STUDENT-PARENT HANDBOOK

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set by Guymon Board of Education, Oklahoma State Department of Education and Oklahoma Secondary School Activities Association. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations.
Guymon High School
Guymon, Oklahoma Revised May 2015
It is our mission…
Guymon High School students will become adapting, lifelong learners and responsible, productive citizens.

ADVANCED PLACEMENT/HONORS CLASSES

These classes will be on a five point grading scale. An end of instruction test will be given for college credit in AP classes. The following classes are offered:

AP Studio Art	Honors English I, II
AP Spanish	Honors Advanced Debate
AP Language & Composition	Honors Algebra II
AP Literature & Composition	Honors Combined Geometry
AP Calculus	Honors Math Analysis
AP Biology	Honors Biology
AP Chemistry	Honors Chemistry I
Honors Physical Science	Honors Human Anatomy
Honors Physics	Honors Speech
Honors U.S. History	Honors World History

A.I.D.S PREVENTION EDUCATION

An A.I.D.S. Prevention Education Program is offered to students in the Guymon School System pursuant to H.B. 1476 of the 1987 Legislative Session. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. Prevention Program shall be approved for accuracy by the State Department of Health. At least one month prior to teaching A.I.D.S Prevention, a forum will be held for parents or guardians. The school counselor will present the curriculum and materials that will be used. The meeting will be held during evening hours. No student shall be required to participate in A.I.D.S. Prevention Education if parent or guardian objects in writing. A student permission letter will be sent home to notify parents/guardians of the time and date of the forum.

ATTENDANCE POLICY

In accordance with the policy of the Board of Education, each student in high school may not be absent from class more then ten (10) days per semester in order to receive credit for that class. Absences for school activities and absences by arrangement do not count against the student for this regulation. Excused, unexcused, and truancy are types of absences that do count against the student for the purposes of the Attendance Policy Regulation.

ABSENCES

EXCUSED ABSENCES

1. Personal or family illnesses
2. Medical appointment
3. Legal matters, including service on a grand, multi-grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays require by student's religious affiliation

It is the responsibility of the parent to notify the school by 10:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student can make up work for excused absences. They will have number of excused absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

ABSENCES FOR SCHOOL ACTIVITIES

Students are to have their assignments turned in to each teacher on the activity absence form before they leave for the school activity. The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be ten (10) for one school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or performance and if one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contest, the student may choose which contest to compete. In all cases the principal shall have final decision. All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participation.

ABSENCES BY ARRANGEMENT

There are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per year.
2. A student may make up all work missed without penalty. School work shall be completed prior to the absence or arrangements made to complete the work per teacher directions.
3. In order to take an absence by arrangement, the parent or guardian must submit at least three days prior to the absence a written request for the student to be absent.

TARDINESS

A student is tardy who is not in the student's seat when the bell to begin the period sounds. Each set of three (3) tardies in a class constitutes an absence that counts toward the allowable limit of absences for the semester. A student who is more than 15 minutes late is counted absent.

TRUANCY

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student will be subject to further disciplinary action.

UNEXCUSED ABSENCES
This is any absence that does not fall within one of the above categories. Work may be made up in accordance with grade level student handbooks.
FORFEITURE OF CREDIT
A student who for any reason, excluding school activities, is absent ten (10) times in a semester course will receive no-credit (NC) for that course unless the student's grade is failing at the end of the semester, then the student will receive an F. If there are chronic health conditions or special considerations involved then a physician's statement must accompany each absence over the maximum allowed. A committee will determine if a student receives credit for that class.

ASBESTOS
The United States 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 and defines procedures for managing and scheduling re-inspection of all asbestos present in school.

Using the certified reports, this includes laboratory analysis record. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours. Wayne Nelson is our asbestos program manager and all inquires regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. We are intent on not only complying with, but exceeding federal, state and local regulations on this area. We plan on taking whatever steps are necessary to insure the children and our employees have a healthy, safe environment in which to learn and work.

