

**THOMAS-FAY-CUSTER**

**UNIFIED SCHOOL**

**DISTRICT**

**STUDENT HANDBOOK**

**2017-2018**

## TABLE OF CONTENTS

Fight Song.....	4
School Colors.....	4
School Mascot.....	4
Board of Education.....	4
Administration.....	4
Mission Statement.....	6
Statement of Goals.....	6
Academic Enrichment Association.....	7
Academic Letter (Community Supported).....	7
Academic Misconduct.....	8
Activity Regulation Policy.....	8
Activity Trips.....	8
Alcohol and Drugs.....	8
Assault on Student(s) or School Personal.....	9
Assault (Verbal).....	9
Attendance.....	10
Attendance & Truancy.....	10
Excessive Absence Appeal Process.....	13
Awards and Honors.....	13
Breakfast.....	14
Bullying.....	15
Bus Rules.....	15
Bus Schedule.....	16
Checking Out During School.....	17
Class Parties.....	17
Class Sponsors.....	17
Clubs and Organizations.....	17
College Day Rules.....	18
Concurrent Enrollment.....	19
Copiers.....	20
Correspondence Study Courses.....	20
Credits for Courses Completed.....	21
Detached Students.....	21
Detention.....	21
Diplomas.....	22
Directory Information.....	24
Discipline.....	24
Discipline Ladder For Major Offenses.....	26
Dress code.....	27
Drivers.....	28

Electronic Devices.....	28
Cell Phones & Pagers.....	28
Eligibility.....	29
Enrollment Policy.....	29
Excused by Arrangement.....	29
Extra-Curricular Awards Rules and Procedures.....	29
Fighting Policy.....	30
Freshman Participation in Extra-Curricular Activities.....	30
Grading Scale.....	30
Grievance Procedure.....	31
Gum.....	32
Gun Free School.....	32
Hall Passes.....	33
Head lice.....	33
Immunizations.....	33
Interruptions of Classes.....	34
Leaving School Grounds.....	34
Library.....	34
Lockers.....	34
Lunchroom.....	35
Make-Up Work.....	35
Medication Dispensing.....	35
Nondiscrimination Policy.....	36
Organization Finances.....	36
Pedestrians.....	37
Pop and Candy Machines.....	37
Prom/ JR.Sr. Banquet.....	37
Report Cards.....	37
Retention of Students.....	37
Safe School Policy.....	38
Schedule Changes.....	38
School Equipment & Property.....	39
Unit Exams.....	39
Student Areas - Before School and During Lunch.....	39
Student Records (F.E.R.P.A.).....	39
Suspension.....	39
Tardy Policy.....	40
Telephone.....	40
Tobacco.....	41
Vandalism.....	41
Video Policy.....	41
Appendix A-Student Council Constitution.....	41
Appendix C-List of Proposed Fundraisers.....	44
Appendix D-Proficiency Based Promotion Policy.....	45

**TFC FIGHT SONG**

"FIGHT, FIGHT, FIGHT, THOMAS HIGH  
FIGHT, FIGHT, FIGHT, THOMAS HIGH  
FIGHT ON THOMAS ON TO VICTORY  
WE WILL BACK OUR TEAM WITH LOYALTY  
FIGHT, FIGHT, FIGHT, THOMAS HIGH  
FIGHT, FIGHT, FIGHT, THOMAS HIGH  
WE WILL FIGHT, FIGHT, FIGHT, FIGHT,  
FIGHT ON TO VICTORY"

**SCHOOL COLORS:** MYRTLE GREEN AND WHITE

**SCHOOL MASCOT:** TERRIERS

**BOARD OF EDUCATION**

Jet Tharp- President  
Kent Switzer- Vice President  
Brandon Miller - Clerk  
Richard Bright - Member  
Shea Mannering - Member

**ADMINISTRATION**

Rob Royalty-Superintendent  
Ray Oakes - Jr./Sr. High Principal  
Leesa Brandyly- Elem Principal

## STAFF

<b>Amanda Orange</b>	<a href="mailto:adesadier@thomas.k12.ok.us"><u>adesadier@thomas.k12.ok.us</u></a>
<b>Monica Frans</b>	<a href="mailto:monica@thomas.k12.ok.us"><u>monica@thomas.k12.ok.us</u></a>
<b>Stacy Gose</b>	<a href="mailto:sgose@thomas.k12.ok.us"><u>sgose@thomas.k12.ok.us</u></a>
<b>David Hajny</b>	<a href="mailto:david@thomas.k12.ok.us"><u>david@thomas.k12.ok.us</u></a>
<b>Traci Hajny</b>	<a href="mailto:traci@thomas.k12.ok.us"><u>traci@thomas.k12.ok.us</u></a>
<b>Matt Hart</b>	<a href="mailto:mhart@thomas.k12.ok.us"><u>mhart@thomas.k12.ok.us</u></a>
<b>Gail Himes</b>	<a href="mailto:gail@thomas.k12.ok.us"><u>gail@thomas.k12.ok.us</u></a>
<b>Julie Hodgson</b>	<a href="mailto:jhodgson@thomas.k12.o.us"><u>jhodgson@thomas.k12.o.us</u></a>
<b>Justin Kliwer</b>	<a href="mailto:jkliwer@thomas.k12.ok.us"><u>jkliwer@thomas.k12.ok.us</u></a>
<b>Pat Kourt</b>	<a href="mailto:pat@thomas.k12.ok.us"><u>pat@thomas.k12.ok.us</u></a>
<b>Donell Craig</b>	<a href="mailto:dcraig@thomas.k12.ok.us"><u>dcraig@thomas.k12.ok.us</u></a>
<b>Heath Maddox</b>	<a href="mailto:hmaddox@thomas.k12.ok.us"><u>hmaddox@thomas.k12.ok.us</u></a>
<b>Tammy Mathis</b>	<a href="mailto:tammy@thomas.k12.ok.us"><u>tammy@thomas.k12.ok.us</u></a>
<b>Marty Hightower</b>	<a href="mailto:mhightower@thomas.k12.ok.us"><u>mhightower@thomas.k12.ok.us</u></a>
<b>Jim Petree</b>	<a href="mailto:jim@thomas.k12.ok.us"><u>jim@thomas.k12.ok.us</u></a>
<b>Shannon Thomsen</b>	<a href="mailto:Shannon@thomas.k12.ok.us"><u>Shannon@thomas.k12.ok.us</u></a>
<b>Mike Tyson</b>	<a href="mailto:mike@thomas.k12.ok.us"><u>mike@thomas.k12.ok.us</u></a>
<b>Bob Ward</b>	<a href="mailto:bward@thomas.k12.ok.us"><u>bward@thomas.k12.ok.us</u></a>
<b>Ray Oakes</b>	<a href="mailto:roakes@thomas.k12.ok.us"><u>roakes@thomas.k12.ok.us</u></a>
<b>Leslie Hightower</b>	<a href="mailto:leslie@thomas.k12.ok.us"><u>leslie@thomas.k12.ok.us</u></a>
<b>Lianna Mueller</b>	<a href="mailto:lmuellet@thomas.k12.ok.us"><u>lmuellet@thomas.k12.ok.us</u></a>
<b>Elijah Zoschke</b>	<a href="mailto:ezoschke@thomas.k12.ok.us"><u>ezoschke@thomas.k12.ok.us</u></a>
<b>Elizabeth Schantz</b>	<a href="mailto:eschantz@thomas.k12.ok.us"><u>eschantz@thomas.k12.ok.us</u></a>
<b>Clark Roberts</b>	<a href="mailto:croberts@thomas.k12.ok.us"><u>croberts@thomas.k12.ok.us</u></a>

TFC School- 661-3522

## **THOMAS-FAY-CUSTER PUBLIC SCHOOLS MISSION STATEMENT**

Believing all children can learn, the TFC School District will attempt to prepare each student to be productive in a democratic society and to develop a respect for the need of authority and order. The perception is that each student should have educational opportunities that enhance an understanding of his/her community, emerging global economy and various cultures, health and environmental issues, and diverse career opportunities.

The district believes to survive in this rapidly changing world students should have opportunities to gain an understanding of the necessity for continuing educational experiences and a willingness to work towards advanced goals. To accomplish this mission, the district believes that developmentally appropriate basic skills should be taught so each student can attain and appreciate his/her own unique potential in this emerging global and technological society. The development of positive self-concepts, the different learning and motivational styles, critical thinking skills, ethical awareness, and coping strategies are recognized for their own unique importance in developing each student's understanding and appreciation for lifelong learning.

The Thomas-Fay-Custer School District not accomplish this mission without the support and help of the district's families, churches, and the other community services and organizations.

## **GENERAL STATEMENT OF GOALS FOR THE THOMAS-FAY-CUSTER PUBLIC SCHOOLS**

Historically, schools were asked to prepare future homemakers and workers for a world that was predictable and consistent in its demands. The school was modeled after the factory, and the educational process was an assembly line. The model was simple. Families were stable, and high-paying, low-skilled jobs were plentiful. Industry needed people who possessed basic skills, would be punctual, would be obedient to authority, and would be willing to do traditional forms of work. The stable family and the needs of business and industry mutually supported this model for over 100 years.

Social change, the inter-nationalization of our economy, and advances in technology completely changed the elements that once supported the factory model school. While social and economic changes have continually reshaped our expectations of schools, it is essential for our schools to recognize and respond to these reshaping factors, which are in a constant state of change, to better prepare our youth to be successful in their future endeavors.

**IT SHALL BE THE PURPOSE OF THE THOMAS-FAY-CUSTER SCHOOLS TO:**

1. Provide atmosphere, curriculum and personnel to help each student develop his person to the fullest possible potential.
2. To develop curriculum and staff essential for political activity at the community, state and national level not excluding patriotism, bravery, honor, and statesmanship.
3. To provide activities essential for social development and for the teaching of cooperative endeavors necessary in our system of local, state, national, and world order.
4. To develop through curriculum, scheduling, and staffing a system effective in the teaching of learning skills necessary in our system of local, state, national, and world order.
5. To provide knowledge of and preparation for family needs including skills necessary for the proper rearing of children and knowledge of a moral systematic approach in all aspects of the family members relationship .
6. To provide initial ventures in vocational endeavors, provide vocational knowledge and information necessary in the world of work. To provide curriculum for the acquisition of knowledge regarding health, music, art, morality, manners, and the worth of the individual.
7. To provide curriculum for the acquisition of knowledge regarding health, music, art, morality, manners, and the worth of the individual.
8. To provide for the citizens of the school district an institution sensitive to new needs of the students and community .

