

DIRECTORY PAGE
 Spiro Middle School
 600 West Broadway
 Spiro, OK 74959
 (918) 962-2488
 (918) 962-4005 FAX

<p>School Board Raymond Rhodes Jon Davis Steven Shaw Henry Burris Justin Sebo</p>	<p>Administrative Staff Richard Haynes, Superintendent Russell Thornton, Assistant Superintendent Larry Greenwood, High School Principal Dustin Gist, Assistant High School Principal Don McGee, Middle School Principal Kyle House, Upper Elementary Principal Karen Tobler, Lower Elementary Principal Gina Huff, Middle School Counselor</p>
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Secretary

Melissa Williams, Middle School Secretary

Counselor

Gina Huff, Middle school Counselor

<p>Faculty Roster David Hogan, 6th grade Social Studies/Athletics Donna Pendergrass, 6th grade English Myra Skelton, 6th grade Science Jeff Lovell, 6th grade Math Jarrett Cannon, 7th grade Geography / Athletics Donna Francis, 7th grade English Tawnya Stout, 7th grade Science Melanie Lawson, 7th grade Math Sharon Aishman, 8th grade Science Pat Walker, 8th grade English Rod Kimmel, 8th grade U.S. History Don Barnes, 8th grade Math</p>	<p>Sara Floyd, Title I / ACE Acie Conrad, 8th grade Agriculture Shauna Riggs, Special Education Suzanne Williams, Special Education April Carter, Computers Scott Adams, Spanish Nan Jones, Vocal Amy Cumpton, Band Chris Bunch, Athletics Ronn Hull, Athletics D.J. Gist, Athletics Kayla Carrington, Athletics Heath Smith, 6th grade Social Studies</p>
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School Calendar 2016-2017

Teachers Report	Aug. 8	2 nd Semester Begins	Jan. 3
In-Service for Teachers	Aug. 8-10	Staff Development	Jan. 16
Classes Begin	Aug. 11	Progress Reports	Feb. 9
Labor Day Holiday	Sep. 5	Parent/Faculty Visitation	Feb. 9-10
Progress Reports	Sep. 22	Holiday (Makeup if needed)	Feb. 20
Parent/Faculty Visitation	Sept. 22-23	Nine Weeks Test	Mar. 3
Staff Development	Sep. 26	Spring Break	Mar. 13-17
Nine Weeks Exams	Oct. 14	Holiday (Makeup if needed)	Apr. 14
State Teacher's Meeting	Oct. 20	Make-Up/Snow Days	Apr. 7, 21, 28
Fall Break	Oct. 21	Make-Up/Snow Days	May 5, 12
Thanksgiving Break	Nov. 21-25	Semester Exams	May 10-11
First Semester Exams	Dec. 15-16	Graduation	May 12
Christmas Holiday	Dec. 19 – Jan. 2	Faculty Meeting	May 15

MISSION STATEMENT

The overall educational program and endeavor of Spiro Middle School is to incorporate high expectations and successful experiences for all. Spiro Middle School will provide this education through state adopted Priority Academic Student Skills.

WELCOME

Welcome to the home of the Spiro Bulldogs where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride. Along with increasing your knowledge and skills, another major responsibility and guideline while in Spiro Schools will be for you to recognize that freedom implies the right to make mistakes and learn from them so long as the consequences of the acts are not dangerous to life and property and that these acts do not infringe on the rights of others or disrupt the academic program. This handbook has been prepared to help you get acquainted with the Spiro Bulldog tradition. We also hope you will get acquainted with facilities, rules, schedules, teams, and organizations and that you will make new friends. By taking part in all that Spiro Schools has to offer, you are helping to preserve the tradition, spirit, and pride of the Spiro Bulldogs. Your middle and high school years, in return, will be meaningful.