BOMB THREATS
Students making a bomb threat whether it is written, by use of electronic device, or verbal will be prosecuted to the fullest extent of the law**.**

BULLYING AND HARASSMENT
It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening, behavior harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such

communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis or race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture(s) or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process.
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

CIVIL RIGHTS GRIEVANCE PROCEDURES

DEFINITIONS

1. **Discrimination Complaint:** A written complaint alleging any policy procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

3. **Employee Grievant:** An employee of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, qualified handicap, or veteran status.
4. **Title IX and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas, covered in complaint.
6. **Day:** Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

PRE-FILING PROCEDURE

Prior to the filing of a written complaint, the student or employee is encouraged to visit with his/her teacher, building principal or supervisor, and a reasonable effort should be made to resolve the problem or complaint.

FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. **Grievant** submits written complaints to Title IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible; and requested action. Complaint must be submitted within 30 days of alleged violation/complaint.
2. **Title IX/504 Coordinator** notifies respondent within ten days and asks respondent to (1) confirm or deny facts; (2) indicate acceptance or rejection of student's or employee's requested action; or (3) outline alternatives.
3. **Respondent** submits answer within ten days to Title IX/504 Coordinator.
4. **Title IX/504 Coordinator** refers the written complaint and respondent's answer to the building principal or supervisor within ten days after receiving respondent's answer.
5. **Principal and/or Supervisor, Grievant, Respondent, and Title IX/504 Coordinator** participate in a hearing.
6. **Principal or Supervisor** issues within ten days after the hearing a written decision to the student, employee, respondent, and Title IX/504 Coordinator.
7. **Grievant or Respondent,** if not satisfied with the decision, must notify the Title IX/504 coordinator within ten days and request a hearing with the superintendent.
8. **Title IX/504 Coordinator** schedules within ten day of request a hearing with the grievant, respondent, and superintendent.
9. **Superintendent, Grievant, Respondent and title IX/504 Coordinator** participates in the hearing.
10. **Superintendent** issues a decision within ten days following the hearing.

11. **Grievant or Respondent** if not satisfied with the decision, must notify the Title IX/504 Coordinator within ten days and request a hearing with the Board of Education.
12. **Title IX/504 Coordinator** notifies the Board of Education within ten days after receiving request. Title IX/504 Coordinator schedules hearing with the Board. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
13. **Board of Education or hearing panel established by the Board, Grievant, or Respondent, and Title IX/504 Coordinator** participates in the hearing.
14. **Board of Education** issues a final written decision within ten days after the hearing regarding the validity of the grievance and any action to be taken.

GENERAL PROVISIONS

1. **Extensions of Time:** Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be not more than 180 days.
2. **Access to Regulations:** The Guymon Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age qualified handicap, or veteran upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complain resolution.

CLOSED CAMPUS

In 1999, the Board of Education adopted a closed campus policy for Guymon High School. As students arrive on campus, they will be required to remain on campus until dismissed at the end of the school day. Students are not allowed in the parking lot during the school day. **Any student leaving campus during the school day must have parent/guardian permission and the permission of the principal.** A student may leave for lunch only when his parent comes to school to pick him up. Any student in violation of this rule will be considered truant. **Truancy will result in Saturday School or ISD, driving privileges may be suspended and/or fines imposed.**

CONCURRENT ENROLLMENT/DUAL CREDIT

High School seniors and juniors may enroll in college or university credit courses while attending high school if conditions are met. Information may be obtained in the office of the high school principal or counselor. Students must have an ACT test score to be eligible.

CRIME STOPPERS

Guymon Schools has a crime stoppers fund to pay rewards for students to give information that will lead to solving or preventing illegal behavior. To report a crime, call 580-651-4651 or report to a principal. All reports will remain confidential and students will be paid after receiving password.

DELIVERIES OF FOOD, FLOWERS, BALLOONS, OR GIFTS

Food, flowers, balloons, or gifts will not be accepted from any individual or florist for delivery to students attending Guymon High School. They cannot be left in the office for students to pick up. Food deliveries are not to be made to the school at any time. Exceptions may be made for special meetings by the principal.

DISCIPLINE AND CONTROL POLICY

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district. Suspension is used as a form of discipline utilized when the infraction by the student is considered serious or is a repeated infraction of school rules. Maximum time of suspension, according to Oklahoma School Law, is the current school semester and the succeeding semester. All students suspended will be provided with an Education Plan.

HIERARCHY OF BEHAVIORS

The students will accept the punishment, as designated by the administrator and/or teacher, or be suspended from school until a parent or guardian returns with them for a conference with the administrator and teacher involved. Any student found guilty of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any social function or when present at any facility under the contract of the school district may face possible suspension. This is not an all-inclusive list, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student the following penalties may apply.