**ACADEMIC ENRICHMENT ASSOCIATION:**

Purpose: The goal of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in pupils of the Thomas School System. Further- more, this organization shall endeavor to encourage, support, and enrich the excellence of both the faculty and the administration.

**COMMUNITY SUPPORTED ACADEMIC LETTER:**

1. The student must have a 3.5 or better grade point average. Student with a semester grade of "D" or "F" will not be eligible
2. The grade point average will be figured from the previous spring semester and the current fall semester.
3. Students must have been in attendance at TFC High School for one full semester to be eligible to letter academically.
4. Any student who commits a major offense, which is any offense that leads to suspension or expulsion, will not be eligible to letter academically.
5. There will be an award presentation in the early spring for the recipients of the academic letter.
6. The administration will set out a procedure for calculation of those who qualify for the academic letter.

7. All letters and jackets will be ordered through the administration.

## **ACADEMIC MISCONDUCT**

- 1. Students who are caught cheating will receive a grade no higher than 50% on assignment or test. Teacher must have physical/visual proof.**
- 2. Second offense will be referred to the Principal for discipline.**

## **ACTIVITY REGULATION POLICY**

Activity Absence: A student is allowed only 10-combined activity absences per year. This does not include activities that count toward advancement in state contests. Activity absences are limited to absences that are a result of a school extracurricular activities, a school club/group and 4-H events (local, state and national level). Students in good standing (Behavior/Academics/Activity absences), with parent permission may talk to the principal to request 5 more Activity Absences.

### **ACTIVITY TRIPS:**

All students depart and return to premises with school transportation and supervisors unless parents talk personally with supervisor about transportation for their own children. Any departures from this shall be arranged for in advance from the principal's office. Food and drinks will not be allowed on buses. If a bus is dirty the club, class, or sponsor will clean the bus.

### **ALCOHOL AND DRUGS:**

**Possession and/or Use:** Any student found to be possessing alcohol, drugs, or drug paraphernalia on school property, while participating in or attending any school-sponsored activity, or on the way to or from school shall be suspended and law enforcement notified.

**Distribution:** Any student found to be selling or distributing alcohol, drugs, inhalants, or drug paraphernalia may be suspended for the remainder of the semester. At the option of the principal, this suspension may be extended to include the succeeding semester.

Both parents/guardians and the local police department will be notified immediately to discuss the facts involved.

### **REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Thomas-Fay-Custer I-007 Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

- (1) non-intoxicating beverages (3.2 Beer)
- (2) alcoholic beverages

(3) controlled dangerous substances

As the above are now defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Thomas-Fay-Custer I-007 Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

Reference: O.S. Title 70 Section 24-132

### **ASSAULT ON STUDENT(S) OR SCHOOL PERSONNEL**

Students who maliciously injure or assault another person are subject to Long Term Suspension and will be referred to law enforcement authorities.

A. The appropriate administrator will notify the parent and request an immediate conference. Law enforcement officials will be notified immediately.

B. The student will be suspended for the remainder of the current semester and up to the next full semester.

C. During any period of long-term suspension, the student will be subject to the education plan provision of this handbook and will forfeit the privilege of participation in or attending any and all extra curricular activities and school functions.

D. Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases that may end in suspension. School Administration and their designees shall interpret this policy in just manner, given the circumstances of each individual case.

E. At the conclusion of any suspension, the administration or their designee requires the student and his/her parent to have a conference with the Thomas-Fay-Custer Jr/Sr High Principal as a condition for reentry to school.

### **VERBAL ASSAULT ON A TEACHER OR OTHER STAFF MEMBER**

1st Offense: The 1st time a student verbally assaults a teacher or staff member the student shall be suspended from school for 3 days.

2nd Offense: The 2nd time a student verbally assaults a teacher or staff member the student shall be suspended for a time set by the principal after weighing the circumstances involved with the 2nd

offense.

### **ATTENDANCE:**

Excused and unexcused absences are charged against you when you are not in attendance at school, regardless of reasons, except when representing the school in an activity.

**Notes from home will be accepted but we would rather have a parent call the school office. Parents must notify the school within 24 hours of student absence.**

**Excused absence-**All excused absences must have the knowledge and approval of the parent/guardian and school.

**Unexcused absence-( TRUANT)** Any absence that does not have the knowledge and approval of the parent/guardian and school.

Students who are truant may not be allowed to make-up work.

Because regular attendance in class is needed to properly learn course materials, academic credit will not be granted to students who violate the district's attendance policy during that semester. A student attending class less than 80% of the time will not receive credit for that course. Exception to the 80% rule will be allowed with a sworn affidavit from a doctor indicating the student could not attend school due to health. In this case a student must demonstrate proficiency in the subject to receive a passing grade. A student shall not miss more than **10** days per semester for any reason.

### **ATTENDANCE AND TRUANCY:**

As outlined by the Oklahoma School Code, the principal or attendance officer shall notify in writing the parent or guardian when a student misses 10 or more days or parts of days per semester without valid excuse, or more than 4 days or parts of days within a four week period without valid excuse, that said student shall be judged as truant. If no compliance with attendance laws is followed after five (5) days from written notification of parent or guardian of truant, the principal or attendance officer shall report the case to the District Attorney and the Custer County truancy court for proceedings pursuant to Title 10 Oklahoma Statutes. **(70-10-106)**

### **Neglect or Refusal to Compel Child to Attend School – Exceptions:**

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (½) day of kindergarten shall be required

of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;

2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;

3. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:

a. the school administrator of the school district where the child attends school, and

b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or

4. If any such child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

C. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of a child for violation of any provision of this section, it shall be an affirmative defense that the parent, guardian, or other person having custody of the child has made substantial and reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school. If the court determines the affirmative defense is valid, it shall dismiss the complaint against the parent, guardian, or other person having custody of the child and shall notify the school attendance officer who shall refer the child to the district attorney for the county in which the child resides for the filing of a Child in Need of Supervision petition against the child pursuant to the Oklahoma Juvenile Code.

D. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:

1. For the first offense, a fine of not less than Twenty-five Dollars (\$25.00) nor more than Fifty Dollars (\$50.00), or imprisonment for not more than five (5) days, or both such fine and imprisonment;

2. For the second offense, a fine of not less than Fifty Dollars (\$50.00) nor more than One Hundred Dollars (\$100.00), or imprisonment for not more than ten (10) days, or both such fine and imprisonment; and

3. For the third or subsequent offense, a fine of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty dollars (\$250.00), or imprisonment for not more than fifteen (15) days, or both such fine and imprisonment.

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district. **(70-10-105)**

### **Records of Attendance of Pupil:**

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school

and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violation shall be a misdemeanor. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. **(70-10-106)**

### **EXCESSIVE ABSENCE APPEAL PROCESS**

If a student accumulates 10 or more absences per semester (excused or unexcused) and believes that special circumstances exist which should be considered, the student and parent/guardian may request a hearing for consideration of the granting of credit. Such a request must be in writing and presented to the building principal. The students Attendance Review Committee (consisting of an administrator, counselor, and 3 classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The student must be allowed a minimum of five school days following notification of the hearing date in order to gather evidence, ( such as hospital records, doctor report, etc.) contact witnesses, and prepare his or her case.

The student will be allowed to present his or her case before the hearing panel. Following the presentation of evidence, the hearing panel shall be allowed executive session to discuss and study the case. Following the executive session, each panel member shall cast a ballot for or against the granting of credit. The granting of credit shall be determined by majority vote of the panel. In the case of a tie vote, credit will be granted. The decision of the hearing panel shall be final and no other agency within the structure of Thomas Fay Custer Public Schools shall have the authority to overturn that decision.

### **AWARDS AND HONORS:**

**MR. AND MISS T.H.S.:** The faculty of TFC selects these students. These two honored seniors, one

male and one female, represent students who show achievement in all areas of school life and who made a contribution to many aspects of school citizenship. They show a cooperative, cheerful enthusiastic, and loyal spirit to the school, community, and fellow students.

**BEST CITIZENS & MASONIC STUDENT OF TODAY:** The members of the faculty select these students from the Junior and Senior High School.

**CORONATIONS AND MUSIC EVENTS:** Those students or people taking part in school activities such as coronations and crownings at athletic contests shall be chosen from the students enrolled at Thomas Public Schools. Assistants and accompaniment for vocal solos and the like should be chosen from the student body. We have many talented students who are willing to assist in these endeavors and it is the policy of the school to give the opportunity to our students.

**KINGS AND QUEENS:** No boy or girl shall hold more than one title each year. The only other honors in this category for which a girl or boy may be chosen in addition to title of King/Queen is Mr./Miss T.H.S., Band King/Queen, Prom King/Queen, and Choir King/Queen.

The coaching staff and players will choose Football and Basketball Homecoming Queen. The members of the band will choose Band Queen under the supervision of the band director.

**OUTSTANDING ATHLETE BOY AND GIRL:** These students are selected on both junior high and senior high level. They represent the students who have contributed most to the school in the form of athletic competition with respect to sportsmanship, courage, and physical exertion. This will be nominated and selected by athletes under the supervision of the coaches.

**SUPERINTENDENT'S HONOR ROLL:** Each semester a list of students who have no grade lower than an "A" will be given to the Thomas Tribune for publication.

**PRINCIPAL'S HONOR ROLL:** Each semester a list of students who have grades no lower than "B" will be given to the Thomas Tribune for publication.

**VALEDICTORIAN AND SALUTATORIAN:** The top students in the twelfth grade class will be given these honors. If a tie exists at either level, co-valedictorians or co-salutatorians will be awarded. To be eligible for Valedictorian and Salutatorian, a student must have completed the preceding year and the current year's work in Senior High at TFC High School. Selection will be made on the final grades for the last seven semesters not including the final semester. In addition, the Valedictorian and Salutatorian must earn a **TFC School Honors Diploma**.

**OKLAHOMA HONOR SOCIETY:** Certificates of Honor are awarded to all students qualifying for membership in the Oklahoma Honor Society. This is given to the top ten percent in scholastic standing for the last semester of the prior year and the first semester of the current year in both junior high and high school. Grade seven is computed by only the first semester of the current year.

