additional violation. Additional requirements may be imposed at the discretion of the building administrator if necessary.

Third Offense: The student may be suspended for 10 days and upon his/her return to school will be placed in an alternative education program until evaluations conclude that the student's behavior has been corrected and he/she may be returned to the regular school environment.

Nothing in this policy shall prevent a student from being suspended out-of-school after a first offense or for a period of time longer than set forth above for second or third offense if the administration or the Board of Education determines the totality of the circumstances warrant such suspension action.

Prohibition of Hazing Policy

Hazing is defined as needless harassment by way of intimidation by any student organization or by any person associated with any organization sanctioned or authorized by Glenpool School shall be prohibited. Failure to comply with this policy will result in

appropriate disciplinary action against individual and/or organization(s) involved.

Off Campus Student Conduct Policy

The authority of administrators and the Board of Education to suspend or otherwise discipline a student is not limited to the student's on-campus conduct or conduct outside the regular school day. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct or conduct outside the regular school day which has a direct and adverse impact on good order, discipline, the educational process, or the effectiveness of the school.

Drug Testing Statement

The Board of Education of Glenpool Public Schools has approved a policy which provides that all student athletes are subject to a random drug test. The implementation of this policy provides for the health and safety of students, especially those involved in athletic competitions. Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of the policy based on specific objectives/facts/reasonable inferences.

Personal Searches of Students

When a teacher or administrator reasonably suspects that a student is in possession of a dangerous weapon, controlled dangerous substances, alcohol, nonprescription inhalants/medications, drug paraphernalia, or missing or stolen property belonging to another student, school employee, or the school, the teacher or administrator may detain and search or authorize a search of the student and property in the student's possession for the suspected items. Personal searches may include the use of a hand-held metal detector.

Student Locker Searches

Students shall have no expectation of privacy in school lockers, desks, or other school property as to school administrators, teachers, or security personnel. Student lockers may be inspected and/or searched at any time without reasonable suspicion of a violation of school rules, prior notice, the student's presence, or the student's consent to such a search.

Suspension

Suspension is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.

Maximum time of suspension, according to Oklahoma School Law, is the current school semester and succeeding semester. For purposes of this policy, semester shall be defined as one-half of a school year, August through December and January through May. Any absences due to suspension may count as days missed when applying the 85% attendance requirement. All classroom work should be made up to ensure that the learning process continues.

If a student receives a suspension, the parent or guardian will be contacted and then may initiate the first level of appeal of suspension by requesting that the principal schedule a hearing before the Suspension Review Committee.

Suspension will be initiated at the conclusion of the appeal process. Further action may be made to the Board of Education as provided by board Policy and Oklahoma Statute.

Detention Policy

Detention is a form of discipline to be administered at the discretion of the building administrator and/or faculty. Detention may be assigned before school, after school, on Saturday morning, or during lunch by teacher as appropriate. Detention assigned by building principal will be at the principal's discretion. Detention will be communicated to parents through phone calls from the student, teacher or administrator, by email, or by written notice. Please make certain that you have a correct phone number(s) and email address on file in the school office. Students who cannot

attend a scheduled detention must have a parent call a school administrator by the day of the assigned detention. Failure to do so may result in doubling the detention assignment or In School Placement.

1. A school employee will be assigned to supervise detention.
2. Students will be on time, bring material to work unless other assignments are made, and maintain acceptable conduct.
3. Students missing assigned detention will have detention time doubled. Students missing assigned detention twice will be placed in ISP.
4. Students removed from detention due to conduct will be assigned ISP for an appropriate time (minimum 3 days).

In-School Placement

After reviewing all evidence and information relevant to an incident, a building administrator may assign In School Placement (ISP) as a disciplinary action. ISP students are to report to the ISP room with all textbooks and supplies for the day as soon as they arrive on campus. Students will be isolated from the rest of the student body and will not be permitted to participate in extra-curricular programs while assigned in ISP. Students will work on assignments the entire length of the stay in ISP and break time will be at the discretion of the supervising teacher. Students may spend a portion of their day performing community service activities. ISP is an alternative to at home suspension and an effort to keep students in school. Failure to obey the ISP rules may result in the following disciplinary action:

- 1st offense3 days of out of school suspension
- 2nd offense.....5 days of out of school suspension
- 3rd offense.....10 days of out of school suspension
- 4th offense.....Long term out of school suspension

The days a student is suspended for inappropriate behavior in I.S.P. will not count toward meeting the number of days assigned to I.S.P. Upon returning from a suspension, the student must return to the I.S.P. and complete the total days assigned.