LEVEL 1 – MISBEHAVIOR INFRACTIONS

- Altering school records
- Bus misconduct
- Cheating
- Cutting class
- Defacing school property
- Disruption of class or assembly
- Dress code violation
- Failure to bring materials to class
- Failure to do assigned class work
- Gang affiliation
- Harassment
- Immoral conduct
- Inappropriate display of affection
- Leaving school without permission
- Lunchroom misconduct
- Outside food and drinks
- Parking violations

- Possession of electronic devices
- Profanity
- Showing disrespect of faculty and staff
- Truancy
- Unexcused tardiness
- Use of mischief making devices

POSSIBLE PENALTIES

- Assigned additional school duties
- Corporal Punishment (parent contact only)
- Detention (ASD, ISD)
- Exclusion from extracurricular activities
- In-class disciplinary action
- Parent/teacher conference
- Saturday school
- Student/counselor conference
- Student/parent/teacher/principal conference
- Student/teacher conference
- Student/teacher/principal conference
- Suspension of driving privileges

LEVEL II – DISORDERLY AND ILLEGAL BEHAVIOR INFRACTIONS

- Assault
- Conduct which jeopardizes the safety of others
- Fighting
- Fireworks possession or use
- Gang related behavior or attire
- Plagiarism
- Possession or use of tobacco
- Possession, threat, or use of a weapon
- Reckless driving
- Theft/destruction of school property
- Threats
- Truancy
- Use of explosives
- Use or possession of drugs, alcohol
- Vandalism

POSSIBLE PENALTIES

- After school detention
- Alternative school replacement
- Corporal punishment (parent contact only)
- Detention

- Exclusion from activities
- Expulsion
- Financial restitution
- In-school detention
- Involvement of law enforcement
- Referral to court related services
- Saturday school
- Student/parent/teacher conference
- Student/teacher conference
- Suspension
- Suspension of driving privileges

FIGHTING MAY RESULT IN COMPLAINT OF DISORDERLY CONDUCT AND/OR ASSAULT FILED BY THE SCHOOL DISTRICT WITH THE GUYMON POLICE DEPARTMENT.

DRUG / ALCOHOL POLICY

No student shall possess, use, or distribute any illegal substance to include drugs, and alcohol on school premises, at school functions, on school trips or activities, or while in use of school transportation. No student shall come to school or any school function under the influence of any illegal substance. Violation will result in the following.

1. Confiscation of substance
2. Notification of police and/or other appropriate authorities
3. Notification of parent
4. Automatic suspension

The student, upon the first offense will be suspended from school for a minimum of 20 school days. For each additional offense, the minimum time of suspension will be increased by 20 days. During that period the student must enter a counseling or treatment program. The student will not be permitted to return to school until the school receives confirmation from the administrator of the program that the student has entered. If the school official in charge cannot contact parent or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student body, e.g. calling the physician listed by the parents or the emergency room of the local hospital. In all such cases the law enforcement officials will be advised (federal, state, and local).

DRIVERS ED

Students enrolled in Drivers Ed during the school year must have passed all core classes the preceding school semester and be 15 years old while enrolled in the class. Student's age and those that have passed the eighth grade reading test will be given first priority to enroll in the class. Drivers Ed may be offered in the summer. There will be an enrollment fee to be determined each year for summer Drivers Ed. There are no credit requirements for summer Drivers Ed.

ELECTRONIC DEVICES

The use of cellular phones, CD players, IPods, headphones, laser pointers, or other disruptive devices is not allowed during school hours. These devices will be confiscated

and turned over only to parents who choose to retrieve them. Guymon Schools is not responsible for lost or stolen personal items. Students may receive detention.

"SEXTING" OR USING A CELL PHONE OR OTHER ELECTRONIC DEVICE TO SEND E-MAIL, OR POSSESSION OF TEXT OR IMAGES THAT CAN BE INTERPRETED AS INDECENT OR SEXUALLY SUGGESTIVE IS PROHIBITED AT GUYMON PUBLIC SCHOOLS. STUDENTS IN VIOLATION OF THIS POLICY WILL BE SUSPENDED, HAVE THEIR DEVICE CONFISCATED AND ANY IMAGES SUSPECTED TO VIOLATE CRIMINAL LAWS WILL BE REFERRED TO LAW-ENFORCEMENT AUTHORITIES.