## **BREAKFAST:**

The breakfast program will begin serving at 7:40 a.m. through 8:10 a.m. Late bus riders will be given the opportunity to eat before class if they arrive after serving time. Elementary students will pay in the office for breakfast only.

## **BULLYING:**

Bullying, intimidation, or harassment, whether written, verbal, or by electronic communication, whether or not the communication originated at school, is not allowed in any district school. Behaviors that place another student in fear of harm, or insult or demean any student or group of students, such as name calling, racial slurs, pushing, crowding, or hitting, pinching, making fun or threatening to hurt someone, shooting the finger at someone, telling mean jokes about someone, or taking things without permission are not allowed. These and other bullying behaviors are prohibited on school premises, at school sponsored, or school related activities, events or functions, where students are under the supervision of school personnel.

Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning, committed by one or more children against another. Bullying may be physical, verbal, emotional or sexual. Physical bullying includes punching, poking, strangling, hair pulling, beating, biting and excessive tickling. Verbal bullying includes hurtful name calling, teasing and gossiping. Emotional bullying includes rejection, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, manipulating friendships, isolating, ostracizing, and peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact and sexual assault.

## **CYBER BULLYING:**

Cyber bullying – Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via email, IM (instant messaging) or text messages.
2. Spreading rumors about others through email, IM, or text messages.
3. Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via cell phone or the web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account

It shall be the policy of Thomas-Fay-Custer Unified Schools that cyber bullying will not be tolerated under any circumstances. A student violating this policy will lose computer privileges and their actions will result in further disciplinary action including suspension or expulsion from the school of the student(s) involved. In addition violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or Federal Law.

## **BUS RIDER RULES:**

### **I. PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)**

1. Be on time at the designated school bus stop--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at loading zone until the bus comes to a complete stop.
6. If a student living in the country does not ride for three (3) consecutive days, the bus will no longer stop unless the parent or student notifies the driver or the superintendent that they intend to ride.
7. Bus drivers are required to stop and wait one minute for country children.

### **II. WHILE ON THE BUS**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention, and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damages to buses must be paid for by offenders.
5. Bus riders must never tamper with bus equipment.
6. Leave no books, packages, coats, or other articles on the bus.
7. Keep books, packages, coats and other articles on the bus. Do not throw anything out of the bus windows.
8. Help look after the safety and comfort of small children.
9. Bus riders are not permitted to leave their seats while the bus is in motion.
10. Horseplay is not permitted around or on the bus.
11. Bus riders are expected to be courteous to fellow pupils, the bus driver, and assistants.
12. In case of road emergency--children are to remain on the bus.

### **III. AFTER LEAVING THE BUS:**

1. Cross the road, when necessary, after getting off the bus at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stops at the home or at the school unless by proper authorization from the parent or school official.

### **IV. EXTRACURRICULAR TRIPS:**

1. The above rules and regulations will apply to any trips under the school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed to represent the school in

activities.

### **BUS SCHEDULE:**

All buses will leave the High School building five minutes after the dismissal bell. Buses will start their routes at such a time in the morning that they will arrive at the school no earlier than 7:45 a.m. No tardies will be charged against the student when the buses are late in arriving. Pupils are expected to maintain good order on the buses. In addition to the bus rules that are in the booklet, there shall be no pop bottles or cans on the buses at any time. The bus driver has been given the authority to remove any student from the bus when such student persists in disobeying regulations. A full report of each discipline problem will be made to the or principal. These regulations are for the safety of all passengers and are necessary if we are to keep a safe school bus record and not endanger the lives of our students.

### **CHECKING OUT DURING SCHOOL**

Once a student arrives at school, he/she must check out prior to leaving school during the school day. The student's parents or guardian must be advised prior to checking out. A student may not take another student home unless approval is given by the building principal.

A student that comes to school late must check in at the office prior to attending class.

A student that goes home sick at lunch must check out with the office prior to going home.

### **CLASS PARTIES:**

The office must approve all social activity in the name of the school. An activity bus is available for all transportation needs in school-sponsored activities. A faculty member must sponsor all school social activities. Class parties shall have no persons outside the class students and sponsors in attendance. Each class is allowed one party per semester. Two classes attending one party will be charged with one class party each. Parties which do not notify parents by postcards of time, place, and return time are not sanctioned by the school. Class parents parties are the total responsibility of the parents and are not sanctioned by the school.

### **CLASS SPONSORS:**

Junior and Senior High Classes (11<sup>th</sup>-7<sup>th</sup>) will select sponsors during the fall class meeting which will be announced. 6<sup>th</sup> grade (the new year's 7<sup>th</sup> grade) will select sponsors at the beginning of the new school year. The classes may select three sponsors from the faculty members. The classes shall select sponsors from the faculty members, choosing in this order: 11, 10, 9, 8, and 7th grades. The principal shall circulate a list of available sponsors from the previous year that are still employed and on the faculty. All faculty members are eligible to be elected and shall serve as class sponsors in grades 7, 8, 9, 10, 11, and 12th grades.

## CLUBS AND ORGANIZATIONS

**STUDENT HAZING:** Effective July 1, 1990, any student organization sanctioned or authorized by a public school board or any person associated with such an organization is prohibited from engaging or participating in hazing. 21 O.S. 1990, Section 1190 (A). This law requires each public school board to adopt and provide a copy of its policy or regulation prohibiting hazing to each student enrolled in the school district. Moreover, the local board's policy prohibiting hazing is deemed a part of the bylaws of all organizations operating within the school district. 21 O.S. 1990, Section 1190 (F).

**STUDENT COUNCIL:** The TFC School Student Council shall abide by their adopted constitution, a copy of which is included in this Handbook. The council is an integral part of the over-all school. It is not a policy-making body but works with the administration in various student activities and problems.

**YEARBOOK STAFF:** The yearbook staff shall be composed of students who have the time and enroll on the staff. The staff is under the supervision of a teacher and works in this department during the year for the production of the school yearbook. One credit can be earned by enrollment. You may enroll without credit if you have already earned one unit and there is room in the class for non-credit enrollees.

**CLASS OFFICERS:** Classes 7-11 will select their officers at the scheduled class meeting in the spring of the current school year for the next year. All class meetings throughout the year must be approved by the principal's office. Students need to study the student handbook if no class business is conducted. Class officers to be selected are: President, Vice-president, Secretary, Treasurer, Sergeant-at-Arms, and one boy and one girl Student Council Representatives. 6<sup>th</sup> grade (next year's 7<sup>th</sup>) will select after school starts.

**CLUB INITIATION:** Club initiations will not take the extremes. All procedures must be approved by the principal. Clubs violating this regulation will be disciplined accordingly.

**F.F.A.:** Any student enrolling in Vocational Agriculture is eligible for membership in the National FFA Organization. This is an associated activity of the Agricultural Education Department.

**F.C.C.L.A.:** Any student enrolled in foundation classes is eligible for membership and offices. Any student who has been enrolled in foundations in the past, but is not currently enrolled, is eligible for membership only.

## COLLEGE DAY RULES AND PROCEDURES

Juniors and Seniors may take two days to visit and tour colleges that they feel they may be interested in attending. These days are given to help students in making the choice that best fits their needs. The two days do not count against them on the attendance register if they are taken according to the following guidelines:

1. The student must be passing all classes.
2. The student must have good attendance.
3. The student must set up the college visit through the counselor's office. The counselor will set up the visit at the student request for day and time.

4. The student will take a sign out sheet given to them by the counselor to all teachers for homework assignments and to let the teachers know they will be taking a college day. (Excused by arrangement form)
5. The student will bring back a statement signed by the college high school coordinator and give it to the counselor upon return to school. This will then assure the student that the missed day will not count against them as an absence. Without this signed statement, the day will be counted against them as an unexcused absence.
6. All College Days must be taken prior to May 1<sup>st</sup>.
7. Exceptions to the May 1<sup>st</sup> deadline will be heard by the building principal on a case-by-case basis.

## **CURRICULUM REQUIREMENTS**

**CONCURRENT ENROLLMENT:** 1. A Senior student enrolled in accredited Oklahoma high school graduation and curricular requirements set forth below, will be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.

“Concurrent college courses will count towards high school graduation credit but will not be calculated towards deciding Valedictorian and Salutatorian, unless course is required for graduation.”

a. He or she must meet the published criteria of the State Regents (other than high school graduation or curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing Program or a similar battery of tests (Scholastic Aptitude Test).

b. He or she must be enrolled less than a full-time load (fewer than six or seven credit courses per semester) at the high school which he or she is attending, as attested to by the high school principal.

c. He or she must be eligible to complete requirements for graduation from high school (including curricular requirements for college admission) not later than the spring of the senior year as attested to by the high school principal.

2. An eleventh grade student enrolled in an accredited Oklahoma high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student by meeting the following requirements:

a. He or she meets the requirements of a. and b. listed above.

b. The student has achieved a composite score which placed him or her above the 90th percentile on the American College Test (ACT) using Oklahoma norms, or whose combined verbal and Mathematical score on the Scholastic Aptitude Test (SAT) places him or her at or above the 90th percentile using national norms.

3. A high school student admitted under the provision set forth in section 1 or 2 above must enroll in a combined number of high school and college courses per semester equal to 18 semester-credit-hours

but must not exceed a full-time college workload of 19 semester-credit-hours. For purpose of calculating, workload 1 high school credit course shall be equivalent to 3 semester-credit -hours of college work.

**NOTE: TRAVEL TIME FOR STUDENTS WITHIN THE REGULAR SCHOOL DAY NECESSARY FOR STUDENTS TO PARTICIPATE IN CONCURRENT ENROLLMENT TO A COLLEGE OR UNIVERSITY MAY BE COUNTED TOWARD MEETING THE SIX-HOUR REQUIREMENT.**

The collegiate portion of the student's workload must be taken from regular faculty members of an Oklahoma institution of higher education and may be provided off-campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents.

4. A student who is otherwise eligible under this policy may enroll in a maximum of 9 semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school curricular requirements shall not be required or concurrently enrolled high school students for purposes of admission. (Students may enroll in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by college and universities designed to remove high school deficiencies.

