

# CIMARRON

JUNIOR HIGH AND HIGH SCHOOL

Student Handbook

**2017-2018**



Home of the

CIMARRON TRAILBLAZERS

Colors: blue, silver and white

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# Welcome

**Welcome to the 2017-18 school year.** The Administration and Cimarron School Board would like to extend an invitation to students, parents/guardians, patrons and all school personnel to join together in having a productive and memorable school year.

Cimarron Public School has a great tradition of academic and extra curricular activities. It is going to take a commitment from everyone in the school district if we are to continue to have a successful school system. We hope that all students will participate in the learning process and in school activities to enhance their abilities of becoming productive citizens in our community and state.

Our staff is committed to providing quality education for all students in our communities and school district. Certified teachers and support staff are professional and will set examples that students can follow. In turn, students will learn to respect themselves and others, so that they may become mature young adults who will make our school district and communities proud.

The administration would like to welcome everyone to Cimarron Public School. Our hope is that it is a successful school year for all students. Good luck and may everyone achieve his or her goals for the year.

The Administration

Chuck Anglin, Superintendent  
Ron Sunderland, Principal

Note: Any situation not covered in this handbook is left to the discretion of the administration



# ACADEMICS

## SCHOOL GRADING SCALE:

A	100-90
B	89-80
C	79-70
D	69-60
F	Below 60

Valedictorian and Salutatorian will be chosen and figured through the 1<sup>st</sup> semester of the senior year or eighth grade. This was made effective in the 2002-2003 school year.

## HONOR ROLL

### PRINCIPAL'S ACADEMIC HONOR ROLL

This roll will be published at the end of each 9 weeks grading period. Any student who is carrying at least 5 subject hours and has no grade lower than a "B" is eligible for this honor roll.

### SUPERINTENDENT'S ACADEMIC HONOR ROLL

Any student who is carrying at least 5 subject hours and has all "A's" or 4.00 GPA is eligible for this honor roll.

### OKLAHOMA HONOR SOCIETY

The Oklahoma Honor Society is made up of the upper 10% of the High School enrollment. Honor Society members cannot have any grade below a "B". Grades are based on the first semester grades of the current year and the second semester grades of the previous year.

### AWARDS

Following are the awards that students may receive for academic achievement:

- Name on honor roll list at end of each nine weeks and semester.
- Bumper sticker for each semester on either honor roll. (**High School, only**)
- Students will be given a patch their letter jacket for all 9th through 12th with a perfect 4.00 GPA for each nine-weeks period.
- Names provided to organizations wishing to present awards for honor students.

### Awards Assemblies

Cimarron School will have an awards assembly to recognize students for their various achievements, as well as to recognize perfect attendance. This assembly will be in May for grades 9-12

## Graduation Requirements Beginning with Class of 2017

Oklahoma Statute (70 O.S. § 1210.523) established new graduation requirements for all students, beginning with students who entered the ninth grade in the 2008-2009 school year. In order to graduate from a public high school, these students must demonstrate mastery in:

### State Graduation Requirements for Class of 2017 and 2018

- 4 units of English.
- 3 units of Math in high school.
- 3 units of a Lab Science.
- 3 units of History.
- 2 units of Foreign Language or Computer Technology.
- One extra credit from the list above
- Core-2 units of Fine Arts or Speech and 6 Electives.
- College – 1 unit of Fine Arts and 7 Electives.
- No state Mandated assessments.

### State Graduation Requirements for Class of 2019 and 2020

- 4 units of English.
- 3 units of Math in high school.
- 3 units of a Lab Science (Students will be required to take one life science class, one physical science class and one class above the rigor of biology I and physical science)
- 3 units of History.
- One extra course (The extra course will widen to include career tech classes and concurrent enrollment classes)
- 2 units of Foreign Language or Computer Technology.
- Core-students will now need to take 1 fine arts and 1 computer class and 6 electives.
- College – 1 unit of Fine Arts and 7 electives
- Students will take a suite of tests sophomore year to include: Math, ELA, Science, US History.

In order to graduate, these students must meet this requirement in addition to completion of required courses under the ACE College Preparatory/Work Ready Curriculum or the Core Curriculum.

**What happens if students do not demonstrate mastery? Do they get a certificate of completion/attendance?**

State law requires students to demonstrate mastery in Algebra I, English II, and two other subjects as described above in order to graduate. Students who entered the ninth grade in the 2008-2009 school year who do not meet this requirement will not graduate from high school.

**Will students who do not demonstrate mastery be reported as dropouts?**

School dropout is defined in state law as “any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is otherwise receiving an education pursuant to law for the full term the schools of the school district in which he resides are in session” (70 O.S. § 35E).

Based on this legal definition, any student who does not graduate on time because he or she has not met the requirement to demonstrate mastery in Algebra I, English II, and two other subjects as described above; is not yet 19 years old; and does not enroll in school in order to receive remediation and continue working toward meeting that graduation requirement would be considered a dropout and must be reported as such on the district’s Dropout Report.

**How can districts communicate with parents and the community about these requirements?**

The office of Student Support has produced an ACE Parent Podcast that is posted on the ACE for Students and Parents page of the OSDE Web site, <http://sde.state.ok.us/Curriculum/ACE/Students.htm>. This is available to parents and community members as part of a comprehensive communication program to share graduation requirements and other district expectations.

## **Requirements for Graduation**

### **College Preparatory/Work Ready Curriculum for High School Graduation (Title 70 O.S. & 11-**

**103.6) Beginning with students entering the ninth grade in the 2006-07 school year**, in order to graduate from a public high school the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready core units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent guardian of the student

**4 units English** to include Grammar, composition, Literature, or any English course approved for college admission requirements.

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

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

**3 units History and Citizenship Skills** including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements.

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

**1 Additional Unit** selected from the courses listed above or career and technology education courses approved for college admission requirements.

**1 Unit or Set of Competencies Fine Arts** such as music, art, or drama, or 1 Unit or Set of Competencies from Speech.

Students will have **3 days** to change his/her class schedule from the first day of school with the



approval of the parent/guardian, teacher, and principal or counselor.

Students moving to Oklahoma from another state and enrolling in a senior high school (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>) may graduate without Oklahoma History and/or World History if the course is not taught in the senior high school, or if the out-of-state student is unable to take the course due to the scheduling of classes.

The vocational units of credit may be earned either at the Vocational Technical School or a Comprehensive High School.

**To be classified as a Sophomore:**

- a student must have 5 credits on his/her transcript.

**To be classified as a Junior:**

- a student must have 10 credits on his/her transcript.

**To be classified as a Senior:**

- a student must have 17 credits on his/her transcript.

Core Curriculum for High School Graduation (Title 70 O.S. & 11-103.6 and State Board of Education Regulations)

**4 Units or Sets of Competencies Languages**

**3 Units or Sets of Competencies Mathematics**

1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and /or Probability; Computer Science I; Computer Science II; Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and rigor to or above Algebra I.

**3 Units or Sets of Competencies Science**

1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany, Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school; or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; or other science courses with content and /or rigor equal to or above Biology I.

**3 Units or Sets of Competencies Social Studies**

1 United States History; ½ to 1 United States Government; ½ Oklahoma History, and ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**2 Units or Sets of Competencies The Arts**, which may include, but are not limited to, courses in Visual Art and General Music.

**23 Total Credits (Units or Sets of Competencies) state requirements for graduation.**

The local board's requirements may exceed the state graduation units of 23 units. **Cimarron School requires 24 units to graduate.**

**School districts may require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment.**

Students who need more than one unit to graduate ***shall not*** be permitted to participate in the graduation exercises.

A total of 2 units may be submitted from either of the following courses or combination of any of the following courses to meet the 24 units required for graduation from high school, provided the school is accredited for the courses and they are taught by qualified teachers:

- Physical Education
- Competitive Athletics.