ELIGIBILITY

Activities included in the athletic eligibility rules are Band, Choir, Cheerleaders, Academic Team, Speech/Debate Team, Student Council, all Athletic Teams, BPA, FFA, FCCLA, Alma Folklorica, Dance Team, and any other school-sanctioned group or event.

Section I – Semester Grades

1. A student must have earned five credits counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
2. If a student does not meet the minimum scholastic standard of five credits, he/she will not be eligible to participate during the first six weeks of the next semester they attend. Credit may be made up in summer school.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.

Section II – Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of the semester and each week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week period.
3. All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participation.

EMERGENCY PROCEDURES

FIRE AND TORNADO DRILLS

Fire and tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by the state law from tampering with the fire alarm or fire extinguishes. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

FIGHTING

Fighting will result in a minimum of three days suspension and may result in a complaint of disorderly conduct and/or assault charge filed by the school district with the local police.

GANG ACTIVITY

Gang activity will not be tolerated. Students who are assimilated with gangs, whether in appearance or actions may be suspended for up to a year.

GIFTED/TALENTED POLICY

Guymon Schools instituted a gifted/talented policy in the spring of 1995. Copies of the policy are available from the counselor.

GRADE CLASSIFICATION

Freshman: 0 High School credits
Sophomores: 4 High School credits or more
Juniors: 11 High School credits or more
Seniors: 18 High School credits or more
Grade classification is determined at the beginning of the school year and does not change during the year.

GRADING SCALE

A 90-100
B 80-89
C 70-79
D 65-69
F 64 & Below
I Incomplete
NC No Credit

GRADUATION REQUIREMENTS

COLLEGE BOUND AND WORK READY

Graduation years of 2016-2018

4 English credits
4 math credits: Algebra I and at least two courses with rigor equal to or above Algebra I. Pre-algebra may count as a math credit at GHS.
3 science credits: Biology I and two lab sciences with rigor equal to or above Biology I. (Horticulture and/or animal science courses may be included as a science credit at GHS if you are not college bound.)
3 social studies credits: one US history, ½ US govt., ½ OK history, and one other.
2 credits of the same foreign language <u>or</u> 2 from computer science.
1 other core from English, science, social studies, math, foreign language, or computers.
1 fine arts credit.

Graduation requirements for 2019 and after

4 English credits

4 math credits: Algebra I and at least two courses with rigor equal to or above Algebra I. Pre-algebra may count as a math credit at GHS.
3 science credits: Biology I and two lab sciences with equal rigor to above Biology I.
31/2 social studies credits: one US history, ½ OK history, one US government, and one other.
½ other core from English, science, social studies, math, foreign language, or computers.
1 fine art.

A total of 25 credits are needed to graduate: the above mandatory courses and seven other courses plus the proof of competency in Financial Literacy. Non-college bound students should consult with their counselor. All classes count for credit and will be included in the final GPA, except for work program and office aide. By May 1st of the current year, all students must be enrolled in all classes to meet graduation requirements in order to participate in the graduation ceremonies. The student may walk with his/her class with no more than a one credit deficiency as long as he/she is enrolled by May 1st of the current year to complete that deficiency.

Every student shall demonstrate mastery of the state's EOI standards in the following subject areas.

a. Algebra I;
b. English II; and
c. Two of the following five:
    1. Algebra II
    2. Biology I,
    3. English III,
    4. Geometry, and
    5. United States History.

HOMECOMING COURT

The homecoming court is selected by nomination from athletes of all sanctioned sports at Guymon High School. Nominees are selected from the entire senior class. If a senior is ineligible, that senior cannot be a part of the homecoming court. The homecoming king and queen are selected from the nominees by the entire student body. Only students who are eligible may vote.

HONOR ROLL

SUPERINTENDENT'S HONOR ROLL

Students who make straight "A's" for each grading period of the school year will be listed on the Superintendent's Honor Roll.

PRINCIPAL'S HONOR ROLL

Students who make "A's and B's" for each grading period of the school year will be listed on the Principal's Honor Roll.