5. Following high school graduation, a student may continue his or her enrollment at the institution to which he or she has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period he or she has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements. All other students not qualified by grade level as specified in Section 1 or 2 might be considered for full enrollment or concurrent enrollment under the following:

#### **OPPORTUNITY ADMISSIONS CATEGORY:**

Students who have not graduated from high school whose Composite Standard Score on the American College Test places them at the 99th percentile using Oklahoma norms (Composite Standard Score of 30 or above), or whose combined verbal and mathematical score on the Scholastic Aptitude Test places them at the 99th percentile using national norms may apply for full or concurrent enrollment at a college or university of the Oklahoma State System or Higher Education. The college or university will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, whether the experience will be in the best interest of students, intellectually and socially.

#### **COPIERS:**

Students may use copiers only with verification presented to office that the teacher OK'd use of copier. The building principal must then give permission.

### **CORRESPONDENCE COURSES:**

Students may enroll in correspondence courses through the high school counselor and principal. Not over six units may be earned in any one-year through regular schoolwork and correspondence courses. Unless courses are necessary for graduation or making up lost work, such enrollment will not be encouraged by the school.

### **CREDIT FOR COURSES COMPLETED**

Appropriate notation shall be made for elementary or middle level students satisfactorily completing 9-12 High School curriculum areas. This course may be recorded with a grade or pass. This unit shall count toward meeting the requirements for the high school diploma.

### **DETACHED STUDENTS:**

No more than two students should be working outside the classroom unless special permission is obtained from the Principal's office.

### **DETENTION (AFTER SCHOOL):**

After school detention will be for a 30-minute or one-hour period beginning 5 minutes after school has been dismissed. After school detention will be held on Wednesdays. Students failing to attend detention will be given one day of I.S.D. The principal may add additional time to the detention period if he deems this appropriate for correction of misbehavior. A student may opt for 1 day of I.S.D. or corporal punishment instead of detention. In repeat cases, this option may not be available.

### **DETENTION( LUNCH )**

Lunch detention will be for a 30 minute period during lunch 12:00 to 12:30. Students will be assigned lunch detention 3 days at a time. Students may be assigned lunch detention for the following reasons.

1. Failure to bring materials to class.
2. Not participating in class ( Defiance)

The principal may assign lunch detention or additional time if he deems the appropriate for correction of misbehavior .

### **DETENTION (IN-SCHOOL)**

In-School detention will be assigned by the principal for various violations of the discipline policy. The following rules will apply to I.S.D.:

1. Students will be on time at the beginning of the day to the office on their scheduled day(s) of I.S.D.
2. The student will be prepared by having all work for the day from their classes, and materials from their locker.
3. There will be no gum, candy, pop, etc. allowed in I.S.D.
4. Lunch with drink will be brought to the student from the cafeteria. No outside food or drink will be allowed for lunch.
5. Students are to be given at least one break for restroom in the morning and at least one in the afternoon.
6. Students are expected to be working on class work the entire time that they are in I.S.D. with the exception of lunch or break.
7. Violation of I.S.D. rules will result in additional disciplinary action.

## **DIPLOMA (STANDARD) Seniors 2009 & 2010**

**4 Language Arts:** 1 Grammar and Composition, and 3 which include, but are not limited to: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

**3 Science:** 1 Biology I or Biology I taught in a contextual methodology, and 2 courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology and qualified agricultural education courses.

**3 Mathematics:** 1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include but are not limited to: 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, or other mathematics courses with content and/or rigor equal to or above Algebra I.

**3 Social Studies:** 1 United States History,  $\frac{1}{2}$  to 1 United State Government,  $\frac{1}{2}$  Oklahoma History, and  $\frac{1}{2}$  to 1 which may include but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and rigor equal to or above United States History, United States Government, and Oklahoma History.

**2 Arts:** 2 Units, which may include, but are not limited to courses in Visual Arts and General Music.

**Electives:** Other courses offered to equal 23 Units for graduation.

## **DIPLOMA (COLLEGE PREP/HONORS) Seniors 2010 & Beyond**

**4 English:** Grammar, Composition, Literature, or any English course approved for college admission requirements.

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

**3 Mathematics:** Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

**3 History & Citizenship Skills:** Including one unit of American History, ½ unit of Oklahoma History, and ½ unit from 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 of Computer Technology** approved for college admission requirements, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics. Does not include keyboarding or typing courses.

**1 Additional Unit Selected From Any Of The Above Listed Courses.**

**1 Unit or Set of Competencies in Fine Arts:** Music, Art, Drama, or Speech.

**Electives:** Other courses offered to equal 23 Units for graduation.

### **DIPLOMA (/HONORS) Seniors 2014 & Beyond**

**4 English:** Grammar, Composition, Literature, or any English course approved for college admission requirements.

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

**3 Mathematics:** Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

**3 History & Citizenship Skills:** Including one unit of American History, ½ unit of Oklahoma History, and ½ unit from 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 of Computer Technology** approved for college admission requirements, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics. Does not include keyboarding or typing courses.

**2 Additional Units Selected From Any Of The Above Listed Courses.**

**1 Unit or Set of Competencies in Fine Arts:** Music, Art, Drama, or Speech.

**Electives:** Other courses offered to equal 24 Units for graduation.

### **DIRECTORY INFORMATION**

The TFC school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's date birth;
4. The student's class designation (i.e. first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph; and
9. The school or school district the student attended before the student enrolled in this school district.

This list will be printed in the student handbook each year. If parents do not want any of the above information released, they must put that request in writing and present it to the Principal of each child.

### **DISCIPLINE:**

The School Laws of the State of Oklahoma empowers teachers with the same authority as a parent. Good habits of conduct and no record of serious disciplinary action will be a decided asset to a student his entire life. Students should consider carefully the consequences for infractions of rule and regulations before they commit them.

The student enrolled in the Thomas-Fay-Custer School will be expected to abide by the rules and regulations set by the Administration, Teachers, and Board of Education, while in attendance at school; school sponsored activities; or being transported to or from school or school sponsored activities, in district owned transportation equipment. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student had broken regulations.

The student may accept the punishment, as designated by the administrator and/or teacher, or he/she may have the option of being suspended from school until he/she returns to school with his/her parent or guardian, for a conference with the administrator and teacher involved. If, at this conference, the parent/guardian and administrator cannot arrive at a mutual agreement on the punishment the student is to receive for this offense, the student will be suspended from school until an agreement can be reached.

In situations involving undesirable behavior, it is necessary for the school to impose discipline. Every attempt will be made to make the discipline a constructive and educative matter so that it may ultimately help the student become more responsible. Situations of a serious nature between students from the elementary and junior-senior high school will be resolved in this general manner. The building principal who has supervision over the student considered the aggressor will investigate the problem. This information will be shared with the building principal supervising the affected student. It will be the responsibility of each building principal to notify, as soon as possible, the parents or legal guardians of the students involved who are under his supervision.

If the initial inquiry by the principal in any potential of bodily harm against a student, school employee, or school official, the nature or the problem will be deemed serious by the school. The local Thomas Police Department or the Custer County Sheriff's Office will be notified and any further investigation will be conducted by those authorities. When appropriate, the Custer County Office of the Department of Human Services will be notified about the potential need for counseling services and/or critical intervention.

Situations of a serious nature often result in various police agencies, attorneys, and/or insurance investigators wanting the consent and physical presence of the parent or guardian or upon a written order by a court, and then under the full knowledge and permission of the building principal.

No child will be released into the custody of an officer of the law without the parent's 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 not release said student without permission from the principal.

In considering alternatives for disciplinary action, the faculty and administration of the school district will be using items from the following list. However, school staff is not limited to these methods, nor does this list reflect an order or sequence of events in disciplinary actions.

1. Conference with student
2. In-school Detention
3. After School Detention
4. Referral to Counselor
5. Behavioral contract
6. Conference with parents
7. Changing student's seat or class assignment
8. Requiring the student to make financial restitution
9. Requiring the student to clean or straighten items or facilities he or she damaged.
10. Restriction of privileges
11. Involving the police
12. Referring the student to appropriate social agent
13. Corporal Punishment
14. Suspension (short term)
15. Suspension (long term)
16. Any other disciplinary action deemed appropriate to the situation
17. **Saturday School**

A teacher or principal may administer corporal punishment if permission is given and on file. If a

parent or guardian does not want his child to receive corporal punishment as a method of correcting behavior, they should mark the form accordingly and present it to the office..

The parent/guardian may appeal, in writing, a disciplinary situation to the Board of Education and a hearing will be held before said board, in accordance with the laws of the State of Oklahoma.

## **DISCIPLINE LADDER FOR MAJOR OFFENSES**

For students and parent to better understand discipline concerning infractions at school we have the following discipline ladder. The infractions are as follows:

1. Threatening (Verbal or Written)
2. Truancy
3. Disrespect for Teacher or other Staff. (This includes but is not limited to: back talking or discrediting a teacher. Refusing to do as the teacher asks in regards to behavior in class).
4. Theft
5. Gang related materials.
6. Driving violations.
7. Any 5 infractions of school rules that involve disciplinary action in the principal's office.
8. Any other infractions listed as ladder steps in the handbook.

## **HOW THE LADDER SYSTEM WORKS:**

Each time a student violates the discipline policy by engaging in any of the 8 major infractions, they will move up a 5-step ladder. Once a student is on the ladder they cannot go back down.

The 5 steps of the ladder are as follows:

- 1st infraction - corporal punishment or 2 days of I.S.D. or 1 day suspension
- 2nd infraction - corporal punishment or 3 days of I.S.D. or 2 days suspension
- 3rd infraction - 3-day suspension from school.
- 4th infraction - 5-day suspension from school.
- 5th infraction - suspension from school for the remainder of the school year and/or 2 consecutive semesters.

Example: John/Jane Doe

- 1st infraction - truant -chose corporal punishment
- 2nd infraction – theft-chose 3 days of I.S.D.
- 3rd infraction - threatening another student - 3 day suspension from school
- 4th infraction - disrespect for teachers - 5 day suspension from school

5th infraction - fighting with another student - long term suspension

Any of the infractions listed can carry an alternate or lesser disciplinary action at the discretion of the principal.