A total of 3 units may be allowed for vocal or instrumental music plus 1 unit of music theory. The first 2 years of Band will count as full credit; then, after the two years, only 1/2 credit will be given for each year.

Courses taken by private tutoring are not counted in meeting the requirements for graduation. However, a student may receive credit on his transcript for any subject for whom he receives a score in the 90<sup>th</sup> percentile or high on the Proficiency Assessment Tests administered by Cimarron High School. These tests will be offered twice a year. Students should check with the counselor for application forms and the application deadline dates. Should a student attempt the tests and score lower than the 90<sup>th</sup> percentile, no record of the test will appear on the student's transcript. A student must be enrolled as a Cimarron High School student in order to have credit for passing a proficiency exam to appear on a transcript.

A student must be enrolled as a Cimarron High Student in order to have credit for passing a proficiency exam to appear on a transcript.

**REGULATION:** In order to protect the social and physical, as well as the intellectual maturity of the pupil, it is advisable that he\she have 4 years experience in a four-year high school, or 3 years in a three-year high school in order to graduate. In exceptional cases, pupils may be allowed to graduate in less than the time specified above, provided that adequate guidance procedures have subjects, that is, be enrolled for a 7 period school day. Fifth year seniors or any other seniors who desire to take less than a full load must apply for special student status. Special students will not be eligible for honors, except in the case of seniors who are concurrently enrolled at a college or university.

A committee composed of the Superintendent, Principal, and at least two high school teachers shall be appointed to make recommendations concerning

early graduation request. This committee must be unanimous in their recommendation before the board will consider granting early graduation.

**At graduation exercises,** students will dress and act as the Superintendent, Principal, or senior sponsors say, and, if students vary in any behavior, which is not approved, the student will not receive his or her diploma.

Honor sashes will be worn by valedictorian and salutatorian at graduation exercises. Also, honor cords will be worn by any other seniors who have maintained 3.5 or high grade point average.

## CONCURRENT ENROLLMENT

Concurrent enrollment courses may be used to satisfy the high school curricular requirements for college admission, Oklahoma's Promise and the college preparatory/work-ready curriculum if the courses fit within one of the core subject areas and are approved for that purpose by the student's school district. The student should check with the school counselor to verify that the school district allows the concurrent enrollment course to count for high school credit. If a concurrent enrollment course is used for high school curricular requirements, it is recommended that the course be shown on the student's high school transcript.

A senior student who is enrolled in Cimarron High School may, if he or she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of High Education as a special student.

The requirements are as follows:

1. The student must meet the published criteria (other than high school graduation) for admission to the institution to which application is being made.
2. The student must be enrolled in less than a full-time load (fewer than five course units per semester) at the high school, which he or she is attending. The principal must attest this to. (Interpretation: A high school student admitted under the provision set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 15 semester credit

hours. For purposes of calculating workload, one high school unit school course shall be equivalent to three credit hours of college work.)

3. The student must be eligible to complete requirements for high school graduation no later
4. than the spring of his senior year. The principal must attest this to.
5. Work completed at the college level may be counted toward meeting high school requirements.
6. Nothing in the above-cited regulations shall supersede the policy and/or adopted by any local board of education concerning high school graduation requirements.
7. For Oklahoma School of Science and Math (OSSM). Cimarron school district will adjust the letter grade received each grading period by one letter grade.

Senate Bill 290-Effective July 1, 2009

Senate Bill 290 relates to concurrent enrollment; requiring school districts to provide academic credit for certain concurrently enrolled courses; specifying that credit shall be recorded on a transcript as elective credit only in certain circumstances; providing an effective date; and declaring an emergency.

The State Board of Education in cooperation with the Oklahoma State Regents for Higher Education shall prepare promotional materials explaining the requirements, features, and opportunities of concurrent enrollment and shall ensure that the independent school districts distribute the materials to each student prior to enrollment for each year of high school.

No institution of The Oklahoma State System of Higher Education shall deny enrollment in any course to any otherwise qualified high school student, or student of at least thirteen (13) years of age who is receiving high-school-level instruction at home, who meets the requirements of concurrent enrollment from participating.

1. Each high school senior who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver equivalent to the amount of

resident tuition for a maximum of six (6) credit hours per semester.

2. Tuition waivers provided pursuant to this section shall be granted without any limitation on the number of waivers granted in any year other than the amount of funds available for the program and the number of eligible applicants. The Oklahoma State Regents for Higher Education shall establish an application process and criteria for prioritizing applicants on the basis of need, timeliness of application, or other factors as determined by the State Regents.
3. When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

**Eighth Grade Algebra I Enrollment:** Any 8<sup>th</sup> grade student taking Algebra I will receive one credit hour of High School Math if the student completes the course with a grade of 75% or better or teacher recommendation; otherwise, if student completes course 1 credit hour of elective will be awarded for High School credit. Parents will be made aware of this policy at the beginning of the class and will sign off on the policy.

For students who enter the ninth grade in or prior to the 2007-08 school year who are enrolled in an **alternative education program** and meet the requirements of their plans leading to high school graduation developed pursuant to 70 O.S. # 1210.568 shall be awarded a standard diploma.

**SECTION: Remediation in Reading and Mathematics for 7<sup>th</sup> grade students in 2006-07 and for 8<sup>th</sup> grade students in 2007-08 70 O.S. # 1210.522**

Every public school student shall demonstrate mastery of the state academic content standards in Reading and Mathematics by the end of the student's seventh-grade year, beginning in the **2006-07 school year**. To demonstrate mastery of reading and mathematics, a student shall attain at least a satisfactory score on the seventh-grade

criterion-referenced tests in reading and mathematics. Each student who does not score at least at the satisfactory level **shall be provided remediation** for the purpose of assisting the student in performing at least at the satisfactory level on the eighth-grade criterion-referenced in reading and mathematics.

**Beginning in the 2007-08 school year**, each student who does not score at least at the satisfactory level on the eighth-grade criterion-referenced tests in reading and mathematics **shall be provided remediation** for the purpose of assisting the student in performing at least at the satisfactory level on the end-of-instruction tests administered in high school.

ACE Act of 2006  
June 12, 2006

## REMEDIATION

**Remediation may be provided by means, which may include, but are not limited to, extended time during the school day, a summer academy, tutoring, online coursework, or other supplementary serviced.**

The State Department of Education shall provide information about best practices for remediation and interventions. School districts will monitor results of the remediation and interventions implemented and report the findings to the State Department of Education.

## OPERATING PROCEDURES

### SCHOOL DISMISSAL

1. The decision to dismiss school because of bad weather will be made by the Superintendent after consultation with administrators responsible for transportation
2. The announcement of school dismissal will be made via radio and television. This will be on the Enid radio stations and K101 out of Woodward. This will be on all 3 major TV stations. If cancellation is not announced by 7:30 A.M., students should be prepared to come to school.
3. Students and parents should **not** call a teacher, principal, or the superintendent about whether we are having school or not.

## TORNADO & FIRE DRILLS

Occasionally there will be tornado and fire drills. Students should be aware of the tornado and fire drill escape routes from each classroom area. These routes will be posted in a conspicuous location in every classroom. The signal used for a **fire** will be the **continuous ring of the bell**. When this happens, it is important that students leave the building as quickly and orderly as possible. Outside, they are to go directly to their designated area for roll call. The signal for a **tornado drill** will be an **intermittent blast of the bell**. In this situation, students are to go to the tornado shelter designated for the particular class of the moment. The all-clear sign will be one continuous ring. If an actual emergency occurs, students should follow the drill procedures, heed the direction of faculty members, and exercise their best care and caution to insure their safety and the safety of those around them

## Security Drills

### Lockdowns

Occasionally there will be a lockdown drill in order to be prepared for any possible emergency that might arise. Teachers will lock their classrooms and students will not be allowed to leave the classrooms until the administration informs the teacher to resume classes as normal. Lockdowns may occur if there are drug dogs inside the school or if there is an actual emergency. (SB 103)

### Intruder Drills

Intruder drills will be conducted each year as an alternative plan to the lockdown method.