Don McGee
Principal

SPIRO PUBLIC SCHOOL HERITAGE

SCHOOL SONG

We hail thee Spiro High Our thanks to you
For all the happy hours
We'll remember our life through

Because we've searched the world far and wide
On shore and tide
Still we come back to you for
Dear old Spiro High is still our pride and joy

SCHOOL EMBLEM

Bulldog

SCHOOL COLORS

Cardinal and White

MIDDLE SCHOOL CREED

I believe I was born to be a winner. There are no limits to what I can achieve. I am a bright and sagacious student who accepts responsibility for my future - a future that will be filled with success. With my family and my teachers, I will determine what I will become, for the education I receive today will make me a leader of tomorrow. I believe the choices I make today affect what I will have, what I will be, and what I will do in the tomorrows of my life.

| CLASS SCHOOL HOURS

1 st hour.....	8:05 – 8:55
2 nd hour.....	9:00 – 9:50
3 rd hour.....	9:55 – 10:45
4 th hour.....	10:50 – 11:40
Lunch.....	11:40 – 12:10
5 th hour.....	12:15 – 1:05
6 th hour.....	1:10 – 2:00
7 th hour.....	2:05 – 2:55

POLICY NOTIFICATION

(Notice of non-discrimination)

It is the policy of the Spiro Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment inquiries concerning application of this policy may be referred to the counselor, Coordinator of Title IX, and Section 504 responsibilities:

Spiro Public Schools
600 West Broadway
Spiro, Oklahoma 74959
(918) 962-2488

MENINGOCOCCAL DISEASE

According to Oklahoma School Law, we are required to provide parents with information about Meningococcal Disease. You may obtain English or Spanish version of this information from your child's building nurse or counselor at any time. This information is also published on the Spiro School District website which is www.spiro.k12.ok.us. or <http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf>. If you have questions, please contact the Spiro District School Nurse at 962-5186.

ASBESTOS

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the re-inspection will be available for your viewing during office hours in the Administration building. Please call for an appointment.

PUBLIC NOTICE

Project Child Find is a project of the Leflore County Special Education Cooperative designed to comply with IDEA, the Education for All Handicapped Children Act. The goal of Project Child Find are:

- to locate and identify handicapped children, birth to twenty-one living in Leflore County
- to increase public awareness of our services for school age children
- to assist local schools in assessing the need for future programs and in planning programs that will provide a free and appropriate education for all handicapped children.

If you know a handicapped child who does not attend school, call your local school collect at (918) 962-2488.

ANNUAL NOTICE OF FERPA RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will

make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent of student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
5. The Spiro School District will arrange to provide translations of this notice to non-English speaking parents in their native language.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ATTENDANCE

Regular class attendance is essential for promotion and success in your school work. A student is considered absent from school whenever he/she is not in class unless he/she is participating in a school activity that has been approved by the principal. The parent or guardian is responsible with the school for the regular attendance of the student. The student must be in attendance each day or have a justifiable excuse from his/her parent or guardian for his/her absence. If a student is going to be absent from school for any reason other than a school sponsored activity, the parent or guardian is to call the middle school office 962-2488 between 7:30 and 8:00 on the day the student is to be absent. If a student brings a doctor's statement that he/she was unable to attend school for specific dates, the statement from the parent will not be necessary. If there is no call from the parent or guardian, or if the student returns without a Doctor's statement, the student will be considered truant, and proper disciplinary action will be taken. A phone call or note from a parent stating the reason for the student's absence will be acceptable for the first five absences in the semester. Each absence will be considered "excused" or "unexcused" according to the guidelines to follow. Beginning with the sixth absence of a semester, a doctor's statement will be required for each absence of that semester. If the office receives no doctor's statement, the absence will be considered "unexcused". If the office does not receive a call or a note from a parent, or a doctor's statement within 3 days of the student's return to school, the unexcused status of the absence will become final.

The principal will classify the absence as excused or unexcused.

A. Excused Absences

1. Student is ill
2. Death in immediate family
3. An emergency

If it is determined that an absence is excused, the student will be given permission to make up all work missed insomuch as possible. It is the student's responsibility to arrange with his/her instructor for make-up. This needs to be done as quickly as possible.

B. Unexcused Absences

All other absences will be unexcused. Any work missed for an unexcused absence will result in a zero for that day, and work cannot be made up. Attempts will be made to contact parents whenever attendance problems develop.