If a student cannot receive discipline from the school, the parents will be notified to come and take their child at that time. Discipline will revert to an out of school suspension equal to the infraction. Example: 2 days of I.S.S. equals 2 days of suspension. If the parent or guardian does not agree with the discipline, they will be given due process and those rights explained by the principal.

### **STUDENT APPEARANCE AND DRESS:**

While the Thomas-Fay-Custer Public School has no desire to tell students exactly what they should wear, we do feel a responsibility concerning the appearance of students at school, school activities, and on school trips.

Knowing what to wear and how to wear it is a sign of good training and personal pride. Different occasions require different types of dress. Students are expected to keep their shirts buttoned. The shirttails shall be worn inside the trousers unless the shirt is designed to be worn outside. Shorts are permitted. However, the district requires all shorts to be at least mid-thigh in length when standing or sitting. Neat and clean hair styles will be expected of the student.

We hope that appearance and dress of each student will be of such nature each day that it will be a credit to the student, his family, community, and to the school.

When students fail to meet the above suggested policy, they will be dealt with on an individual basis. All clothing which carries lettering shall be subject to approval by the principal. Beer ads, suggestive language, lewd art, etc. will not be allowed.

### **SPECIFICS TO DRESS CODE**

A. No hats are to be worn in the buildings. Hats are not to be worn backwards at anytime while on school campus or at school activities.

B. No writing, pictures on shirts, or patches that suggest obscenity, vulgarity, gang related material, advertise or advocate alcohol, drugs, or other illegal or inappropriate products or activities or that have double meanings relating to the above.

C. Revealing or sexually provocative clothing, clothing of extreme style, this includes shorts and pants being worn below the waistline (underwear, sports bras, spandex tops or bottoms must be covered at all times). No tight fitting clothing or clothing that exposes cleavage and bare midriffs. **NO HOLES or TEARS above mid thigh.**

No sleeveless shirts, Tanktops, Haltertop, or Spaghetti strap shirt will be allowed.

D. No wallet chains, dog collars, or any other large chains or jewelry.

E. No wearing of headbands, bandannas, or sunglasses.

F. No black lipstick and white makeup will be worn during school hours or at school activities or any other inappropriate form of dress.

G. No trench coats and or long oversized coats of any kind; no pajama or bedtime wear.

H. **Shorts lengths must be Mid Thigh in Length. Skirts, and split skirts must comply with the short regulations. Yoga pants must be covered to mid thigh.**

- I. All Facial piercing must be studs and not excessive.
- J. No shirts containing symbols of death, skulls, bones or racial slurs.
- K. Additional modifications or exceptions to the dress code may be enacted as deemed necessary by the administration.

## **DRIVERS:**

Any student who wishes to drive a car, motorbike, scooter, or other vehicle to and from school must fill out Student Driver Permit on the back page.

The following policy concerning cars will be followed due to the many dangers surrounding motor vehicles and student pedestrians:

1. All motor driven vehicles shall approach the school only by routes determined by the administration for the safety of all students..
2. All vehicles shall drive a speed of seven miles per hour or less after entering the school circle or any street adjacent to a building on campus.
3. All drivers shall be legal and licensed drivers to drive and park on school premises.
4. All four-wheeled vehicle drivers shall present proof of fulfilling the financial responsibility laws of Oklahoma through proper insurance on their vehicles.
5. The parking lot and vehicles are to park in, not to socialize in or sit in. No students will sit in their vehicles.
6. No more than six persons shall ride in one vehicle during lunch break. No one is to ride in the back of pick-ups.
7. During the lunch period vehicles shall drive only to and from eating establishments.
  
- 8 . If driving problems persist, keys will be placed in the principal's office, then privileges removed or suspended.

**All students who drive must park in southeast parking lot by the PreK.**

## **ELECTRONIC & OTHER INAPPROPRIATE DEVICES**

The following devices are not allowed inside the buildings during the school day: Gameboys, and other handheld computer games. CD/tape players, ipods/mp3 players, headsets, lighters, laser lights, and any other device deemed inappropriate by the administration .

## **CELL PHONES & PAGERS**

In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, cell phones must be turned off and are not allowed to be used during the school day in the classroom or on school property. **Teacher may require students to turn in cell phones at the beginning of class and return them after class.**

**1<sup>st</sup> offense:** The teacher takes the phone or pager and turns it into the principal: the student may retrieve the device from the principal at the end of the day.

**2<sup>nd</sup> offense:** The teacher takes the phone: turns it into the principal and the parents will need to get the phone or pager from the principal.

**3<sup>rd</sup> offense:** The teacher takes the phone: turns it into the principal and the parents will need to get the phone or pager from the principal. The student will be restricted from bringing the device back to school for the remainder of the school year. **The 3<sup>rd</sup> offense will be a step on the discipline ladder!**

## ELIGIBILITY

The Thomas-Fay-Custer Unified School District complies with the Oklahoma Secondary Schools Activities Association requirements for activity participation and eligibility.

**Students may not be excused from school to participate if they are on Probation.**

## ENROLLMENT POLICY JR/SR HIGH SCHOOL

Any student enrolling for the first time at Thomas-Fay-Custer JR/SR High School must comply with the following:

1. The student must have a parent present at enrollment. If the person is a legal guardian, they must show documentation from the courts that they are the legal guardian for the school files.
2. Birth certificate.
3. Health and immunization records.
4. Proof of residency.
5. Transcript from former school and current grades.
6. Social security number.
7. Former schools telephone number and name of Administration.

Students enrolling from non accredited and home schooling must take qualifying tests to determine grade level placement. Students on an IEP must bring a copy of the IEP for placement in the proper classes.

## EXCUSED BY ARRANGEMENT

Excused by arrangement forms are to be used by a student that is going to be gone an extended period of time from school to an activity that is not school sponsored or the student will be away from school with their parents for an extended time. These must be approved by the principal and a form acquired from the office prior to the student leaving. The absences will still count towards the 8 allowed.

## EXTRACURRICULAR AWARD RULES AND PROCEDURES:

1. Abide by all Oklahoma Secondary Activities Association Rules.
2. Attend school 90% of the time before going out for activities.

3. Earn a letter by being recommended by the coach or after a serious injury.
4. Removal from the team for indiscriminate or rule violation automatically disqualifies students from lettering.
5. Checking in your uniform on your own automatically disqualifies you from lettering. The coach has the final word on issue of uniforms and taking them up. Checking in your uniform on your own causes you to forfeit your deposit.
6. Letter awards will be awarded in athletics and academics the first year of lettering.
7. The following athletic equipment items will be furnished by the athlete: socks, shoes, athletic supporter, mouth piece, undergarments, etc.
8. Students shall be completely responsible for Athletic Department Equipment if destroyed or lost.
9. Students removed from official games are ineligible until reinstated by the principal.
10. All school sponsored athletic events away from home--Students shall ride the transportation afforded by the school unless authorized prior to the trip by school officials to ride with parents only.
11. Letter awards will be determined by the coaching staff and the decisions are final.

### **FIGHTING POLICY**

A person or persons that are fighting during school hours or at school functions will receive an automatic 3-day suspension and it will be a step on the discipline ladder. Subsequent fights will result in more ladder steps and more days out of school. The principal will look at each case on an individual basis.

**NOTE:** If a person chooses to fight back after being hit, pushed, etc. that person will fall under the same discipline as the person that hits, pushes, etc. first. If only one person is doing the physical violence then only that person will be suspended and disciplined. If excessive, this could be considered assault and be dealt with under the assault provision of the handbook.

Any fight that occurs off campus before or after school, but was initiated at school, can be subject to the same disciplinary action as if the students were in school.

### **FRESHMAN PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:**

Extra-curricular includes all activities outside of the seven period school day, (i.e. athletics, vocal, cheerleading, band and all vocational programs.)

In as much as the Oklahoma Secondary School Activities Association grants students the right to compete in extra-curricular activities at the high school level for 8 semesters, our policy shall coincide with the regulations set forth by the OSSAA and allow freshmen to compete for a spot on the high school roster concurrently while participating at the Junior High level.

In order for a freshman to be considered for high school competition, that freshman must have been in competition during after school practice times against upper-classmen from the start of that competitive program within the current school year. (This includes before and after school practices). Also, freshmen must confer with the coach and parents, and the parents and players must read, understand and sign a freshmen participation form prior to participation.

In the event a student moves and/or transfers into our district during the school year, they shall have the opportunity to compete for a spot on the roster after establishing their eligibility.

This policy pertains to all extra-curricular activities and is intended to give all students an opportunity to perform at the highest level in their field of endeavor.

### **GRADING SCALE**

No incomplete (I) grade will be recorded in the transcripts. The (I) grade is temporary due to absence or missing work. All I's must be made up within two weeks after final tests. If work is not completed, an "F" will be recorded.

A	100-90%	4.0
B	89-80%	3.0
C	79-70%	2.0
D	69-60%	1.0
F	59% & Below	0.0

### **GRIEVANCE PROCEDURE:**

1. A grievance shall mean a complaint by a student or students of the Thomas-Fay-Custer Public School that there has been to them a violation or inequitable application of part the provisions of the educational process of the Thomas-Fay-Custer Public School or that they have been treated inequitably with respect to the U.S. Constitution and Federal regulations covering human rights, sex, race, creed, color or national origin.

2. The purpose is to provide at the lowest possible administrative level equitable solutions to the problems that may from time to time arise, affecting the welfare of students. Grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure

3. General procedure: Since it is important that grievances be processed as rapidly as possible, every effort shall be made to expedite the process.

Nothing herein shall be construed as limiting the right of any person having a grievance to discuss the matter informally and having the grievance adjusted, without intervention, of the next higher authority provided the adjustment consistent with the terms of this procedure.

### **INITIATION OF GROUP GRIEVANCES OR IMPASSE INDIVIDUAL GRIEVANCES:**

1. Within three (3) days of the receipt of the Principal's decision, the decision may be further appealed upon request of the grievant to the Board of Education. Appeals to the Board of Education will be heard at the next regular Board Meeting, and a written notification to the Board of Education must be presented 10 days prior to the next regularly scheduled Board Meeting. The Board reserves the right to determine a need of a special Board meeting.

2. Within fifteen (15) days of hearing the appeal, the Board shall communicate to the grievant and all other parties officially involved with the grievance it written decision, which shall include the

supporting reasons therefore.