IMMUNIZATION LAW

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. **In accordance with Oklahoma law, every school-age child in grades five (5) through twelve (12) must have three (3) doses of DPT/DTP, three (3) doses of Polio, three (3) doses of MMR, two (2) doses of Hepatitis A, and three (3) doses of Hepatitis B.**

IN-SCHOOL DETENTION

ISD is a detention in which students are removed from the regular school program for a designated period of time. The in-school detention program will be a highly structured class situation with emphasis being placed on intensive student work. **Students who are in ISD will not be allowed to participate in or attend any extra-curricular activities including contests and practices or be on high school grounds.** School work completed during in-school detention will be graded at full value. ISD is from 8:30 a.m. to 3:00 p.m. Transportation to and from ISD is the student's responsibility.

LOCKERS

Student lockers are the property of the school and are assigned to the student for the purpose of storage of school supplies and personal property, coats, jackets, etc. Students are to use only the locker assigned to them. Locks are provided for lockers and must be locked at all times. **Under no circumstances should students leave valuables or money in lockers. The school cannot be responsible for lost or stolen items.**

Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of school locker, desk, cabinet, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, cabinets, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. **School officials have the right to conduct a locker search at any time.**

MANDATES

Guymon Schools ensures compliance with the following mandates:
Section 504 of the Rehabilitation act of 1973, 29 U.S.C. 794: "No otherwise qualified handicapped individual…shall, sorely by the reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title VI of the Civil Rights Act of 1964, 45 U.S.C. 200D through 200D-4: "No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1682: "No person in the U.S. shall on the basis of sex, be excluded from the participation in, be denied the benefits, of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

The United States Environmental Protection Agency has required that all public and private schools inspect all buildings for the presence of asbestos and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspections of all asbestos presenting the school. Using the certified inspection reports, which includes a laboratory analysis records, Precision Labs of Stillwater, OK has developed a Certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular business hours. All inquiries regarding the plan should be directed to the assistant superintendent. We have begun implementing the asbestos management plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan to take whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

MEDICATION POLICY

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

Prescription medication must be in a container that indicates the following:

1. Student's name
2. Name and strength of medication
3. Dosage and directions for administration
4. Name of physician or dentist
5. Date and name of pharmacy
6. Whether the child has asthma or other disability which may require immediate dispensation of medication

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

1. Purpose of the medication
2. Time to be administered
3. Whether the medication must be retained by student for self-administration
4. Termination date for administering the medication
5. Other appropriate information requested by the principal or the principal's designee

Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication, used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or

anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

MISCELLANEOUS REGULATIONS

NO food or drink, with the exception of bottled water, is permitted in the academic area by students unless approved by the administration. Food or drink, including water, is not allowed in the pit area at any time. NO drinks including water are to be brought into the high school from outside sources by students. Students may only have drinks purchased at school.

MOMENT OF SILENCE AND PLEDGE

Each day one to two minutes after the tardy bell rings for first hour, an office person will lead the student body and faculty in a moment of silence and Pledge of Allegiance to the United States flag over the intercom.

ORGANIZATIONS/CLUBS

Any student group desiring to charter an approved school club or organization must follow certain rules and procedures laid down by the school. Only those clubs which grow out of an approved school activity and which elevate the educational purpose will be recognized and approved. Clubs and organizations of Guymon High School must be sponsored by a member of the school faculty, and must submit their constitution and by-laws to the principal for approval.

Organizations at GHS include: Student Council, Cheerleaders, FCCLA, FCA, HALO Club, French Club, National Honor Society, Yearbook, Band, Academic Team, Debate, Speech, Skills USA, BPA, FFA LIFE, Dance Team, and Choir.
There will be NO scheduled activities of any GHS organizations on Sunday or after 6:00 p.m. on Wednesday.

OFFICERS

1. A student may not hold more than three offices at a time.
2. A student has the option of resigning a position in order to accept another.
3. Class officers must maintain a 2.5 GPA

PROFICIENCY BASED PROMOTION

It is the policy of the Guymon Public School, District 1008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunity for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, junior high, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
3. Following application, initial testing utilizing an appropriate criterion referenced examination adopted by District 1008 will be administered to each applying student.
4. Students successfully achieving the 90th percent on the criterion referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.
5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject or grade. No grading marks will be associated with the successful completion of the course, subject or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.
6. A placement conference will be conducted with the parents or guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents, guardians or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics. The subjects are the following:
   Math: General Math, Pre-Algebra, Algebra I, Algebra II, Geometry
   Science: Physical Science, Earth Science, Biology I, Chemistry I, Physics
   Social Studies: Oklahoma History, U.S. History, World History, Government, World Geography, Civics
   Language Arts: English I, English II, English III, English IV
   Foreign Language: Spanish I, French I