TARDIES

Students are tardy to class if they are not seated and ready to begin work when the tardy bell rings. Tardies are to be discouraged and may result in disciplinary action being taken.

LEAVING CLASS DURING SESSION

To leave the classroom during session, the teacher must grant student permission. If a student is leaving his/her building, he must have a pass signed by his/her teacher designating the time he/she left. Permission is not to be granted except for emergency reasons. Emergencies do not include going to lockers for books, papers, pencils, etc. or going to the water fountain for drinks. These can be taken care of between classes. Students are not to leave the classroom, with exception of emergencies, unless called by the office.

PREPARATION FOR CLASS

Before the tardy bell rings, students are to be in their classroom seats with the appropriate materials required for class. Students are not to take cokes, candy, gum, chips, radios, tape players, etc. into the classroom unless approval has been secured in advance by the instructor of that class and the principal.

REPORT CARDS

Student's report cards will be given to each student by the end of the tenth week of each quarter. The student will receive a grade for the first and third nine week periods, indicating his/her progress for that semester, and a grade for the first and second semesters. Progress reports, an interim report, will be sent to the parent by the end of the sixth week.

SCHOLASTIC ELIGIBILITY

Section I. Semester Grades

A. A student must have received a passing grade in five (5) school subjects he or she was enrolled in during the last semester he or she attended fifteen or more days.

1. 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 a six-week period.

Section II. Student Eligibility during a Semester

- A. Scholastic eligibility for students will be checked after the third week of a semester and each succeeding week thereafter. Eligibility checks will be calculated each Thursday.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he 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 his probationary one-week period, he will be ineligible to participate during the next one-week period. The eligibility period will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

GIFTED AND TALENTED

District Goal for the Gifted Program: To provide a program that would allow for individual differences and provide for a variety of learning experiences that differ in type, quality, level of mental activity, and expected results so that gifted students might develop to the greatest extent possible.

LEARNER OUTCOMES

ALL STATE ADOPTED Learner Outcomes will be covered by instructors for each curriculum component listed for study. Each Learner Outcome will be documented through weekly lesson plans submitted to the principal during the preceding week. Each Learner Outcome will be cited and documentation will be given for instructional method(s) used to accomplish the Learner Outcome. All State of Oklahoma Learner Outcomes are located in the high school library for students, parents, and the public.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available for every student. The following services and materials are available in the councilor's office: enrollment and scheduling assistance, vocational information, career planning and individual counseling.

SPEECH THERAPIST

A speech therapist is available for our students. Speech problems should be referred to the speech therapist or principal.

NURSE

A nurse is on duty from 8:00 a.m. until 2:45 p.m. unless there is an emergency; students are to obtain a pass from the office before going to the nurse. The nurse's office is closed from 12:40 p.m. till 1:40 p.m. for lunch.

ENROLLMENT REQUIREMENTS

(Vaccination records)

All students entering seventh grade are required to have had a Tdap vaccination, two doses of hepatitis A vaccine, three doses of hepatitis B vaccine, one dose of varicella (chickenpox) vaccine before being allowed to attend classes. Any questions regarding these vaccinations should be directed to the school nurse at (918) 962-5186, or the Spiro Middle School office at (918) 962-2488.

SAFE SCHOOL

Spiro Middle School provides a safe and orderly atmosphere for all our students. We encourage any person to report information which could negatively impact our school, our students and our staff. That includes acts of violence, theft, drug or alcohol abuse, sexual harassment or weapons. Please call when you know of any activity that threatens our school. The principal's office number is (918) 962-2488 or you may call a toll free number assigned to our school district, 1-877-723-3225 ext. 651 that allows you to leave a message and remain anonymous.

CLASS CHANGES

After each semester begins, students will have one (1) week to change classes. No class changes will be permitted unless it is a justifiable circumstance after the first week has passed.

TEXTBOOKS

Students will be issued free textbooks for each class and will be responsible to pay for lost or damaged textbooks or library books.

COLLECTION OF FUNDS

No person may solicit contributions or collect funds without permission from the principal or superintendent.