3. No reprisals of any kind will be taken by the Board of Education or by any member of the administration against any party in interest or any other party involved directly or indirectly in the grievance procedure.

4. If a person elects to pursue any legal or statutory remedy for any grievance, such election will bar any further or subsequent proceeding for relief under the provision of this procedure.

### **GUM:**

Teachers may decide whether to allow gum chewing in their individual classrooms. Gum chewing will not be allowed in public areas of the school, such as hallways, auditorium, commons area, etc. Violations to the gum policy will result in discipline.

### **GUN-FREE SCHOOLS:**

It is the policy of this school district to comply fully with the Gun-Free Schools Act. 1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below;

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are

determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any modification must be reported to the board of education at its next meeting.

REFERENCE: 18 U.S.C. 8921, 21 O.S. 1280.1

### HALL PASSES:

Students who make errands on behalf of the teacher or leave the room for very short periods of time will be required to carry a hall pass issued by the teacher of the class from which they left. These are issued to prevent disciplinary action to the student. Students should take books, paper, and all of the necessary items for class work and not expect to return to their locker after the bell. Teachers need to make every effort to keep students in class at all times.

### HEAD LICE:

Any student sent home for head lice must be free from nits or have a physicians' statement declaring that the student is free from lice before returning to school.

## I

### MMUNIZATION REQUIREMENTS (Pre K-12):

Oklahoma State law requires parents to present proof of immunization for: diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis, Varicella, Hepatitis A and Hepatitis B before a student is admitted or enrolled in any public school. The Thomas-Fay-Custer Unified School monitors and implements the immunization program according to State Law #1210-191 and school district policy.

For Daycare	Pre-School	K-7 <sup>th</sup> Grade	8 <sup>th</sup> & 9 <sup>th</sup> Grades	10 <sup>th</sup> -12 <sup>th</sup> Grades
4<DTP/DtaP/Td	4<DTP/DtaP/Td	5*DTP/DtaP/Td	5DTP/DTaP/Td	3DTP/Td
3 Polio	3 Polio	4 *Polio	4 *Polio	3 Polio
1 MMR~	1MMR~	2MMR~	2MMR~	2MMR~
1-4 Hib#				
3 Hep B	3 Hep B	3 Hep B	2 or 3 dose Hep B+	2 or 3 Hep B
2 Hep A+	2 Hep A+	2 Hep A+	2 Hep A+	2 Hep A+
Varicella^	Varicella^	Varicella^		

Oklahoma state law requires the 4<sup>th</sup> dose of DtaP for day care and pre-school enrollment.

- \* If the 4<sup>th</sup> dose of DtaP and /or 3<sup>rd</sup> dose of polio are given on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DtaP and/or 4<sup>th</sup> dose of polio are not required.
- + Hepatitis A vaccine must be given on or after the child's 2<sup>nd</sup> birthday.
- ^ A written parental history of a child having varicella disease, which includes the

month and year of the disease, is acceptable in place of the varicella vaccine. Varicella vaccine must be given on or after the child's 1<sup>st</sup> birthday.

- # Hib vaccine is not required for students in pre-kindergarten through 12<sup>th</sup> grade, but it is required for day care. It is not given after age 5.
- ~ All MMR vaccine doses must be administered on or after the child's 1<sup>st</sup> birthday.

\*Hepatitis B vaccine doses must be administered in the 2 or 3 doses formulation. The 2 doses Hepatitis vaccine is for children 11 to 15 years of age only. All other children must receive the 3-dose formulation.

**Whooping Cough** - Beginning with the 2011-2012 school year, all students entering the seventh grade will be required to present a record of having received one dose of Tdap vaccine. Military children may be allowed up to thirty days from the date of enrollment to obtain any immunizations required in Oklahoma that were not required in the state where the child previously attended school.

Exemptions to this requirement are allowed under Oklahoma Law for medical, religious, or personal reasons. The procedure to obtain an exemption to the Tdap requirement is the same as the procedure to obtain an exemption for all other vaccines .

### **INTERRUPTIONS OF CLASSES:**

Only under unusual circumstances should students interrupt or enter another class in session. If there is need, know and state your needs to the instructor in charge before entering.

### **LEAVING THE SCHOOL GROUNDS:**

No student will be allowed to leave the school grounds without permission given first from parent or guardian to the Principals office prior to checking out of school. Students may NOT leave the campus until they have checked out with the Principal.

Improper checkout/Leaving without permission - 1 day I.S.D.

### **LIBRARY:**

A teacher librarian will be in charge of the school library. The librarian shall be responsible for posting regulations concerning use of books and available reference materials.

### **LOCKERS:**

A school locker will be assigned to each student in 7 through 12<sup>th</sup> grade. Students may not use more than one locker for any reason without expressed permission from the principal's office. Students will be expected to keep their locker clean and orderly. No pop containers of any kind are allowed in lockers. The building principal will make periodic locker checks to assure that lockers are kept clear of any trash or items not necessary to conduct business during the school day.

Student may put a lock on their locker **with permission** from the principal under special

circumstances. Any keyed lock must have an additional key on file in the high school office. Any combination lock must have the combination on file in the high school office.

**Do not put valuables in your assigned locker.** Leave all valuable items at home. The school is not responsible for any item that becomes missing from a school locker. If you must bring a large amount of money or valuables to school, arrangements should be made with the principal for temporary storage in the school vault.

**No student should assume that they have a right to privacy concerning items placed in a school locker.** School lockers are the property of the school and are subject to search at any time. Refusal to grant access to a school locker by not providing a key or a combination will result in immediate parent notification and removal of the lock.

### **LUNCHROOM:**

Loud talking and noise do not make for a desirable lunch atmosphere. We expect our students to show restraint from undesirable conduct in the lunchroom. All students will return their books and belongings to their lockers before moving to the lunchroom. Lunch prices are set at the beginning of each school year.

### **MAKE-UP WORK:**

All work missed during a period of absence **must** be made up, unless a student is truant. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one (1) school day to make up the work missed, unless

- granted additional time by the teacher.

No penalty shall be assessed against work made up for absences and turned in according to the above policy.

Students who miss for an activity will be required to turn in assignments upon returning to school, unless student(s) misses a lesson taught by the teacher.

### **Appeals:**

In the event of extreme extenuating circumstances, appeals may be made to the Review Committee.

### **Review Committee:**

The Review Committee will consist of five (5) people chosen by the building principal. This committee will hear/view appeals on the following matters:

- Excessive Absences
- Make-up Assignments/Missed Deadlines or Due Dates

### **MEDICATION DISPENSING POLICY:**

1. The term "medicine" as used in this policy means "nonprescription medicine" and "filled prescription medicine" is prescription medication contained in prescription vial with a label which

correctly states the name and address of pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for administration of the medication.

2. Only the following personnel shall be authorized to administer medicine at school: the elementary classroom teachers, the administration, or the school secretaries. A nurse employed by the County Health Department and this School District may also administer medicine.

3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the "Parental Authorization" form. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" authorizing the appropriate personnel to administer nonprescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

4. Filled prescription medicine shall be administered pursuant to the direction for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the medicine. Non-prescription medication may be dispensed and administered only in compliance with the written direction on the label of the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored, or not readily accessible to persons other than the persons who will administer the medication.

5. Each school in which any medication is administered shall keep a record of the name of the student to whom the medicine was administered, the dosage of the medicine that was administered, the time the medicine was administered. The "Log of Administration of Medicine" shall be used by each school to keep the record of all medicine administered during the school year.

6. The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, S1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

### **NONDISCRIMINATION POLICY:**

This district does not discriminate, on the basis of race, color, gender, national origin, religion, disability or age, in hiring, or in accessing any of its services, programs or activities. Additionally, the district does not tolerate harassment based upon race, color, gender, national origin, religion, disability

or age.

### **ORGANIZATION FINANCES:**

All classes and organizations will handle all financial affairs through the Thomas School Activity Account. The class and organization account balances will be readily available at all times in the office. Business will be transacted in the following manner:

1. All funds will be deposited in the Activity Account in the following manner:
  - A. Class treasurer or sponsor collects money for class activity or merchandise.
  - B. A receipt is given payee.
  - C. Treasurer deposits collection with activity fund custodian on the same day.
  - D. Activity fund custodian receipts class treasurer or sponsor and credits class or activity account.
  - E. Custodian deposits money in the bank.
  - F. Deposit transaction completed.
  
2. All fund expenditures will be in the following manner:
  - A. Requisition must be filled out, signed by sponsor, and approved before any purchase may be made.
  - B. Once requisition has been approved, purchase may be made.
  - C. A copy of all expenditures will be attached to the approved requisition.
  - D. Class sponsor verifies receipt of goods and OK's payment of such goods.
  - E. Payment is made by the Activity Fund Custodian.
  - F. Custodian charges account for payment.
  - G. Expenditures transaction completed.

### **PEDESTRIANS:**

Stay out of alleys. Use the sidewalks along Main Street to go to and from town. Do not walk through the grade school buildings and/or playgrounds. Jr./Sr. high students are not permitted on the playground at anytime.

### **POP AND CANDY MACHINES:**

These machines are here for your convenience but certain regulations must be adhered to. Food, pop, and juice are to be taken only during the noon hour or after school when all the halls have cleared. Pop containers are allowed in the commons area or outside. Failure to keep the allowed areas orderly may jeopardize the privilege. **No outside drinks may be brought into school during school hours.**

### **JUNIOR-SENIOR PROM**

The Jr.-Sr. Prom will be held near the end of the school year. Prom attendance is limited to the Jr. and Sr. class, students are allowed to bring a date from grades 9 and up. Dates who do not attend TFC must have prior written approval by the principal of the sending and receiving school ( FORM MAY BE PICKED UP IN PRINCIPAL'S OFFICE). It is the responsibility of the Jr. or Sr. class member to request the approval. All dates must be under 21 years old and in good standing in their community. Dates may not be convicted of a felony or currently facing charges. **DRESS CODE SPECIFICS: (DRESSES MUST BE: COVERED TO MID - BACK, NO OPEN MID- RIFF, AND LENGTH TO MID-**

## **THIGH. COVERED MEANS NO SKIN SHOWING**

### **REPORT CARDS:**

Report cards will either be given out at Parent/Teacher conferences or sent home with students every nine weeks. Elementary grade cards (K-6) shall be signed and returned to the homeroom teacher. In case a parent has not received a grade report, they should call the principal.