RIGHTS/PRIVACY ACT

The Guymon School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA).
These policies may be found under Section 500.015 Student Records. Copies of district policy are available for review in the office of the superintendent. The Guymon District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

6. Parents and students eighteen years of age or older shall have access to the student's cumulative records. If appropriate the non-custodial parent, as well as the custodial parent shall have access to student records.
7. In the event a parent or student eighteen (18) years of age or older deems the contents of the student's cumulative records to be inaccurate, misleading, or inappropriate, the parent or student shall be given the opportunity to challenge the record at a formal hearing to consider the correction or deletion of any inaccurate, misleading or inappropriate information.
8. In the event the parent or student eighteen (18) years of age or older does not concur with the decision of the hearing official concerning a challenge, an appeal can be made to the Board of Education.
9. The release of student records and personally identifiable information shall only be by written consent of the student over eighteen (18) years of age, parents, or legal custodian or legal guardian.
10. The district shall take appropriate steps to notify parents and students of their rights under this act.
11. Directory Information: The Guymon School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information". It will disclose that information without prior written consent, unless the parent notifies the school, in writing and within two weeks of enrollment, of the items they refuse to permit the district to use as directory information. Directory information will consist of the following: the student's name, the name of the student's parent, the student's class designation, the student's extra-curriculum participation, the student's achievement awards or honors, the student's height and weight if a member of an athletic team, and school or school district the student attended before he/she enrolled in the Guymon School District.
12. Any person may file a complaint with U.S. Department of Education if the Guymon School district violates FERPA.

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

SATURDAY SCHOOL

Guymon High School will provide supervised detention from 8:00-12:00. Students will be required to arrive before 8:00 and will be required to remain on task for the entire time.

SCHEDULE CHANGES

Course changes must be made the week before school begins and no later than two weeks after school begins each semester, unless otherwise approved by the administration. Changes are handled through the counselor's office.

SCHOOL INSURANCE

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program.

SCHOOL SPONSORED DANCES

These rules are made by the student council and the administration for the protection of school facilities other students. The student council sponsors and co-sponsors dances for the enjoyment of the GHS student body.

1. All presently enrolled students at GHS are eligible to attend unless they have been suspended from school or other disciplinary actions prohibit them from attending.
2. All out-of-school guests must be signed up in the office during the week of the dance.

A. No exceptions will be added after the deadline.
B. Each student must sign his/her name and the guest's name.
C. No guest enrolled in a junior high or a grade school will be permitted to attend.
D. No guest who is over 21, except spouses, will be permitted to attend.
E. A GHS student who brings a guest will be responsible for the guest's behavior.

3. No refunds will be given.
4. After gaining admittance to the dance, if a student must leave the designated area, a sponsor must accompany the student or the student will not be allowed to re-enter the dance.

SCHOOL TRIPS

School sponsored trips will be made during the year for numerous activities in which students of Guymon High School participate. These trips may necessitate absences from academic classes. Parents and students are requested to study the following regulations concerning school-sponsored trips.

1. All school rules and regulations apply for all school sponsored trips.
2. All students must get assignments from teachers before the absence.
3. All students must go and return in school-approved transportation with the presence of an adult required. Exceptions will be dealt with individually.
4. Students making a school-sponsored trip shall be under the supervision of a sponsor and shall conduct themselves as ladies and gentlemen. The school shall have jurisdiction over all students in the vicinity of school-sponsored group or activity.
5. Students violating any of the aforementioned regulations may forfeit the privilege of making trips for the remainder of the school year. The school may administer additional punishment when and if it becomes necessary.
6. A student must be passing all classes to be eligible for any activity that requires him to be absent from a class.
7. Parent permission and authorization to treat a minor forms must be provided for all trips.

SCHOOL VISITORS

All visitors to the school must sign in at the principal's office and obtain a visitor's pass.

SEMESTER EXAMS

Comprehensive semester exams will be given for each class and will count as 10% of their final grade.

SENIOR COLLEGE DAY VISITATION

Seniors wishing to visit a junior college, vocational school, college or university will be allowed two days during the school year. **Juniors** will be allowed one day. However, the following guidelines must be followed.