Electronics Policy

Cell phones, other wireless communication devices, and all electronics must be put away (locker, purse, backpack, etc.) and turned off at all times while in the building. The only time these devices may be used is before and after school outside of the school buildings. Violations will result in the device being turned in to an administrator's office and the parent having to personally come to the school to pick up the device. Additional disciplinary action may occur as follow:

1st offense - warning and parent may claim phone after school

2nd - 2 hours detention & parent may claim phone after school

3rd - 3 additional hours detention & parent may claim phone after school

4th - 3 days of ISP & parent may claim phone after school

5th - 5 days of ISP & parent may claim phone after school

*In lieu of parent pickup, student may pick up phone after 5 school days.

Student Appearance

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion, and at the same time restrict extremes or indecency in grooming which will distract from the main purpose of the educational program. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior that is conducive to the learning environment.

1. Skirts and dresses: The skirt or dress shall not be conspicuous or indecent and must not be shorter than the student's longest finger when arms are relaxed and to the side (approx. 5in above knee). Splits in skirts must comply with dress code requirements.

2. Tops: Any shirt, blouse, or sweater shall not be indecent and may be worn with following conditions: a) low cut shirts may not be worn, b) extremely thin "see-through" shirts or blouses may not be

worn, c) shirts and blouses must be properly buttoned, d) any article of clothing that exposes the entire shoulder, back, or midriff may not be worn. The upper garment may not be less than 3 fingers wide covering the top of the shoulder. Tank tops and muscle shirts may not be worn.

3. Pants: Pants, jeans, or slacks of styles which are neat, clean, and in good taste are acceptable. Pants, jeans, or slacks may not be worn through or have holes or tears from the waist to five (5) inches above the knee. Sheer tights and leggings may be worn only under other garments which meet the provision of the dress code. Undergarments shall not be visible. Pajamas of any type are not appropriate. Excessive holes in clothing are not permitted. Students wearing clothing with holes that are inappropriate will be required to change clothes; additional disciplinary action may be assigned if appropriate.

4. Shorts: Shorts of appropriate length are acceptable for school wear. Length of shorts must not be more than five (5) inches from the top of the knee. Form-fitting, stretch material may not be worn as a primary outer garment. Shorts that have a split on the sides are not acceptable for school wear.

5. Sagging: (garments worn with waistband significantly below individual waistline) is not permitted. Pants, jeans, slacks, and or shorts are to be worn with the waistband of the garment at the individual's waist.

6. Shoes: All styles of street shoes are acceptable for school wear. House shoes are not permitted. "Heelys" are not permitted.

7. Accessories:

a. Sweatband, armbands, leg bands, bandanas, "doo" rags and head scarfs are not acceptable.

b. Hats and caps are prohibited from being worn in the building.

c. Lettering of any type of sew-on patch, decal, insignia, etc., which is suggestive, vulgar or refers to alcohol, non-prescription inhalants, tobacco, or drugs is not acceptable. No dress or attire will be acceptable that shows disrespect to the American Flag.

d. Sunglasses are banned from inside the buildings except when prescribed by a doctor

e.. The wearing of jewelry for head/facial piercings shall be limited to the ear. Because the wearing of jewelry for head/facial piercings is limited to the ear, clear spacers or studs no larger than

2 mm are allowed for other head/ facial piercings or gauging. Other piercings greater than 2 mm or that are deemed a distraction or safety concern are prohibited.

f. Dog collars, wallet chains, large hair picks, or other jewelry/accessories that pose a safety concern for the students or others are prohibited.

8. Religious/Health Accommodations: Where a bona fide religious belief or health need of a student's conflicts with the school dress code, reasonable accommodations shall be provided. Contact the school principal for proper procedure. Students should remember that the code promotes neatness, cleanliness and general good grooming and discourages indecency, poor taste and extremes in dress and grooming. The principal or other designated school official of each secondary school is delegated the authority to determine the proper action to be taken in issues related to the dress code.

9. Non-prescription cosmetic contacts- May not be worn due to safety concerns and the distraction to the educational process.

10. Hair color- Hair color that distracts from the educational process is not appropriate for school.

Students should remember that the dress code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste, and extremes in dress and grooming. The principal or other designated school official is delegated the authority to determine the proper action to be taken in issues related to the dress code.

Extra-Curricular Activities

Academic Bowl Teams

Seventh and Eighth graders at Glenpool Middle School are eligible to participate in Academic Bowl Competition.

Most competitions are held on Saturdays with a few scheduled on weekdays during school hours. Any student who is able to attend practice regularly and who feels qualified is invited to participate. See the Academic Bowl sponsor for details.

Gifted/Talented Program

Glenpool Middle School's Gifted/Talented program is designed to provide a differentiated or accelerated education for students who score in the top three percentile on any nationally standardized test of intellectual or specific academic ability. Occasional consideration is given to other qualified students.