POLICY ON LOST AND OVERDUE LIBRARY BOOKS

The fee for a lost book will be seventy-five (75) percent of the cost of the book. The cost for a book that is returned late will be twenty-five cents per day for the number of days late, not to exceed seventy-five percent of the cost of the book.

OFF-CAMPUS EVENTS

Students at school sponsored off-campus events shall be governed by Spiro Schools rules and regulations and are subject to the authority of school officials.

PHONE CALLS

Except for an emergency, students are to make all phone calls between classes. The office telephones are primarily for business purposes. Students are to use the office telephone only when absolutely necessary. Students will be called to the telephone from a class only in cases of emergency.

PICTURES

Each year school pictures are taken shortly after the opening of school. All students are expected to have pictures taken so that the annual will be complete; however, no one is obligated to order or purchase pictures.

VISITORS

All visitors are to report to the office before conducting any business in the school building or on the premises. Students are cautioned not to bring visitors.

PARENT-TEACHER CONFERENCES

Parents are always welcome to visit Spiro Schools. However, if a conference is desired, a time may be scheduled by calling the principal's office. Normally, conferences are scheduled during the teacher's preparation period. Twice a year, in the fall and spring, we devote a day and a half to a school-wide, parent/teacher conference schedule.

LOST AND FOUND

All lost and found articles are to be placed in the principal's office. A student may obtain his/her property by making inquiry before or after school.

LOCKERS

At the beginning of each school year, each Middle School student will receive a school locker assignment free of charge based on the student's previous years GPA. He/She will keep this locker until the end of the school year. School lockers are the property of Spiro Public Schools. At no time does the Spiro School District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspection of lockers at any time, without notice, without student consent, and without a search warrant. Students must leave a master key or combination in the office if they put a lock on their locker.

PERFECT ATTENDANCE

Any student that is neither absent nor tardy for the entire school year will receive a perfect attendance certificate.

AAA INCENTIVE PROGRAM

In recognition of the fact that the large majority of Spiro Middle School students are good citizens and serious scholars, the Triple "A" Incentive Program rewards these outstanding young people.

This program is based upon three standards:

1. **Attitude** -- A student will have no discipline referrals and will be positive and helpful in the **classroom**.
2. **Academics** -- A student will maintain an "A" or "B" average in all classes with all work current as assigned.
3. **Attendance** -- A student will have no more than three excused absences in a semester.

**Students who attend and achieve in this manner are deserving of consideration and praise. Such students may be exempt from semester exams and will have a special activity day planned for them.

RELEASE OF STUDENT RECORDS WITH PARENTAL AUTHORIZATION

Except as provided in this Policy, no personally identifiable records, files or personally identifiable information contained in school records shall be released except upon prior written consent from a parent specifying the records to be released, the reasons for such release and to whom. Appropriate forms for information release/authorization

shall be furnished by the school district. While a parent may waive any of his or her rights under this policy, a waiver shall not be valid unless in writing and signed by the parent and under no circumstances shall the school district require a parent to waive his/her rights under this policy. However, the school district may request such a waiver.

WITHDRAWAL FROM SCHOOL

A student who is withdrawing from school should present a request from his/her parents, obtain appropriate forms from the principal's office, have the forms initialed by his/her teacher, check in textbooks, library books, and pay all debts.

FIRE DRILLS

Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; acquaint yourself with these instructions. After the alarm, walk quickly out of the building without wraps or books. No talking or visiting is allowed. Students should remain together in class groups so the teacher can account for all students and repeat announcement made.

SEVERE WEATHER DRILLS

Each room will have instructions posted for severe weather drills. Notification to move to protected areas will be by signal and public address.

FLOWER AND BALLOON DELIVERIES

Flowers and balloons, etc., will not be delivered to the classroom. They will be brought to the office and held until school is dismissed at 2:45. Some items may not be allowed on the buses (such as balloons). In this case, parents will need to pick them up at school. No deliveries in celebration of Valentine's Day will be accepted.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during the program. Prior to a general assembly, students are to report to their classes unless instructed otherwise.