## CLOSED CAMPUS

When students arrive at school, they are to go into the main building. Students will remain in and around the main school building (not Vo-Ag, or big gym) during lunchtime. East of the Main Street is off limits. Students are not to be in the parking lot and are not to move their cars during the school day without permission. Food and drink are to be consumed in the cafeteria, student lounge, old gym, or outside. Students will not be allowed to bring drinks bought away from the school inside the school. No drinks or food should be taken out of the cafeteria.

## STUDENT LOCKERS

1. Student lockers remain the property of the school and are only assigned to the student for storage of the student and personal property for the convenience of the student. However, because of the nature of such an arrangement, the lockers will not be opened for inspection by the administration or other members of the faculty except when approved by the principal for reasonable cause. If locks are used they will be opened upon request.
2. If there is reasonable cause to believe drugs or weapons are stored in a student's locker, the principal will authorize a search in the prescribed manner. The police department may be notified if the situation warrants it.

### **Student Residency**

All children between the ages of 5 and 21 by September 1 and living in Cimarron School District or legally transferred into the district shall be entitled to attend Cimarron Schools free of charge.

Cimarron Board of Education provides that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody. Also a person who is a relative within the fourth degree of the child by blood or marriage and who has assumed permanent care and custody of the child and holds legal residence within the district as defined in 70 O.S. 1-113 may provide legal residence if that parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Additionally, any child who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district.

An adult who does not fall within the categories listed above, who holds legal residency in the district and who has assumed permanent care and custody of the child, may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The board shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and that the adult contributes in a major degree to the support of the child.

The provisions of the Interstate Compact on Educational Opportunity for Military Children (70 O.S. Section 510.1), with respect to special power

of attorney for guardianship and/or noncustodial parents or other persons with whom the child is living, shall govern residency status for children of military personnel.

Students who legally transfer into the school district shall have the same rights and privileges as resident students.

### **References:**

- Student residency law amended by HB 1557, 1997; SB 1951, 2008
- 70 O.S. 1-113 (Section 14, School Laws of Oklahoma)
- Standard of Accreditation, State Department of Education, 2002, pp. 15-16
- Policy required by HB 2317, 1996 Legislative Session

### **Regulation Student Residency**

#### **Proving Residency**

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local ad valorem taxes.
2. Title to residential property in the district, a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides.
3. Proof of provision of utilities.
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration.
5. Maintenance of voter registration.
6. Notarized affidavit verifying residency and that the adult is related to the student within the fourth degree and/or has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with state law 70 O.S. 1-114.)
7. For residency of military children, proof of active military status; proof of special power of attorney; and/or proof of

residency of no custodial parent or other person with whom the child is living.

### **Appeal of Decision**

If the superintendent (or designee) denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student (hereafter referred to as parent) may request a review of the decision. Such request for review shall be in writing and must be received by the superintendent or designee within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child.

Upon receipt of a written request for review, the superintendent or designee will render a decision and notify the parent of the decision within three school days of the receipt of the request

If the parent disagrees with the findings, the parent will notify the superintendent or designee within three school days of the receipt of the decision. The superintendent will then submit the findings and all documents reviewed to the board of education.

The board will review the decision and the documents submitted by the superintendent and the student. The board will render a decision at the next regular board meeting. The board's decision may be appealed only pursuant to procedures utilized by the Oklahoma State Department of Education.

### **ENROLLMENT OF PUPILS TRANSFERRING FROM OTHER SCHOOLS**

1. It is the policy of the Cimarron Board of Education that any legally transferring student shall be accepted by the public schools unless, in the opinion of the board and the administration, it would be to the best interest of the school and/or the student not to accept the student.
2. A student whose family relocated from the school district may continue attendance to the end of the current semester provided the student began the school year in the school district.
3. The board will review and act upon the application of any student who requests

admission to Cimarron School and who has left a previous school for reasons of discipline, suspension, expulsion or other questionable circumstances.

4. A transfer student should realize that a transfer is a privilege, and should the student become a discipline problem during the year, then his transfer may not be approved the following year.

### **PUPILS- RELEASED TO LAW OFFICERS**

1. Various police, attorneys, and/or insurance investigators may interrogate school students only with the consent of the parent or guardian or upon the written order of a court and with permission of the principal.
2. No child will be released into the custody of an officer of the law without the parent or guardian's consent or upon the written order of a court. If a law officer directly requests a student through a teacher, the teacher will release the student without direct permission from the student without direct permission from the principal.

### **SEARCH OF STUDENT**

The Superintendent or Principal of any pupil in school in the State of Oklahoma, or any teacher or security personnel will have the authority to detain and authorize the search of any pupil or pupils in any school ground premises or while in transit under the authority of the school or at any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, such as illegal drugs, as defined in the Uniform Controlled Dangerous Substances Act. Superintendent or Principal authorizing such search will be responsible for obtaining any warrant or other authorization necessary to conduct such search. A person of the same sex as the person being searched will conduct the search.

### **MEDICAL RELEASE FORM**

All students must have on file a medical emergency treatment form, which indicates procedures to be followed in the event of a medical emergency. The form must have the notarized signature of a parent

or guardian and must be on file in the office for medical treatment of any kind to be administered.

## PHONE CALLS

Students are not to make phone calls except at noon & after school in the office. Students are not to be excused from classes for phone calls, unless it is an emergency. Callers will be asked to leave their number and students may return calls when possible.

## VISITORS

All visitors should sign in the office. No visitors should be in the school without the office personnel being notified.

**Junior High and High School students are not allowed to have visitors in the classrooms.**

## ATTENDANCE

Attendance is a basic element in acquiring an education. Classes are planned to utilize every class period to complete the instruction. Students should have as their goal that they will attend every class session unless they are seriously and unavoidably hindered. Compulsory attendance age in Oklahoma is five years old and older and under the age of 18. Perfect attendance award will be given for the student(s) that attend school without missing any classes.

## ACTIVITIES DURING THE SCHOOL DAY

Students will not be counted absent when they are gone from class for school activities approved by the principal such as sports events, contests, organization conventions, field trips, etc. The students should notify their teachers in advance, of such events and should make up any assigned class work.

Seniors will be allowed one (1) day or two (2) with permission from the counselor or principal to visit a college, which they are considering for the coming year. A senior wishing to take a college day must give advance notice to the office and to all of their teachers and must bring back a form signed by the High School and College Relations Office at the college visited, in order for the day to be exempt from being called an absence. Forms should be picked up from called high school counselor. The college day must be taken prior to April 30. The Principal must clear exceptions to this deadline date.

## EXCUSED ABSENCES

1. Illness of the student with notification from the parent/guardian. Doctors statements are required.
2. Death in the immediate family.
3. Medical appointments with documentation from their office.
4. Planned absence with parents/guardians
  - Should notify the principal five days before leaving unless it is an emergency.
  - Should not be absent during nine weeks or semester exams unless it is an emergency.
5. Students who are not team members should not plan to attend sports events occurring school hours. All students are to turn their make-up work to their teachers in a timely manner according to policy, which is one day for each day absent. In case of illness, work will be turned in at the discretion of the teacher.