The goal of the program is to provide a different experience for gifted/talented students at each grade level. Such experiences may include enrichment, field trips, independent study, unique educational materials, and various contests and competitions.

National Junior Honor Society

Glenpool Middle School is a member of the National Junior Honor Society. Students who have a grade point average of 3.5 and above are reviewed once per year. These students will be given the opportunity to petition for membership into NJHS. Students are reviewed on their scholarship, character, leadership, service and citizenship. Any student meeting these standards will be invited to apply for membership and will be evaluated by the faculty council. An induction ceremony will be held during the fall semester.

General Information

Student of the Month

Glenpool Middle School faculty members nominate a female and male student of the month from 6th, 7th, and 8th grade. The faculty then considers the list of all nominees in terms of effort displayed in the classroom, attendance, leadership ability and attitude. These students must have been in attendance at GMS for a minimum of one twelve (12) week period. Students of the Month are recognized and rewarded for their accomplishment

Outside Deliveries

In an effort to reduce classroom distractions and to maintain safety and security within the school environment, deliveries, such as flowers, balloons, etc., from outside sources will no longer be accepted at the school offices. Although the intent to send such items to celebrate special occasions is appreciated, the receipt of

these items presents a potential safety and security risk as well as a distraction to the educational environment. Parental cooperation is requested in seeing that these deliveries are not made to the school. In the event a delivery is made, the office personnel will hold the delivery in the office and contact the student's parent to pick up the delivery. Students will not be allowed to take balloons or flowers on school bus.

Food Deliveries

In an effort to minimize disruptions to the educational process, classes will not be interrupted to notify or deliver student lunches. Parents may check in at the front office and deliver their student's lunch to the cafeteria, or prearrange leaving the lunch at the front office and the student is already aware to come by and pick it up on the way to the cafeteria.

Indian Education Program

There are two federally funded programs in existence to meet the specialized and unique educational needs for Indian students enrolled in Glenpool Schools. Funding for the Johnson-O'Malley (JOM) and the Title V-C programs are based on the number of eligible Indian students enrolled in Glenpool Schools. To enroll your child, you must complete a 506 Indian eligibility form and provide documentation verifying Indian descent. Program components are based on needs assessments conducted annually. The services offered include the following: tutorial program (K-12) and transportation (K-8), culturally relevant field trips and presentations, summer programs, educational support (school supplies), academic and guidance counseling, academic and artistry competitions. Each program has a parent committee providing assistance in reviewing and modifying the planning, implementation, and evaluation. All parents of children in these programs are encouraged to attend meetings. For further information, please contact the Indian Education Program Director at 322-9500, extension 560.

Bus Rider Information

Students riding school buses will be expected to follow all bus rules as outlined by the bus driver. As bus riding is a privilege, any student guilty of disobeying the rules will be suspended from bus

riding privileges for a period of time to be determined by the administration. All legal bus riders must have on file a bus permit application. It is the responsibility of the bus driver to hand out the applications to the bus riders. Students who fail to return their bus permit applications in a reasonable amount of time may have their bus riding privilege revoked. All bus riding permits will be placed on file in the Transportation Director's office. Students who do not have a permit for a particular bus route must have special permission before they may ride that bus. Special permission will be granted only if the student has written permission from the principal or assistant principal. Students will not be allowed to ride the buses or change buses in order to reach a designated place of parties or meetings. Student will not be issued a bus pass to ride a bus to an activity, an appointment, etc.

Insurance

Insurance coverage for students is available through general carrier on a voluntary basis. The school district does not assume responsibility and is not liable for injuries to students.

Student Financial Responsibility

The responsibility for payment of lost school property or outstanding money due as a result of sales projects belongs to the students and parents. Payment must be made before grades will be released.

Section 504/Title IX

It is the policy of the Glenpool Public Schools, Independent School District No. 13, of Tulsa County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Coordinator of Title IX, and Section 504 responsibilities. The District will arrange to provide translation of this notice to non-English speaking parents in the native language. To file a grievance for resolving alleged discrimination complaints contact the Title DC/504 Coordinator, Eunice Godard, Glenpool Public School, P.O. Box 1149, Glenpool, OK 74033 and/or call 322-9500.

Family Educational Rights And Privacy Act Of 1974

Glenpool School complies with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) by annually notifying parents and eligible students of the rights and procedures under this act. Parents and eligible students have the right to:

1. Inspect and review the student's education record.
2. Request the amendment of the student's education records to insure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's records, except as authorized for disclosure under the school district's Open Records Act policy.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with requirements of FERPA.
5. Obtain a copy of the school's adopted FERPA policy at the school district's administrative offices.