1. Pre-absence slip must be signed by all teachers, the counselor, and the parents, and must be turned in to the office at least three days prior to taking a college day.
2. Information sheet about institution to be visited and signed by Director of Admissions or Dean must be turned in to the office upon the students return.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of, any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees, including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

SEXUAL HARASSMENT

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characterizes of a sexual nature and sexually-oriented "kidding" teasing, double meanings and jokes.
2. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti which names a student, or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

SPECIFIC PROHIBITIONS: ADMINISTRATION OR SUPERVISORS

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conducted by other employees shall be subject to sanction, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel, unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school

personnel and students, including students who have reached the age of majority (18), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

4. Any student who feels he or she is being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

REPORT, INVESTIGATION, AND SANCTION

A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance process.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of other employees or students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate actions subject to applicable procedural and due process requirements.

STUDENT AWARDS

NATIONAL HONOR SOCIETY

To be eligible for membership in the Guymon High School National Honor Society, a student must meet the following qualifications:

1. A member must have and maintain a 3/5 weighted average in all class work including music and athletics.
2. A member should be participating in at least two school clubs and organizations.
3. A member must exhibit the personal qualities of citizenship, service, leadership, and character.
4. A member must not, at school or away from school do anything that will reflect unfavorable on the Honor Society or the school.
5. A member must complete a designated number of hours of community service to be decided at the first meeting of the school year.

Students will be notified of their eligibility to apply for membership. Selection will be made by a faculty committee.

OKLAHOMA HONOR SOCIETY

Students who are in the top 10% of their class scholastically will be chosen for this honor.

PERFECT ATTENDANCE

Students who do not miss any days in the school year will receive a certificate. Cumulative records are kept and certificates will be given tor those with perfect attendance of more than one year also. Absences are not recorded for school sanctioned activities.

STUDENT DRESS CODE

The basic design for school dress is one, which emphasizes neatness, cleanliness, modesty, and safety. Students must understand that school is a place of serious business and their attitude toward schoolwork is often reflected in their choice of clothing. The following guidelines are in effect for Guymon Public Schools.

1. Skirts, dresses, shorts, and culottes are to be **mid-thigh or below.** Blue jeans are acceptable without holes or tears. Biker shorts, tights, legging may be worn **if outside** garment meets dress code policy.
2. Tank tops or tops with spaghetti straps may be worn with shirts under or over them. Under garments must not show or be worn as an outer garment.
3. Any form of dress or hair style which is considered contrary to good hygiene, or which is destructive or disruptive in appearance, or detrimental to the purpose or conduct of the school **will not be permitted.**
4. Low cut shirts or blouses will not be worn. Sleeveless or see through tops are not allowed. Midriffs or short skirts that reveal the stomach or back are not allowed. Shirts must be tucked in if they are excessively long
5. Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs, have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos; or are related to gang activity may not be worn at school. This includes printed text on the student's pant bottom.
6. Clothing must be clean and not torn, cut, mutilated, sloppy or saggy regardless of current styles (no pajamas). **Trousers must be worn at the waistline. Never should student's underwear be exposed at anytime.**
7. Both boys and girls must wear appropriate footwear. House shoes, spiked or cleat soles may not be worn. Roller skate shoes may not be worn. (NO HEELYS). Elementary are not to wear flip flops, open toed or open healed shoes.
8. Hats, caps, and bandanas must not be worn inside the building.
9. Students may NOT wear watch or wallet chains, long tailed belts, or non-prescription sunglasses or contacts.
10. All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students. Elementary students may wear only stud or post earrings.

11. Parents/guardians will be contacted and asked to bring an acceptable change of clothing if these guidelines are not followed. Detention may be assigned.

STUDENT PICK –UP

Students need to be picked up after school in the north or south parking lot. East circle drive is to be used for Guymon bus pick-up only. (This is not for student pick-up.)

STUDENT SEARCH

All bags, cars, cell phones, IPods or other personal items may be searched at any time on school property.