## UNEXCUSED ABSENCES

1. Truancy, that is, deliberate absence from school on the part of the pupil with or without the knowledge of the parent, for which no justifiable excuse is given. Student will receive a zero for unexcused absences if it is deemed the student deliberately missed class (truancy).
2. Failure to provide notification from parents or guardians explaining an absence and/or failure to obtain and present an admit/makeup slip. Student will be expected to make up the work and take the semester test. It is not deemed to be truancy.
3. Leaving the school grounds without presenting teachers whose classes will be missed with a "permit to leave campus" slip.
4. Out of School Suspension—Student will be allowed to make up the work and turned in to the teacher in a timely manner.

All absences require a make-up/admit slip from the office. In order to issue an admit slip, the office needs to have received notification from the student's parent or guardian in person or in the form of a note or phone call.

An attendance officer will monitor absences and call on a daily basis if the student is gone from school and the office has not been notified about that absence. Four or more days, or parts of days, unexcused absences in a four-week period will result in an official notification and/or conference with the parents. Students absent from school without a lawful excuse and away from the home during school hours may be taken into custody and retained. HB 1539

Students that have more than 10 absences per semester will receive a grade no higher than a 59. Exception to the rule will be considered by the administration only in extraordinary circumstances.

### **TARDIES**

1. Tardies apply to each individual hour of instruction. Tardies from different classes are not added together. From the 3<sup>rd</sup> tardy on the teacher will always send a referral notice to the office. In addition, the following applies:
  - a. 3<sup>rd</sup>-One day of lunch detention.
  - b. 4<sup>th</sup>-Two days of lunch detention.
  - c. 5<sup>th</sup>-One day of after school detention
  - d. 6<sup>th</sup>-Two days of after school detention.
  - e. 7<sup>th</sup>-The student will be placed in Saturday School.
2. School starts at 8:30 A.M. and there is no reason to be late to school. Five minutes is allowed between classes which is the maximum allowed in any school system, so there should be no tardies to class.

### **PERMISSION TO LEAVE SCHOOL**

No student is to leave school during school hours except by permission from the office, and such permission will not be given except in the case of sickness or upon personal or written requests of parents or guardians. If a student is ill, the office will call the parent or guardian before permission to leave is granted. A student who needs to leave the school during school hours must obtain a "permit to leave the school" from the office. The student is to take that permit to the **teachers' for his/her**

**initials.** This gives the teachers notice that the student's absence is excused and also provides an opportunity for the teacher to give the student his/her assignments.

### **SEMESTER TEST EXEMPTION**

Students in grades 9-12 that meet the criteria set for exception will be required to attend school on days that semester tests are to be given. The following criteria will be used:

1. Any student with an A is allowed to be absent 3 times.
2. Any student with a B is allowed to be absent 2 times.
3. Any student with a C is allowed to be absent 1 time.
4. If a student is absent and returns to school without a note from a Parent or Doctor the absence will be unexcused until a note is received.
5. Students that are put into In School Suspension will take ALL semester tests for that Semester.

### **Withdrawal of Student(s)**

Pursuant to 47 O.S., 6-107.3. The School district is required by state law to notify The Department of Public Safety of such withdrawal. Withdrawal means more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single semester. The Board of Education of a public school district or the appropriate school official of any private secondary school shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of a student or is made pursuant to lawful excuse.

### **6-107.3. DENIAL OR CANCELLATION OF DRIVER LICENSE WHEN PERSON UNDER 18 DOES NOT MEET SCHOOL ATTENDANCE REQUIREMENTS - DUTIES OF ATTENDANCE OFFICER - DEFINITIONS. 6-107.4.**

- A. The Department of Public Safety shall deny a license, or instruction permit for the operation of a motor vehicle to any person under



eighteen (18) years of age who does not, at the time of application, present documentation that the person:

- Is enrolled in a public or private secondary school, including any area vocational-technical school, of this state or any other state.
- Has received a diploma or certificate of completion issued to the person from a secondary school of this state or any other state.
- Is enrolled and making satisfactory progress in a program leading to a Certificate of High School Equivalency issued from the State Department of Education,
- or has obtained such certificate is excused from such requirement pursuant to any lawful excuse as defined in this section or due to circumstance beyond the control of the person; or
- Is excused from such requirement pursuant to subsection C of this section.

B. Persons under eighteen (18) years of age who are receiving education by other means

- including education at home, pursuant to Section 4 of Article XIII of the Oklahoma Constitution, shall satisfy the documentation requirement of subsection A of this section by providing a written statement from the parent or guardian of the child to the Department of Public Safety that the child is receiving instruction by other means pursuant to Section 4 of Article XIII of the Oklahoma Constitution. The parents, custodial parent, or legal guardian shall sign the documentation.
- Any person who falsifies the information required to such documentation, upon conviction, shall be guilty of a misdemeanor.
- Persons under eighteen (18) years of age, who do not meet the provisions of paragraphs 1 through 4 of subsection A of this section or the provisions of subsection B or this section, may retain or be issued a driver, shall provide documentation of the enrollment status of a student on a form which has been established and approved by the Department of Public Safety to any student under eighteen (18) years of age who is properly enrolled in a school under the jurisdiction of the attendance officer,

for presentation to the Department of Public Safety on application for or reinstatement of an instruction permit, restricted license, or license to operate a motor vehicle. Except as provided in subsection E of this section, whenever a student over fourteen (14) years of age and under eighteen (18) years of age withdraws from school, the attendance officer shall notify the Department of Public Safety of such withdrawal through a documentation of enrollment status form. Within fifteen (15) working days of receipt of such notice, the Department of Public Safety shall provide written notice by certified mail with return receipt requested to the student that the license of the student will be canceled or the application of the student will be denied thirty (30) days following the date the notice to the student was sent unless documentation of compliance with the provisions of this section is received by the Department of Public Safety before such time. After the thirty-day period, the Department of Public Safety shall cancel the license if: The person is employed at least twenty-four (24) hours per week, and The employer of the person verifies the employment on a form prescribed by the Department of Public Safety.

- C. Any person who has retained or been issued a driver license pursuant to this subsection who leaves the employment shall have fifteen (15) days from the date of termination of employment to provide verification of employment from a new employer.
- D. Any employer who falsifies verification of employment shall be subject to an administrative fine of not more than Fifty Dollars (\$50.00) to be assessed by the Department of Public Safety.
- E. School district attendance officers, upon request driving privileges of the student.
- F. When the withdrawal from school of a student is due to circumstances beyond the control of the student or is pursuant to any lawful excuse or is for the purpose of transfer to another school, including education at home, pursuant to Section 4 of Article XIII of the Oklahoma Constitution, as confirmed in writing by a parent or guardian of the student, no notice as required by subsection D of this section shall be sent to the Department of

Public Safety., or if sent, such notice will be disregarded by the Department of Public Safety. If the student is applying for a license, restricted license, or instruction permit, the attendance officer shall provide the student with documentation to present to the Department of Public Safety to excuse the student from the provision of this section. The board of education of a public school district or the appropriate school official of any private secondary school shall be the sole judge of whether the withdrawal of a student is due to circumstance beyond the control of the student or is made pursuant to lawful excuse.

G. As used in this section:

- “Withdrawal” means more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single semester;
- “Lawful excuse” means absence from school pursuant to any valid physical or mental illness or pursuant to any legal excuse as provided in Section 10-105 of Title 70 of the Oklahoma Statutes, but shall not include marriage;
- “Circumstances beyond the control of the person” shall not include marriage, suspension or expulsion from school, or imprisonment in a jail, penitentiary or other correctional institution;
- “Documentation of enrollment status” means the necessary identifying information concerning a student’s eligibility to be issued or to retain a license or permit. such documentation shall not include any information, which is considered an education record pursuant to the Family Education Rights and Privacy Act, 20 U.S.C., Sections 1232g through 1232i, unless compliance is made with the restrictions regarding disclosure of the information.
- The provisions of this section shall be inapplicable with respect to any minor upon whom rights of majority have been conferred pursuant to Sections 91 through 94 of Title 10 of the Oklahoma Statutes.
- The Department of Public Safety shall establish the necessary and appropriate documentation forms sufficient to enable school districts to comply with the provisions of this section. Upon

establishment of such forms, the State Department of Public Safety shall notify each school district and the State Board of Education of the content thereof.