PEP RALLIES

Pep rallies will be held periodically as needed and determined by student participation and behavior. Students will show proper respect and good school spirit or the pep rallies will be discontinued.

DISCIPLINE MANAGEMENT: PREAMBLE AND PHILOSOPHY

Administrators, teachers, school board members, parents and supporters of the school have developed rules contained in the handbook over the years. They represent an honest attempt to bring discipline and order to the learning experience. The rules are based on the idea that one's education begins with discipline and ends with self-discipline. We believe that effective learning situations can be provided and positive behavioral patterns promoted when unacceptable behavior and its consequences are communicated to all. Where discord or disruption does arise, the rules that govern our school will assure that all parties are treated with respect, courtesy and fairness, yet with a firmness that will give direction and encouragement to students to conduct themselves in an acceptable manner. It is imperative that acceptable behavior be reinforced and that misbehavior be discouraged. Regardless of the cause of any student difficulty, no teacher of a classroom or school sponsored groups is ever required to tolerate any act of gross misconduct including flagrant discourtesy, abusive or vile language, and/or deliberate insubordination. Such cases will be dealt with immediately when possible by the teacher and then referred to the principal for appropriate action.

CONTROL AND DISCIPLINE OF STUDENTS: The Board of Education of the Spiro School District adopts the following policy and procedures dealing with student's behavior.

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

DISCIPLINE CODE: The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include paddling, in-school placement options or out-of-school suspension. If students are to be exempt from paddlings, they must have documentation on file with the principal that proves an exemption is required for medical, mental reasons, or parental refusal. In addition, conduct outside of the normal day on or off school property that has a direct or immediate effect on the discipline or educational process impeding the effectiveness of the school will result in disciplinary action:

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others.
6. Cutting class or sleeping, eating or refusing to work in class.
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
10. Failure to comply with state immunization records
11. False reports or false calls
12. Fighting
13. Forgery
14. Gambling
15. Harassment, intimidation, and bullying:
16. Hazing (initiations) in connection with any school activity
17. Immorality
18. Inappropriate attire
19. Inappropriate behavior or gestures
20. Inappropriate public behavior
21. Indecent exposure
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a)

assault and battery; (b) damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession of a caustic substance
27. Possession of obscene materials
28. Possession, without prior authorization, of a wireless telecommunication device
29. Possession, threat or use of a dangerous weapon and related instrument (i.e. bullets, shells, gun powder, pellets, etc.)
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverage, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
31. Possession of illegal and/or drug related paraphernalia
32. Profanity
33. Sexual or other harassment of individuals including, but not limited to students, school employees, volunteers
34. Theft
35. Threatening behavior (whether involving written, verbal or physical actions)
36. Truancy
37. Use or possession of tobacco in any form
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets
40. Vandalism
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
42. Vulgarity
43. Willful damage to school property
44. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

FIGHTING:

Spiro Middle School believes that every student has the right to learn in an atmosphere free from the fear of unwanted physical contact. Students are expected to keep their hands and feet to themselves. Unwanted physical contact between students or contact

that could be perceived as fighting is not permitted. Excessive horseplay or pretend fighting is also not allowed and will be handled as if it were actual fighting as it will be difficult for an observer to discern fighting from pretend fighting. Spiro Middle School shall have the following punishment for fighting on campus: a five (5) day out of school suspension will be imposed for the first fighting offense. The second fight will result in a nine (9) day out of school suspension. The third fight could result in suspension out of school for the remainder of the current semester and possibly the following semester. Mouting and instigating shall constitute participation in a fight if blows result. No punishment will be imposed if it is clearly ascertained that a student is defending herself/himself and it is established that he/she was not mouting or instigating the fight which resulted. Shoving, mouting, instigating, etc. will not be defined as self-defense when the student could walk away from the situation. Further, if the fighting situation has been brewing and the office has not been notified by one or all of the participants, it shall not be determined that the student tried to avoid the situation or was defending herself/himself. This will be at the discretion of the administration. Any student who uses an electronic device to video or record a fight will be punished with 5 days of after school detention.