STUDENT VEHICLES

All students must register with the school all vehicles (including motorcycles) that may be used during the school year. To receive a parking permit, the student must provide proof of insurance, proof of driver's license, and must display the parking permit on the mirror of the vehicle. The first parking permit will be given to a student free of charge. Any additional permits will be $3.00. **All students are to park in the north and south parking lot. No student may park in the west parking lot. Students may not park in the street surrounding the high school. (A learner's permit is not a driver's license.)**

1. Students will enter school immediately upon arrival and exit immediately after school via appropriate exits. No sitting in parked cars before school or at any time of the school day is allowed. This includes the lunch period. Students must receive permission from the administration to go to their car during the school day.
2. No vehicle shall be moved from the parking lot during or between classes without the permission of the administration. Speed limits, driving rules, and parking rules are to be obeyed at all times. Seat belts must be worn on school property. The speed limit is 5 mph in the parking lot and on all school grounds. Exit signs must be followed.
3. Any student found to be in violation of school parking lot rules, speed limit rules, no left turn rule, or driving in a reckless manner, will have his or her driving and school parking privileges suspended for 20 school days for the first offense and for the remainder of the semester for the second offense.

SUMMER SCHOOL

Summer school sessions are conducted according to demand for classes.

SUSPENSION

OUT-OF-SCHOOL SUSPENSION

This is a suspension whereby a student is excluded from attending school, activities, or being on school grounds for a designated period of time. Students who are suspended out-of-school have the right to appeal the decision of the administration directly to the superintendent. An education plan will be provided for students suspended. **Written notice of a request for an appeal hearing with the Board of Education shall be received by the district superintendent within three (3) business days of receipt of the suspension notice.** (O.S.S. 70-488)

TARDY POLICY
Students with excessive tardies may be assigned detention or Saturday school. A student is tardy who is not in the student's seat when the bell to begin the period sounds. Each set of three (3) tardies in a class constitutes an absence that counts toward the allowable limit of absences for the semester. A student who is more than 15 minutes late is counted absent.

TELEPHONES
The office telephone is a business phone and should be used by students ONLY in cases of emergencies. A phone has been provided for student use in the office. Permission must be granted before use.

THEFT
Theft on school property may result in up to one year of suspension. Acts of stealing will be reported to the local police.

THREATS
Any student making threats of any nature may be suspended. A psychological evaluation of the student may also be required, at the parent's expense, before the student may return to school.

TOBACCO
The use or possession of tobacco in any form is not permitted in the school building, on school grounds, on school buses, or at school activities. Students found to be in possession of or using any tobacco product will placed in ISD or suspended. The use of e-cigarettes, nicotine gum, or other like products will be considered the same as tobacco products.

TRESPASSING
Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. TRESPASSERS WILL BE ARRESTED.

TRUANCY
A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student will be subject to further disciplinary action.

VALEDICTORIAN SELECTION
Students with 4.30 grade point averages, no NC's due to attendance deficiencies on HS transcript, will be co-valedictorian with no salutatorian. Selection will be based on the GPA of the seventh semester transcripts. If there are more than four valedictorians, only the valedictorians with the highest GPA will be allowed to speak at graduation. If no student has a 4.30 GPA, there will be only one valedictorian who has the highest weighted GPA.

VANDALISM

Vandalism of school property may result in up to one year of suspension. Any act of vandalism will be reported to the local police.

WEAPONS – 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 may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting. 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.
2. Oklahoma Statues, 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."

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 the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP team and continue to receive special education and related services. 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.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (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. Disciplinary action will be determined on a case-by-case basis.

WITHDRAWAL/TRANSFER

The procedure for withdrawal or transferring is as follows:

1. Request for withdrawal must be made by telephone or in person by parent or guardian.
2. The withdrawal notice should be given to the guidance office at least two days before the student is to leave.
3. Appropriate forms should be obtained from the attendance office.
4. Forms should be filled out by teachers.
5. All school books and property must be returned, and all fees must be paid.
6. Completed forms must be taken to the office of the principal for final clearance.

WORK PROGRAM

Work program is for seniors only and students must abide by all guidelines for graduation and eligibility (see senior counselor). Students must turn in work documents to the senior counselor and students must leave the campus while on work program without a principal's prior consent.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and E-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

Since the Internet constitutes an unregulated collection of the educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any test, picture, or online conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may

access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws.

Staff, students, and the community must agree to attend an orientation, which will address the issues of appropriate use of the school network, Internet, copyright law, Internet etiquette, and fees (if any) incurred during the use for the services. An Internet /Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district.

Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate, use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, o costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability or any information found on the Internet.