## VO-TECH ATTENDANCE

It has been a long-standing policy of Cimarron Public Schools that students attending Autry Tech will attend on the days Autry Tech is in session. If Cimarron school is out and Autry Tech is having school, our students will attend. Bus transportation will be available on those days. If Autry Tech is out and Cimarron is having school, Autry Tech students do not come to school until time for their class. Students who drive to Autry Tech must have a parent permission slip on file in the office at school. **Autry Tech students should be in class immediately upon arrival of the Vo-Tech bus.**

## STUDENT APPEARANCE

The general atmosphere of a school must be conducive to learning. A student’s general attire or appearance must not present a danger to their health, well-being, or attract undue attention to the extent it disrupts the learning environment.

Students will be expected to follow the dress code at all school-sponsored activities. Any form of dress, personal adornment, or hairstyle, which is distracting or disruptive in appearance or detrimental to the purpose, or conduct of the school will not be permitted. If a student does not wear appropriate clothing, student will be put in ISS for the remainder of the day or until the parent/guardian brings the student a change of clothing.

Any question as to the appropriate nature of the following apparel will be referred to the principal/counselor. Male faculty/staff will check appropriateness of males clothing and female faculty/staff will check females clothing.

Failure to abide by the following rules will call for disciplinary action.

- All students will be fully clothed, clean, and well groomed.
- All students shall wear footwear. (NO house shoes/slippers)
- There will be no bare backs or bare midriffs or spaghetti strap tops.
- Shirts must have sleeves to cover shoulder.

- Students will not wear see-through clothing, underclothing as an outer garment. Boxer shorts, spandex biker shorts or any other improper item (**Frayed cutoffs are unacceptable.**)
- No student will wear hats, caps, or other headgear inside the building.
- Special occasions such as “Hat Day” or pep week will be the exception.
- Gang related attire is unacceptable while at school, at school activities or on school grounds.
- Shorts, sport shorts, skirts, and skorts should be no shorter than one inch below the fingertip.
- Clothes advertising alcoholic beverages, tobacco, or such comments should not be worn.
- Jeans with frayed holes are not acceptable school attire.
- No sunglasses to be worn by students.
- No pajama type clothing.
- No chains or chain wallets.
- No body piercing in the lips, nose, eyebrows, or any other part of the body that would be considered as a distraction or safety issue by the administration.
- Facial hair must be short and trimmed.
- Visible tattoos must be covered.
- Tight-fitting knit or cotton pants (leggings) are considered tights and **MUST** be worn under a dress, skirt or long shirt covering the posterior of the student.

## **GUM, CANDY & POP**

Consumption of gum, candy, and pop in the Senior School are not to be a part of day-to-day class time. There are to be no soft drinks in classrooms, hallways, or lockers. If rules are not followed, the machines will be turned off. No drinks bought away from campus should be brought into the school.

## **WIRELESS TELECOMMUNICATIONS DEVICES (BEEPERS, PAGES, CELLULAR PHONES, HEADPHONES, ETC...)**

Students may possess wireless telecommunication devices; however, these devices should not be heard, used, or seen at school. Any school personnel should confiscate any telecommunication device or electronic device visible to the staff or one that is heard during the school day.

Wireless telecommunications devices include, but are not limited to, beepers, pagers, and cellular telephones. A student may request permission to possess a wireless telecommunication device for medical or other appropriate circumstance by receiving written permission from the student’s parent or guardian and the superintendent or designee. Such permission will be granted for the current school year.

Violation of any of these rules will be reason for suspension pursuant to 70 O.S. 24-101.3. Wireless telecommunications devices will be confiscated if found to be in the possession of the students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

### **Consequences for telecommunication devices being taken to the office are as follows:**

- 1<sup>st</sup> offense-Device turned into office and given back at the end of the day.
- 2<sup>nd</sup> offense-Parent must pick up device from the office.
- 3<sup>rd</sup> offense-Parent must pick up device from the office and student will serve After School Detention.
- 4<sup>th</sup> offense-Parent must pick up device from the office and student will serve a day in Saturday School.

### **Any additional offenses will result in extended days of Saturday School**

## **HALL PASSES**

Students should always have teacher permission to leave class. This applies whether the class is in a classroom, in lab, in the gym, on the stage, etc. To go to the restroom, a locker, the library, or anywhere outside of class, the student should request a hall pass from the teacher. Hall passes should not be given the first five minutes of class or the last 10 minutes of class unless it is an emergency.

## **TRANSPORTATION**

### **BUS RULES AND BEHAVIOR**

#### **Bus Rules**

The Principal and Superintendent are responsible for establishment of bus routes and the designation

of bus stops. Bus stops will be established during the first week of the school year.

### **BUS RIDING IS A REVOCABLE PRIVILEGE**

The School Laws of the State of Oklahoma stipulate that a school district may furnish transportation by bus, but it is not required to do so. It is a privilege for a student to ride the school bus and not a right. Parents will be notified if a student misbehaves on the bus. If such misconduct continues, school authorities may suspend this student's bus riding privilege.

### **BUS RIDERS**

Bus Transportation is provided for students enrolled in the Cimarron Schools as follows:

- For students residing at a distance greater than one and one half miles from the school of record.
- For Vocational Technical Education students attending Autry Tech at Enid.
- For any other purpose designated as being of benefit to the total program of the school and as approved by the Principal/Superintendent

### **RULES AND REGULATIONS FOR BUS RIDERS**

Students are to obey the bus driver at all times and treat them with the same courtesy they show their classroom teacher. Bus rider rules are clearly posted in each bus. Students should review these rules regularly and ask the bus driver for clarification of the rules if needed. Driver has the right to assign seats.

#### **While waiting to board the bus:**

1. Bus passengers are to be on time at the bus stop.
2. Riders must stay off the road while waiting for the bus.
3. Riders should wait until the bus has come to a stop to aboard.
4. When crossing the street in front of the bus, a rider should walk at least 10 feet in front of the bus, stop, check traffic, watch for the driver's signal, then cross the road.
5. If a rider drops something while getting off the buss, he should wait until the bus is

gone to go back for it. The driver cannot see beside the bus.

#### **While on the bus:**

1. Riders are to obey the bus driver, and to treat him/her with courtesy and respect.
2. Riders are to show courtesy to fellow passengers.
3. Riders are to sit down and remain seated while the bus is in motion. They are to keep their hands and heads inside the bus at all times, and to keep the bus aisles clear.
4. Riders are to assist in keeping the bus clean and by placing all trash in a trash receptacle.
5. As a safety measure, students must avoid creating any type of noise level or distraction that would divert the driver's attention from driving. It is particularly important when the bus is approaching a railroad crossing.
6. Bus seats are to be treated as valuable furniture, and students should never tamper with the bus or any of its equipment.
7. Nothing should ever be thrown out of the bus windows.
8. Use of alcohol or of any form of tobacco will not be permitted.
9. There is to be no use of profanity or obscene gestures.
10. Riders are not to engage in horseplay around or on the bus.
11. Older students are asked to help look after the safety and comfort of small children who are riding the bus with them.
12. Riders are to take all belongings when they leave the bus.
13. In case of a road emergency, generally, students are to remain in the bus. They will do as the bus driver directs them.

#### **BUS MISCONDUCT:**

- Assign seat
- Principal
- Parent conference
- Loss of bus riding privilege.