### **RETENTION OF STUDENTS**

Students in grades 7 and 8 may be retained if they do not pass two of the four core subjects. (Math, Science, English, and History) A committee of the core subject teachers headed by the principal and counselor will meet to determine the promotion or retention of the student.

## **SAFE SCHOOL POLICY**

### **SAFE SCHOOL COMMITTEE:**

Due to the growing concern of safety and the constant threat of violence in our children's schools, it is the intent of the Legislature that local schools and families must work together to combat this rising problem. Therefore, no later than October 1, 1996, and every year thereafter, each public school site shall establish a Safe School Committee to be composed of at least seven (7) members. The Safe school Committee shall be composed of an administrator, teachers, parents of the children affected and students. The Safe School Committee shall study and make recommendations to the principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school.

### **One Call Can Make The Difference:**

Weapons and drugs do not belong in our school. Neither does fear. Safe-Call is a toll free anonymous hotline that lets you put a stop to violence in your school.

**1-877-SAFECALL Ext. OK1**  
**or**  
**1-877-723-3225 Ext. 651**

**The call is free. Your name is never asked.**

Sponsored by the Oklahoma State Department of Education, Sandy Garrett, State Superintendent and the Title IV, Safe and Drug-Free Schools Program.

### **SATURDAY SCHOOL**

Saturday school will be from 8:00 AM to 12:00 PM. Students may be assigned Saturday school for

### **SCHEDULE CHANGES:**

No class schedule will be changed after the first three days of school except in very extreme cases. All changes must need the approval of the principal and be made through the guidance counselor and principal's office.

### **SCHOOL EQUIPMENT AND PROPERTY:**

State School Law will not permit the loaning of school equipment. No equipment should be removed from the school building without permission of the superintendent, then only under the supervision of some faculty member or other official of the school.

The facilities provide for the students and patrons who belong to the community, and any student who willfully defaces or destroys such property will be held accountable and will replace same.

### **Unit Exams**

All students will be required to take a Unit Exams at the end of each Semester. Exams may be given over the course of 2 days (Odd classes' day 1 and even classes day 2). The test shall count no more than any other test in each class.

### **STUDENT AREAS - BEFORE SCHOOL & DURING LUNCH:**

Before school and during lunch all students must stay in the Commons Area. No one is allowed on the side steps or in any other buildings without teacher supervision. No one is to sit in vehicles or mill about in the parking lot.

### **STUDENT RECORDS (F.E.R.P.A.):**

Upon request, the official records of a student may be inspected and reviewed by the student's parent or an eligible student eighteen (18) years or older. Additionally, parents or eligible students have the right to: request amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or their rights; consent to disclose education records, except where consent is not required to authorize disclosure; file complaints concerning noncompliance with the U.S. Department of Education. The district complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.22). Records may be inspected at schools between 8:00 a.m. and 3:00 p.m. Monday through Friday. Complaints may be filed in the Office of the Superintendent.

### **SUSPENSION:**

A suspension is defined as an out of school placement for one of the following reasons:

1. Violation of District policy or regulation;
2. Immorality

3. Adjudication as a delinquent for an offense that is defined as a non-violent offense by Oklahoma Statutes
4. Possession of intoxicating beverages, low-point beer, and missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. Possession of a dangerous weapon, or a controlled and dangerous substance as defined by statute.

Any student found in possession of a firearm or other weapon while on school property or while using school transportation must be suspended for not less than one year. However, the superintendent or designee has the authority to modify the term of the suspension on a case-by-case basis.

A student in violation of district regulation can be suspended short-term or long-term. A short-term suspension can last for up to ten (10) days. A long-term suspension shall not exceed the current semester and the succeeding semester. Students who are suspended are not allowed to participate in sports, extra curricular, or co-curricular activities. Suspended students are not allowed on school property during the day or after school extra-curricular activities while they are suspended.

### **EDUCATION PLAN**

Any student who has been suspended for violating district policy or regulation, or who is suspended for reasons stated under suspension, shall be placed on an education plan during the suspension. The education plan must be designed by the student's teacher(s), and parents/guardians are responsible for supervising the completion of the plan within the designated time period. The plan should be designed to reintegrate the student into school when the suspension is expired. A copy of the plan shall be given to the student and to the student's parents/guardian.

**Students suspended for possession of dangerous weapons, controlled substances or firearms are not entitled to education plans.** A student suspended for a violent act against a classroom teacher will not be allowed to return to the teacher's class without the teacher's permission.

### **TARDY POLICY:**

One of the values in our society and in the world of work is punctuality. Since we view school as the student's full-time job, we strive to form good habits by having students arrive on time. Tardy students interrupt class and waste record keeping time as well as taking away instructional time from other students.

For clarity, a student is tardy if he/she is not in the assigned room when the bell rings. The teacher may specify additional requirements. A tardy of more than 5 minutes may be counted as an absence. A tardy student will not be admitted to class without a signed tardy slip from the office. **Each unexcused tardy, after the first two, will count as an absence.**

### **DISCIPLINARY ACTION AS A RESULT OF A TARDY:**

Each students will be allowed 2 tardies per semester without detention.

3rd Tardy – After School Detention

4th Tardy - This would be considered disregard for school policy and become a step on the major infractions ladder.

### **TELEPHONE:**

Permission must be obtained before using the telephones. The telephones are installed for school personnel and are not to be used as a social instrument. Students may use the phone for emergencies or business when class is not in session. Unless emergencies arise, students will not be called out of class for phone calls.

### **TOBACCO:**

It shall be the policy of the Thomas-Fay-Custer School that no student possess or use tobacco in any form during school hours or after school at extra-curricular activities. Violators will be subject to disciplinary action.

### **VANDALISM OF SCHOOL PROPERTY AND/OR STAFF PROPERTY:**

1<sup>st</sup> Offense: 3-day suspension from school and the student will pay for all damages or charges will be filed. This will also become a step on the discipline ladder.

2<sup>nd</sup> Offense: Course of action will be determined by the building principal using existing policies.

**NOTE TO STUDENTS:** Any writing on desks, walls, chairs, lockers, or any other property of Thomas-Fay-Custer Unified School can be considered as vandalism.

### **VIDEO/AUDIO USAGE POLICY:**

Only audio/visual products from the school library will be used in the classroom. If a teacher wants to use outside materials in the classroom, it must contain educational value and be approved by the building principal prior to use.

### **APPENDIX A: TFC SCHOOL STUDENT COUNCIL CONSTITUTION**

We, the students of TFC High School, in order to stimulate and develop a healthy school spirit, to encourage and maintain participation in school activities, to promote personal initiative in school projects, to foster a spirit of recommending ways and means by which our school may be improved, do ordain and establish this constitution for the student council of the TFC High School.

#### **ARTICLE I – Membership**

##### **Section I**

The members of the senior, junior, sophomore, freshman, eighth, and seventh grade classes who are willing to subscribe to the purposes of the council shall constitute the student body of TFC High School and shall be represented in a student council.

##### **Section II**

There shall be elected two students from each homeroom of the aforementioned classes whose duty it shall be to represent the members of their homeroom at all council meetings.

##### **Section III**

Nominations in homeroom may be made either from the floor or by petitions containing not less than ten names of the homeroom students which shall take place as soon as possible when the school year begins. The two persons receiving the highest number of votes will become the delegates. The delegates of the homeroom shall present to the council any petitions coming from their constituents.

**Section IV**

No student shall be elected unless he or she maintains a 2.0 GPA.

**Section V**

There shall be a faculty advisor for the council approved by the administration.

**Section VI**

The elected O.I.O. representative from TFC High School shall be a member of the TFC Student Council.

**ARTICLE II – Officers**

**Section I**

The officers of this organization shall be a president, a vice-president, a secretary, a treasurer, a sergeant-at-arms, and a reporter who may or may not at the time of the elections be members of the council.

**Section II**

Candidates for president, vice-president, secretary, treasurer, sergeant-at-arms, and reporter must have a petition made up by the council with not less than twenty-five (25) signatures by the student body.

**Section III**

The president and vice-president must be members of the incoming junior or senior class.

**Section IV**

The officers of this organization shall be elected by the ballot of the student body not later than the last week of May. The student receiving the majority of the votes in each respective election shall be declared elected to that office. If the majority of the vote is not accumulated by any one person, then a run-off between the top two will be held to determine the winner.

**Section V**

The presidential election will be held one week before the election of all other offices.

**Section VI**

The president of the student council may not hold the office of senior class president, junior class president, or president of any other school organization.

**Section VII**

All officers of this council must maintain a 2.5 GPA.

## **ARTICLE III – Executive Board**

### **Section I**

The executive board of the council shall consist of the six officers and the chairmen of the established committees, and shall meet at the discretion of the president.

### **Section II**

The chairmen of the committees must be chosen from the members of the student council.

### **Section III**

It shall be the duty of the executive board to have general supervision over projects undertaken by the council, subject to the approval of the appointed member of the faculty.

## **ARTICLE IV – Duties of the Officers**

### **Section I**

The president shall preside at student council meetings, perform such duties as usually evolve upon presidents of similar organizations, call special meetings, when deemed necessary, appoint heads of committees, and see that the council gets underway as soon as possible when school begins. The president will be responsible for setting a schedule of who will make announcements and who will fill the pop and candy machines.

### **Section II**

The vice-president shall assume the duties of the president in case of his/her absence or disability.

### **Section III**

The secretary shall keep a record of all meetings of the council, provide a copy for each representative for discussion in the homerooms, and copies for members of the administration, shall carry on all correspondence of the student council, shall give notice of all meetings, and shall keep a record of attendance at student council meetings.

### **Section IV**

The treasurer shall keep a record of the expenditures and receipts, shall make a report of finances at council meetings, and shall keep a record of the bank account of the council.

### **Section V**

The sergeant-at-arms shall assist the president in maintaining order, attend the doors, and perform the necessary errands.

### **Section VI**

The reporter shall report to the student body through the school newspaper and Thomas newspaper what the council is doing.

### **Section VII**

There shall be an induction service which shall take place in assembly at a date in May, convenient to the administration.

## **ARTICLE V – Meetings**

### **Section I**

The first meeting in the school year of the student council shall immediately follow the election of delegates.