Health Services

The health services provided by the school district are designed to enhance the services received by private physicians. Parents are encouraged to seek health care on a regular basis for their children. The role of the school nurse is to provide services that supplement those conducted by the personal physician. Some of these include:

1. Administering minor first aid to students
2. Administering medication to students
3. Monitoring students with special health needs (i.e. diabetes, seizures, asthma, etc.)
4. Hearing and vision testing
5. Referrals for medical needs
6. Accident and abuse reporting
7. Cumulative health records for all students
8. Height and weight measurements on students
9. HIV/AIDS prevention education

No medication will be given at school unless it is in its proper container. A prescription medication must be in its current prescription vial. Written parent/guardian permission must accompany the medication indicating: Student's Name, Name of Medication, Amount or Dosage to be given, Time to be given, and Parent/Guardian Signature. Any medication taken during school hours must be administered by the nurse or office staff. A Parent Authorization Form is available in the office for this purpose.

Pediculosis (Head Lice), Treatment, and Attendance at School Policy

According to Oklahoma State Law, "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private or parochial school until such time as he/she is free from the contagious disease of head lice." Prior to reentry into school the parent shall provide certification from a medical doctor or authorized representative of the State Health Department that the child is no longer afflicted with head lice; or, parent shall describe to school authorities medication used for home treatment of child. The nurse or principal shall have the authority to permit the child to reenter school or require the parent to take further steps prior to the reentry of the student to assure student is no longer afflicted with lice or nits.

Peanut Allergies

In some instances, food allergies may be severe and even occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish and shellfish. The Board of Education has adopted a policy to reduce the likelihood of severe and life-threatening allergic reactions of students with known peanut or tree nut allergies while at school and/or while participating in school activities.

Although the District cannot guarantee all accidental exposure will be avoided in the school environment, it will work in collaboration with students, parents and health care providers and implement appropriate policies, rules, regulations and guidelines to reduce the risk and provide a safe educational environment for students with peanut or tree nut allergies. It is imperative that parents

and/or students report known food allergies and the severity of the allergy to the appropriate school officials. For more information, visit the Glenpool Public Schools website at: www.glenpool.k12.ok.us . Select the Parent tab and then choose the Health Information option.

Diabetes Management Policy

The district will develop a diabetes medical management plan for each student with diabetes who will seek care for diabetes while at school or while participating in a school activity. The plan shall be developed by the personal health care team, including the principal or designee, the school nurse or volunteer diabetes care assistants, the parent/guardian, and, if possible, the physician of each student. If a school nurse is not assigned to the specific school in which the student is enrolled, the principal will solicit a volunteer diabetes care assistant to assist the student with the management of his/her diabetes care as specified in the diabetes medical management plan. A school nurse of State Department of Health designee will assist with training for the individual(s) designated as volunteer diabetes care assistant(s).

Cafeteria Procedures

Parents will receive information regarding lunch account balances from the automated phone system currently being used. The phone system will notify parents when family account balances are below \$8.00 and when family account balances are negative and have reached the cutoff point. Parents may also receive these notices in an e-mail. It is important that the school have current and correct phone numbers and/or e-mail addresses for notification. Please provide this information to the Child Nutrition Office at lspotter@glenpool.k12.ok.us.

Parents also have direct access to their family account balances through the school district website by using their family identification number and pin number. Identification and pin numbers can be obtained by calling the Child Nutrition Office at 322-9500 x 529.

Due to the USDA National School Lunch Program the requirements for food items served daily are as follows:

Every student is required to choose at least 3 of the 5 items offered daily - meat, vegetable, fruit, bread or milk - in order to receive free, reduced, or regularly priced lunches. If the student only takes 1 or 2 items these items will be charged as individually priced items. Please remind your student if they receive free or reduced priced meals they need to be sure to take at least 3 items from the food station they are choosing.

Breakfast Program

Breakfast is available between 8:00 a.m. until 8:35 a.m. Prices for breakfast are \$1.15 for students and \$1.65 for staff/guest.

Lunch Program

Students in the Middle School will be issued a laminated ID card with their name and an ID number. Parents are asked to deposit money into a family lunch account. The students are asked to enter their ID number and the appropriate charges are made each time a student eats lunch. Free, reduced and staff lunches will be handled in the same manner. There will be no discrimination between free, reduced and full price lunches. Only the computer will know the status of each family.

Money can be deposited in each family account in the Middle School lobby or cafeteria before school each morning. Parents are encouraged to keep enough money in their account to avoid running low.

Parents also have the ability to block the purchase of any items not included in the daily lunch. You need to contact the Food Service Office (322-9500 ext. 529/558) and make such a request. This would eliminate your child's ability to purchase any a-la-carte items or extra items along with their daily lunch.

Lunch Prices: Student - \$2.00; Staff/Guest \$2.75