#### **ANY TRIP UNDER SCHOOL SPONSORSHIP**

1. The above rules and regulations will apply to any trip under school supervision.

2. Pupils shall respect the wishes of the chaperon(s) appointed by the school officials.
3. Students may be given the privilege of eating and drinking soda pop on the activity bus when necessary. The students and sponsor(s) **must** clean the bus before it runs the next regular route.

### **TRAVEL IN NON-SCHOOL - OWNED VEHICLES**

No student will travel on school trips in any vehicle not owned and insured by the District unless prior permission has been secured from the parent and authorized by the administration. Students must return on the bus unless released to the parents. Parents may be used as drivers on school trips at the discretion of the administrator and the discretion of the administrator and sponsor.

### **STUDENT DRIVING AND PARKING**

- A. No student of Cimarron Schools shall operate and/or ride in or on any motorized vehicle during regular school hours without prior written permission from parents or guardians for the specified day, and with approval from either administrator.
- B. Autry Tech students will ride in school transportation unless otherwise authorized. Permission slips will be available in the office for parents/guardians to sign and returned to the office to be filed.
- C. For any violation of driving rules, parents will be notified of rule violation and appropriate action will be taken.
- D. Parking-Students are to park in the parking lot provided, not on the streets. Students are not to move their vehicles after they have been parked and are not to return to their vehicles during school hours without permission. Seniors may park from the blue double doors on the east side of the gym back to the north. Students are not to be around the vehicles during the school hours.
- E. All students driving vehicles to school will be required to put on file in office a copy of insurance verification & drivers license.

### **GENERAL CONDUCT:**

1. Each student is expected to show courtesy and respect, and to follow the directions of those in charge.

2. All teachers are to address Miss, Mrs., Mr. or Dr., never by first or last name only.
3. Students are expected to be careful of all school property and in no way mar or disfigure it. Any student defacing school property will be held liable for its repair or replacement.
4. No one is to leave the school grounds between classes or during school hours without permission from the administration or parent/guardian.
5. Students are expected to keep the school grounds; rooms and halls free from paper and other refuse. Wastebaskets and trashcans are to be used for this purpose.
6. Faculty or administration may confiscate candy or gum during school.
7. Do not demand too much of the teacher's time. Other students may also have questions.
8. Accept criticism courteously, and do not talk back when reproved.
9. Be prepared to begin the lesson without borrowing pencils, paper, books or other equipment.
10. Be orderly in the classroom.
11. Wait for the teacher to dismiss the class. The bell is a guide for the teacher and does not dismiss the class.
12. No pop, juice, water, or other drinks in hall, classrooms, or lockers.

### **DISCIPLINE**

#### **SUSPENSION AND EXPULSION**

1. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the Principal and/or Superintendent, be suspended from school.
2. Suspension will be reported immediately to the teachers concerned in writing.
3. Teachers shall turn in disciplinary (yellow slips to the office, for student conduct that justifies it, in addition to whatever action the teacher takes. A student's parents/guardians will be notified when the number and severity of these reports seem to justify it.
4. Some causes of suspension or expulsion are as follows:
  - Willful disobedience

- Deliberate violation of school rules
- Damaging or defacing school property
- Repeated truancy
- Profanity or vulgarity
- Stealing
- Immoral conduct
- Gambling
- Bringing alcoholic beverages, narcotics, illicit drugs, or tobacco in any form onto school premises.
- Using tobacco or being under the influence of alcohol or drugs when in attendance at school, on a school trip, or at a school sponsored activity.
- Fighting during school hours or at a school activity.
- Possession of dangerous or illegal weapons
- Playing hooky from class.
- Sleeping in class.

A student shall show proper respect for the teacher. A student shall not question the fairness or corrections of a teacher's action in handling a discipline problem. A student shall not question the fairness or correctness of a teacher's action in handling a discipline problem of another student.

#### **CLIMATE IN THE CLASSROOM:**

Each teacher has the right to control his or her classroom. The following will be the consequences for inappropriate behavior:

1. Verbal warning
2. Principal's office
3. Parent Conference

Administrative response to student misconduct is a matter directly influencing the moral of the entire student body. As such, each student's discipline is based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense and its potential effect on other students.)

Students are expected to become familiar with their teachers discipline plan. Each teacher shall have his or her discipline plan posted the first day of school.

## **Disciplinary Procedures:**

### **-Lunch Detention**

**(MS 11:40-12:00 / HS 12:00-12:20)**

- Student will eat in the ISS room or other designated area.

### **-After-School Detention**

- The student will stay with a teacher and study, do homework, or do the assignment given to him/her from the school authority from 3:05 – 3:35.
- The student will have one day to make arrangements for a ride home and any appointments they may need to change.
- The student must have schoolwork or a library book during detention time.
- The student MUST be in the detention room by 3:10 P.M. Sleeping is prohibited. Any student missing detention will be given added time or assigned ISS if deemed necessary by the administration.

### **-Saturday School (8:00-12:00)**

### **-Restriction from Extra-Curricular Activities**

### **-Corporal Punishment**

### **-Suspension**

Disciplinary action will be reviewed by the administration on a case by case basis.

## **DISCIPLINE POLICY**

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

### **Discipline Code**

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

- Arson.
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion,

- ancestry, national origin, disability, gender or sexual orientation by making or transmitting or cause or allowing to be transmitted, any telephonic, computerized or electronic message.
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
  - Cheating.
  - Conduct that threatens or jeopardizes the safety of others.
  - Cutting class or sleeping, eating or refusing to work in class.
  - Disruption of the educational process or operation of the school.
  - Extortion.
  - Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
  - Failure to comply with state immunization records.
  - False reports or false calls.
  - Fighting.
  - Forgery.
  - Gambling.
  - Harassment, intimidation and bullying.
  - Hazing (initiations) in connection with any school activity.
  - Immorality.
  - Inappropriate attire as set out in the student handbook.
  - Inappropriate behavior or gestures.
  - Inappropriate public behavior.
  - Indecent exposure.
  - Intimidation or harassment because of race, color religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by work or act, the acts identified in (a) or (b).
  - Obscene language.
  - Physical or verbal abuse.
  - Plagiarism.
  - Possession of a caustic substance.
  - Possession of obscene materials.
  - Possession, without prior authorization, of a wireless telecommunications device.
  - Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
  - Possession, use, distribution, sale conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances.
  - Possession of illegal and/or drug related paraphernalia.
  - Profanity.
  - Sexual or other harassment of individual including, but not limited to students, school employees, volunteers.
  - Theft.
  - Threatening behavior (whether involving written, verbal or physical actions).
  - Truancy.
  - Use or possession of tobacco in any form.
  - 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.
  - Using racial, religious, ethnic, sexual, gender or disability-related epithets.
  - Vandalism.
  - Violation of the Board of Education policies, rules or regulation or violation of school rules and regulations.
  - Vulgarity.
  - Willful damage to school property.
  - Willful disobedience of a directive of any school official.
  - Public display of affection.
  - In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

### **Harassment, Intimidation, Bullying, and Hazing**

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation, and bullying by students at school and/or by electronic communication, whether or not

such communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

### **Harassment, Intimidation and Bullying**

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes, but is not limited to gestures, written or verbal, or physical acts or electronic communications.

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

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

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

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

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

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is

specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment; intimidation or bullying as specified above shall immediately report such incident to one of the student’s teachers or to the student’s school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.
3. Upon notification of such an incident by the student or student’s teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.
  - The alleged incident shall be documented in writing by the principal.
  - The investigation shall be made in a timely fashion.
  - At the principal’s discretion, the investigation may include interviews with students and /or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
  - Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters (See policy 408).
4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
  - Sanctions and various options for control and discipline of students which may be



considered and /or implemented are set forth in the school's disciplinary policy (See policies 715, 718 and associated regulations).