**Section II**

Regular meetings of the council shall be held at the discretion of the student council president, the faculty advisor, and the administration.

**Section III**

Special meetings may be called by the president, subject to the approval of the administration.

**Section IV**

All members of the administration are welcome to attend any council meeting.

**Section V**

Robert's "Rule of Order" shall be the basis for determining questions of parliamentary procedure.

**Section VI**

Failure to attend three consecutive meetings of the council without an excuse satisfactory to the executive board constitutes an automatic dismissal of homeroom delegate. His place will be taken by a new person elected from the homeroom.

**ARTICLE VI – Committees**

**Section I**

The committees which shall be necessary for the election of the council shall be appointed from time to time by the president of the student council.

**Section II**

A member of the faculty may be appointed to each important committee, subject to the approval of the administration.

**APPENDIX C List of Proposed Fund Raisers**

We realize the need for fundraisers to help support the various activities of each organization. Recognizing this, we also realize that the community could be over taxed with fundraisers in helping to support the many different organizations. It is with these two ideas in mind that we developed the following master list of fundraisers. If a fundraiser does not appear on this list, it cannot be used without the principal's permission.

Annual Sales	Dances	Magazine Sales	Parade of Homes
Bake Sales	Dinner Theater	Member Auction	Pecan Sales
Balloon Sales	Dress Sale	Mini-Cheerleader	Pizza Sales
Booths	Halloween	Camp	Raffles
Candy bar Sales	Insurance	Mum Sales	Sausage Sales
Candy Sales	HS Vending	Old Picture Sales	Spirit Dry Goods
Car Wash	Machine	Orange/Grapefruit	Spirit Ribbons
Carnival	Jacket Sales	Sales	T-Shirt Sales

Annual – 2  
Band – 2  
Cheerleaders -2  
FFA – 2  
FCCLA – 2  
Art – 1  
Science Club – 1  
Tech. Ed. – 1  
BPA – 1  
Vocal Music – 2  
Band Parents – 2  
Choral Connection – 2

All fundraisers must turn in a reconciliation form to the high school office.

## **APPENDIX D**

### **Proficiency-based Promotion and Credit for Courses Completed**

#### **Introduction:**

The local Board of Education shall develop local policies, procedures, and requirements for admission, placement, promotion, and retention of students within the district. The local Board of Education shall also determine the local graduation requirements for students which may exceed those of the State Board of Education. The local Board of Education policies and procedure shall provide, as a minimum, the following provisions.

#### **Proficiency-based Promotion:**

Upon the request of the student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies.

1. Proficiency will be demonstrated by some means as assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis project, product or performance.
2. Proficiency assessment will be offered at least twice each year and scheduled in a timely manner to accommodate continuous learning.
3. Qualifying students are those who are enrolled in the local school.
4. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date
5. Students will be allowed to take proficiency assessments in multiple areas.
6. Students not demonstrating proficiency will be allowed to attempt an equivalent form of assessment during the next assessment period.
7. Exceptions to standard assessment may be approved by a local district for disabled students.

Students demonstrating proficiency in a set of competencies at the 90% level shall be given the opportunity to advance to the next level of study in the appropriate curriculum area(s). The school will

confer with parents in making such promotion/acceleration decisions, taking into consideration such factors as social, emotional, physical and mental growth. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written request which shall be included in the permanent record of the student.

**Options of Accommodations:**

Options for accommodating student needs for advancement may include, but are not limited to the following:

1. Individual instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/course skipping
8. Individualized education programs

- Proficiency will be noted on the transcript as credit but not a grade.
- Failure to demonstrate proficiency will be noted on the transcript
- Elementary, middle level or high school students may demonstrate proficiency. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be place on the high school transcript. This unit shall count toward meeting the requirements for the high school diploma.
- Proficiency assessment will measure mastery level of the Learner Outcomes: State Competencies in the same way that curriculum and instruction are focused on master of the Learner Outcomes: State Competencies.
- Students shall have the opportunity to demonstrate proficiency in the core areas as identifies in O.S. 70-11-103.6
  1. Language Arts/English
  2. Reading
  3. Mathematics
  4. Science
  5. Social Studies
  6. Foreign Language
  7. Computer Education

Each school district shall disseminate materials explaining the requirements, feature, and opportunities of proficiency-based promotion to parents in its district year. Authority: 70 O.S. 1989 1210-11-103.6

**Credit for Courses Completed:**

Appropriate notation shall be made for elementary or middle level student satisfactorily completing 9-12 high school curriculum areas. This course may be recorded with a grade or pass. This unit shall count towards meeting the requirements for the high school diploma.

### **Activities List Subject to Drug Testing:**

1. Academic Team
2. Art Club
3. Athletics
4. Band
5. Cheerleading
6. FCCLA
7. FFA
8. TSA
9. Vocal
10. Any activity not listed above

### **APPENDIX E EXTRA-CURRICULAR DRUG TESTING POLICY**

The Board of Education, in an effort to protect the health and safety of its students from the possession or use of alcohol and illegal or performance enhancing drugs, thereby setting a positive example for all other students of the School District, adopts the following "Student Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs."

#### **STATEMENT OF PURPOSE AND INTENT**

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, student participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate student as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert student

with possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

## **DEFINITIONS**

1. "Student Participant" means a 7<sup>th</sup>-12<sup>th</sup> grade member of any School District sponsored extra-curricular activity, including athletes and cheerleaders.
2. "Coach" means any person hired by the School District to coach athletic teams of the School District or to act as a sponsor or coach of a cheerleader team of the School District.
3. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
4. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student athletes.
5. "School District" means Thomas-Fay-Custer Unified Schools, District 1007 of Custer County, Oklahoma.
6. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
7. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
8. "Performance enhancing" drugs include anabolic steroids and other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

9. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
10. "Random selection basis" means a mechanism for selecting student participants for drug and/or alcohol use testing that:
  - a. results in an equal probability that any student participant from a group of student participants subject to the selection mechanism will be selected, and
  - b. does not give the School District discretion to waive the selection of any student selected under the mechanism.
11. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug of the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
12. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically included unusual increases in size, strength, weight or other abilities.
13. "Games/competitions" means regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

## **PARTICIPATION AND PROCEDURES**

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student participants of the School District, the School District has adopted this Policy for use by all participating students at the 7<sup>th</sup>-12<sup>th</sup> grade level. Any student participant found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
2. Each student participants shall be provided with a copy of this Policy and the "Student Participant Alcohol and Illegal or performance Enhancing Drugs Contract" (the Contract") which shall be read, signed and dated by the student participant, parent or

custodial guardian and a coach before such student participant shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

3. The athletic/activity director and applicable coach/sponsor shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student participant has been reported. If a violation of the Policy is determined to have occurred, the director will contact the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.
4. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) as part of the annual physical and/or prior to the start of the season for each sport or activity in which a student participates, b) as chosen by the random selection basis, and c) at any time a student is requested by the athletic director or a coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.
5. All student participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of their annual physical examination and/or prior to the start of the season for each sport/activity in which a student participates. Students who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.
6. Drug and/or alcohol use testing for student participants will also be chosen on a random selection basis monthly from a list of all "in-season" participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
7. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
8. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

9. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The athletic director shall designate a coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.
10. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.
11. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the athletic director with results. The athletic director will contact the student, the head coach and the parent or custodial guardian of the student and schedule a conference. At the conference, the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portions, if any, of the specimen, the athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the athletic director. Any

such re-test shall be at the expense of the student and his/her parent or custodial guardian.

12. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the athletic director. The School District will rely on the opinion of the original laboratory which performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.
13. A student who has been determined by the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the participant will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.
14. Before a student participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.
15. All documents created pursuant to this Policy will regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

## **VIOLATION**

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.
2. For the First Offense: Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions)

for 30 school days which may be reduced by 15 school days (five school days for professional drug/alcohol evaluation/ assessment and ten school days reduced for participating in and successfully completing at least (4) hours of substance abuse education/counseling provided by the School District or an outside agency). The student will also be required to miss a minimum of two games/competitions. (If the student is not competing in any extracurricular activity during the suspension period due to injury, academic ineligibility or etc.therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year.) These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding season if necessary to fulfill the suspension.

3. For the Second or Subsequent Offense (in the same school year): Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.
4. Self-Referral: As an option to the consequences for a first offense only, a student may self-refer to the athletic director or a coach before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a conference has been held with the student, athletic director, coach and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provide by the student that is not positive, and participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provide by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the athletic director by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

### **REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST**

If, after signing the Contract, a student refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances, and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

**THOMAS-FAY-CUSTER UNIFIED SCHOOLS  
Student Drug Testing Consent Form**

**Statement of Purpose and Intent**

Participation in school sponsored extra-curricular activities at the Thomas-Fay-Custer (TFC) Unified Schools District is a privilege. Activity students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extra-curricular activities on behalf of the TFC Unified Schools District. For the safety, health, and well being of the student of the TFC Unified Schools District, the TFC Unified Schools District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent for use by all participating students at the middle school and high school levels.

**Participation in Extra-Curricular Activities**

Each activity student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample: a) as part of their annual physical or for eligibility for participation; b) as chosen by the random selection basis; and c) at anytime requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student Middle Initial

I understand after having read the "Student Activity Drug Testing Policy" and "Student Drug Testing Consent," that, out of care for my safety and health, the TFC Unified Schools District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a TFC extra-curricular interscholastic activity, I realize that the personal decision that I make daily in regards to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well being as well as the possible endangerment of those around and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

We have read and understand the TFC Unified Schools District "Activity Student Drug Testing Policy" and Student Drug Testing Consent." We desire that the student named above participate in the extra-curricular interscholastic programs of the TFC Unified Schools District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

\_\_\_\_\_  
Signature of Parent or Custodial Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Coach/Sponsor

\_\_\_\_\_  
Date

**Medication List**

I, \_\_\_\_\_, am currently taking or have taken the following drugs, substance, or medications in the last thirty (30) days: (Medications must be legally prescribed for the Activity Student.)

---

TO: ALL PARENTS AND GUARDIANS OF STUDENTS  
RE: NOTIFICATION OF AHERA

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school

The management plan may be reviewed at your child's school during normal working hours.