- In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
  - Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies 715, 718 and associated regulations).
5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

### **Hazing**

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

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

References 21 O.S. 1190 (Section 826, School Laws of Oklahoma) Amended by SB 129, 1995 Legislative Session, SB 1941, 2008 Legislative Session.

*Note: State law requires that a copy of any hazing policy be given to each student enrolled in the school.*

## **PARTIES, TRIPS, ASSEMBLIES**

### **SENIOR TRIP**

The Cimarron Board of Education policy concerning senior trips is allowing one school day, NO OVERNIGHT. The class may leave as early in the morning as they wish and return by midnight of the same day. Transportation and trip costs must come from class members. School owned bus may be used, but the class must pay fuel and driver expenses. Students who have excessive absences will not be allowed to go on the senior trip.

### **FIELD TRIPS**

The field trip privilege will be revoked for students who are failing in any class or who have been a discipline problem. This will be at the discretion of the sponsor and administration. Students who have excessive absences will not be allowed to go on field trips.

### **ASSEMBLY BEHAVIOR**

Assemblies will be held as needed, and special assembly programs may be scheduled from time to time. Classes should sit together in the assigned areas with their sponsors. All students should be courteous toward speakers. Although a program may not be of interest to some students, there may be others near who are interested. Applause is the correct and appropriate way of showing approval of a program or speaker. Stomping, yelling, and whistling are not in good taste and will not be tolerated.

### **USE OF GYM FACILITIES DURING NON-SCHOOL HOURS**

The gyms will not be left open in the evenings and on weekends because of liability factors.

### **ELIGIBILITY REQUIREMENTS FOR ATHLETICS, CHEERLEADING, BAND, FFA, FHA, OR ANY OTHER EXTRA-CURRICULAR ACTIVITY**

To be eligible to participate in activities involving other schools, a student must meet the guidelines set up by the Oklahoma State Secondary Athletic Association. The students must be attending classes with no more than 10 absences per class per semester. This applies to all students in any school-

sponsored activity (Athletics, FFA, FHA, Band, etc.) Any student who reaches his nineteenth birthday before September 1st will not be eligible in athletic contests or in other activities. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools. A student must be in school 1/2 day of the school day in order to be eligible, unless on a school sponsored activity. Any person absent during the day of the activity must have the absence accounted for prior to being eligible. If the absence is considered as "hooky" by the administration, the student must attend at least one day of school and satisfy the requirements of the same before again becoming eligible. Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible.

Fans, school personnel, and students must conduct themselves in a true sportsmanlike manner. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. A student whose flagrant or unsportsmanlike conduct consists of fighting (striking another contestant with a fist or other object) or cursing a game official will be automatically suspended from participating in the next two games or contest that his/her team plays. This rule applies to both regular season and play-off games and to teams on the same level of competition. When students are on an overnight activity trip, there will be no mixing of sexes in rooms. The boys and girls should at no time, day or night, be in each other's rooms without an adult sponsor present.

Cimarron students will follow the 10-day State Department of Education guidelines for both athletic and non-athletic events. Scholastic eligibility for students will be checked after three weeks of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and end on Sunday. Incomplete grades will be considered the same as failing grades. The principal is authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship.

## **CLASS RINGS, PICTURES, ANNOUNCEMENTS**

### **JUNIOR CLASS RINGS**

The school administration will determine the official supplier of class rings by a competitive

bidding system. That company will be the only company allowed to show rings on school time. The students do not have to buy from that company and may purchase their class rings from any jeweler they chose. Class rings are not required for graduation and are purchased strictly by personal choice.

### **SENIOR PICTURES**

The school administration will determine the official school photographer for senior pictures by a competitive bidding system. This company is the only company that will use school time for taking pictures. A sitting fee will be charged for any photo session scheduled outside of school time. Seniors are required to have one picture taken to be used in the annual and/or on the senior panel. Senior panel pictures will be taken at the setting determined by the school officials. Boys must wear shirts with collars for the senior panel picture.

Seniors may individually choose to have pictures taken by other photographers however, these pictures are for personal use and will not be used for the school year book or for the senior panel.

### **SENIOR CAPS AND GOWNS, ANNOUNCEMENTS AND GRADUATION FEES**

Caps and gowns are required for students to participate in graduation exercises. Caps and gowns will be purchased by students through a company determined by the school. Announcements may also be purchased through this same company. Announcements are not a requirement for graduation and may be purchased through a company of the students' choice.

### **LIBRARY**

#### **LIBRARY MEDIA CENTER**

All library books are allowed to be checked-out for two weeks. Students may recheck a book twice as long as it is not on the waiting list. The student who checked the book out must pay the overdue book fines. Library hours are 8:30-4:00 daily Monday-Friday. Earlier or later times may be scheduled with the Media Specialist during special periods:

- Research
- Curriculum planning/ development
- Other as needed

## **LIBRARY DISCIPLINE**

Media centers are to be quiet, orderly places for study and research. Students should be respectful of equipment, staff, materials and facilities. Disorderly/disruptive students will be removed from the library media center. Food and drinks will not be permitted in the media center.

## **PUBLIC NOTICE**

State Law makes theft or destruction of Library Materials a crime. Any person shall be guilty, upon conviction, who willfully:

- Removes or attempts to remove any library materials from premises of library facility without authority.
- Mutilates destroys, alters or otherwise damages, whole or part, any library materials.
- Fails to return any library material, which has been lent to said persons by the library facility within seven days after demand has been made for the return of the library materials.

Punishment for conviction of library theft shall be restitution and/or a fine of up to \$10,000.

The letter “R” above the call number designates reference books, such as dictionaries, encyclopedias, and yearbooks. They must be used only, in the library. Copies will be made for loan and must be returned.

Periodicals and Newspapers: The latest issue of our periodicals is displayed in the library. This is available for checkout. To locate a back issue periodical submit the periodical title, date, and page number to the librarian to pull. Copies will be made for loan and must be returned.

Study Areas: The library is a study area as well as a place for leisure reading. We are not responsible for personal items left in the Library.

Student-initiated book requests: A student may request a book to be purchased for the Library’s collection. Suggestions will be considered when they meet our selection policy.

Computer Facilities: The Library houses computer equipment for students in the following areas.

Internet: Terminals for student research. Interlibrary loan for cost of postage. Word processing capabilities are also available.

Photocopying: The Library provides a photocopier for reproducing reference materials the librarians will operate the copier. (10 cents per page will be charged.)

**The copyright law of the United States (Title 17-U.S. Code) governs the making of photocopies or other reproduction of copyrighted material. Copied materials are on loan and must be returned.**

## **EQUAL OPPORTUNITY POLICY NOTIFICATION**

It is the policy of the Cimarron Public School to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or previous military service or military status in its educational programs and admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Compliance Coordinator, Cimarron Public School, Box 8, Lahoma, OK 73754. (Phone 796-2204)

## **CHILD FIND**

Free testing and screening is provided for children birth through five years of age by the Cimarron Public Schools. If parents are concerned that there may be a problem with the development of a younger child, they should contact the Principal of Cimarron Public Schools at 796-2204

Additionally, patrons are requested to help the school locate children within the district ages birth to twenty-one days who are not currently receiving education or are mentally handicapped, severely speech impaired, blind and/or partially sighted, severely learning disabled, physically disabled, hearing impaired, multi-handicapped, or having a traumatic brain injury. Contact Cimarron Public Schools at 796-2204

## **ANNUAL NOTIFICATION – FERPA**

The Cimarron Public School hereby notifies each student and their parents of their right to inspect and review the student education records under the Federal Family Educational Rights to Privacy Act.

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Cimarron Public School District to limit the disclosure of information contained in the written consent of the student's parent or the eligible student, as directory information contained in the certain limited circumstance, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be accurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parents or eligible student's request.
4. The right of any person to file a complaint with the Department of Health, Education, and Welfare if the Cimarron Public School District violates the FERPA.
5. Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the Elementary Principal's office, High School Principal's office and in the Superintendent's office.
6. The district will arrange to provide translations of this notice for non-English speaking parents in their native language.

## **ASBESTOS CARE**

To comply with the requirements of the Asbestos Hazard Emergency Response Act of 1987, the Cimarron school board employee Air and Earth, Inc. of OKC to conduct a complete survey of all school facilities. This survey included visual inspections and samples of each area at the school site. (All inspectors were certified and licensed by the Oklahoma State Department of Labor)

Building management plans were written and trained personnel, employed by the District, carry out the necessary maintenance and operations.

In accordance with the Asbestos Hazard Emergency Response Act of 1987, inspection and management plans are available at the administration office at the Cimarron School. Any parties interested in the plans or implementation

will be notified of steps taken to eliminate any asbestos containing any material, which may be harmful to occupants at the school site.

## **PARENTS CONCERNS**

In the event that parents have questions about what is going on in the classroom, there is a chain of command that should be followed:

First: Talk to the teacher. Many times the teacher can explain exactly what the situation is in their classroom. If you are still not satisfied, contact the principal. His role is to run the daily operation of the school. If you still have concerns, feel free to contact the superintendent. We will strive to reach a decision that is fair and to the best interest of the students and school system.

## **CIMARRON SCHOOL INTERNET ACCEPTABLE USE POLICY**

Please read this document carefully before signing the appropriate form.

Internet is now available to students and teachers in the Cimarron School District. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal is providing this service is to promote education excellence in the district by facilitating resource sharing, innovation, and communication. Access to the Internet will enable students to explore thousands of libraries and databases.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of education value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Cimarron School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from on-line access far outweigh the possibility that users may procure materials that is not consistent with the educational goals of the district.

The purpose of this agreement is to ensure that use of Internet resources is consistent with the district's

states mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a Cimarron School District user violates any of these provisions, his or her usage will be terminated and future access could be denied in accord with the rules and regulations set forth in this document.

To gain access to the Internet, all students must obtain parental permission, and parent and student must sign this document. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

## **INTERNET TERMS AND CONDITIONS**

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or any part of school campus. General school rules for behavior and communications apply.
2. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific users.
3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while on-line.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, and political campaigning, e-mail or chat rooms.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented,

threatening, offensive, or illegal material.

6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
7. Users must respect all copyright laws that protect software owners, artists and writers; Plagiarism in any form will not be tolerated.
8. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but you may result in cancellation of user privileges.
9. Cimarron School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district assumes no responsibility or liability for phone charges, line costs or usage fees, nor for any damages a user may suffer. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. All communication and information accessible via the computer resources shall be regarded as private property. However, system administrators may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

### **Student Section**

I have read the District Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules my usage can be terminated and I may face other disciplinary measures.

### **Parent or Guardian Section**

As the parent or legal guardian of the student signing above, I have read the District Internet Use Agreement and grant permission for my son or daughter to access the Internet. I understand that the district's computing resources are designed for education purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

## **STUDENT HANDBOOK ACKNOWLEDGEMENT**

Parent/guardians and student must sign the appropriate form to acknowledge receiving, reading and agreeing to the terms of the student handbook.

### **To: 7-12 Students and Parents:**

Cimarron School strives for excellence in education and for the welfare of all students. The administration and faculty want the most positive experience possible for the CHS student body in this school year. One aspect of that positive experience can be that students accept the responsibilities and obligations of good citizenship in junior high and high school and thus become better prepared to be affective members of society.

To aid in accomplishing these goals -- excellence in education, the good of each student, and the development of good citizens for our nation -- the policies and information contained in this student handbook have been carefully drawn up. Adhesion to these guidelines will help students to adjust to our school and will help to keep the year running smoothly. If any questions arise, students and parents should discuss them with the teachers and the principal. On any matter, the School Board Policy Book is always the final authority.

As a first step for the school year, parents and students need to read the handbook and then the appropriate form to indicate:

- You have received a copy of the handbook.
- You have read it and been informed of its content.
- You agree to abide by the school's policies in all respects.

- Acknowledged and agree to policies.

## **PUBLISHING STUDENT WORK ON THE SCHOOL WEBSITE**

The Cimarron Public School District recognizes that our students are often deserving of recognition. Therefore, when appropriate, we would like to publish their photograph and/or work on our school's website. Photographs and/or work of the students will be released. We encourage teachers to submit information regarding their classes and/or subjects to be published on the school's website. At certain times, a teacher might want to place a student's photo, a group photo, or samples of work performed by the student (all positive in nature, of course).

### **Medical Release**

Tylenol or a prescription (with instructions and name) will be given only with your signed or verbal permission.

### **Diabetes Medical Management Plan**

A plan is available by request for any student needing the diabetes medical management plan.

## **CHILD NUTRITION PROGRAMS**

This policy is developed concerning the failure to pay for meals and refunding unused prepayments for meals served at Cimarron Public School.

### **Failure to Pay for Meals**

The school food authority (Cimarron School) is not required to provide meals if payment is not made for the **CURRENT** day's meals or if funds in the student's account are not sufficient to cover the cost of the meal.

Each student will only be allowed to charge up to \$40.00 at any period of time. When the student's account has reached the limit of charges, that student will be given an alternate meal until payment on the student's account reduces the balance to less than \$40.00. The alternate meal will consist of a sandwich and milk for lunch and cereal for breakfast.

**No charges to a student’s meal account, regardless of balance, will be allowed after April 25.** A meal account can be paid in advance or on a daily basis. If a student’s meal account is not current, that student will be given an alternate meal.

If a family does not pay for **CHARGED** meals, they will be encouraged to complete an Application for Free and Reduced-Price meals. If the family does not wish to complete the application or if they do not qualify for meal benefits after completing the application, Cimarron School is not obligated to continue providing meals with out receiving payment. We will provide an alternative meal and milk for any child who does not pay.

### **Refunding Unused Prepayments for Meals**

Any prepayments left at the end of the fiscal year must be repaid to the family **IF REQUESTED.** If a request is not made the money will be put into the student’s account for the next fiscal year after closing the current fiscal year out with a zero balance. When the balance is \$5.00 or less, the money will be used as a donation to the Child Nutrition Program (CNP). If the student leaves the school district without requesting a refund, the money will be used as a donation to the CNP if it is \$5.00 or less. If the amount is more than that, it 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.

### **BREAKFAST COST**

Pre-Kindergarten – 12<sup>TH</sup> Grade - \$1.50.

Breakfast is served from 7:35a.m. until 8:00a.m.

### **LUNCH COST**

Pre-Kindergarten -3<sup>RD</sup> Grade - \$2.00

4<sup>TH</sup> – 12<sup>TH</sup> Grade - \$2.30

Milk and Juice are \$.30 each.

### **Student Self-Administration of Inhaled Asthma Medication and Anaphylaxis Medication**

Pursuant to O.S. 1-116.3, the Board of Education at Cimarron Public School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

### **Definitions**

**“Medication”** means a metered dose inhaler or a dry powder inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.

**“Self-administration”** means a student’s use of medication pursuant to prescription or written direction from a physician.

### **Requirements for Parents and Students:**

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student much authorized in writing permission for the student’s self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
  - Permission statement authorizing the student to self-administer asthma medication or anaphylaxis medication.
  - A written statement from the student’s physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of self-administration of the medication.
  - Acknowledgement from the student’s parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student’s self-administration of asthma medication or anaphylaxis medication and knowledge

that the District has this information in writing to the parent or legal guardian.

- A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, Dispensing Medications.