DANGEROUS WEAPONS: Possession of a dangerous weapon includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: 1) on his person; 2) in his locker; 3) in his vehicle; 4) held by another person for his/her benefit; or 5) at any place on school property, a school bus or vehicle, or at a school activity. A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket-knife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive, or defensive, and any replica or facsimiles of any of the foregoing items, or any items of instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT OR EMPLOYEE POSSESSING THE**

DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

SCHOOL DRESS CODE:

The dress code for our school is established to provide a school environment conducive to learning. It also addresses safety concerns for students and faculty alike as well as giving an example of expectations in the real world of business or industry. Students shall be dressed and groomed in a manner that is clean and neat. Clothing should be designed, constructed and worn in a manner that will promote proper decorum and a business atmosphere in the school. Cleanliness of body and clothing is expected of all students to promote good health. The district prohibits any clothing or grooming that in the judgment of the principal might reasonably be expected to cause disruption or interference with normal school operations. Student dress should not pose any hindrance or safety hazard to themselves or other students.

THE FOLLOWING LIST IS SUGGESTIVE OF IMPROPER DRESS AND NOT MEANT TO BE AN EXHAUSTIVE LIST:

1. No "T" shirt with pictures, symbols, emblems, or writing that is vulgar, obscene or offensive. Clothing cannot advertise or depict tobacco products, alcoholic beverages, drugs or any other banned or illegal substance. Clothing may not reflect satanic, cult, or gang activities.
2. In addition there will be no spandex or cycle wear, no bare midriffs, no strapless garments, no spaghetti straps, sleeveless undershirts, muscle shirts, bare feet, men's boxer shorts, etc. Any attire that draws attention to the individual and interferes with the education process is not approved for school wear. No underwear shall be exposed. Dress, skirt or length of shorts shall not be shorter than 2 1/2 inches (the width of a dollar bill) above the knee cap.
3. The neck opening of any type of shirt may not exceed the first button below the collar or its equivalent. Blouses for female students should not display cleavage.
4. Caps and hats are not to be worn in the school building.
5. "Sagging pants" and any gang-related attire such as bandanas or "do-rags" are not permitted. Sunglasses are prohibited unless there is a doctor's statement on file in the office.

If a principal determines that a student's grooming violates the dress code, the student will be given the opportunity to correct the problem at school. If not corrected, parents will be called to bring suitable clothing. If this fails, the student will be removed from the school for the remainder of the day or until the problem is corrected. Repeated offenses

may result in more serious disciplinary action such as suspension. Appropriate disciplinary procedures will be followed in all cases. The principal or assistant principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of the students who participate. Students who violate the dress code may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to further disciplinary action deemed appropriate. This policy can be changed, added to or deleted from at any time by approval of the School Board.

CELL PHONES/ELECTRONIC DEVICES: It is the policy of the Board of Education that students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight once they arrive at school in the morning; cellular telephones are to remain off and out of sight until the end of the school day. Students will also keep cellular telephones turned off and out of sight during all school or school related activities, including during transportation on school busses.

DRUGS AND ALCOHOL: The early exposure of some students to drugs and alcohol as well as the availability of these substances creates problems for them and for the school. Our school policy is to be free of alcohol and drugs. Any unauthorized usage or possession of drugs or alcohol will result in severe penalties. **First offense will be up to 9 weeks (45 school days) out-of-school suspension; second offense will be up to 18 weeks (90 school days) out-of-school suspension, but not less than the first offense; third offense will be up to 36 weeks (175 school days) out-of-school suspension, but not less than the second offense. Possession, distribution, under the influence or combination of these three offenses may constitute 2nd or 3rd offense.**

SEARCH OF STUDENTS: If the principal believes that a student has in his/her possession a dangerous weapon, illegal substance or stolen property, he/she may request that the student freely surrender the item. If the student does not give the items requested to the principal or his designee, the principal may authorize the search of a student's person or personal property and the seizure of illegal or harmful items in his/her possession while on the school premises or at a school activity. The principal or his designee may authorize the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items which violate the regulations of Spiro Schools.

USE OF TOBACCO: State law prohibits minors from possessing tobacco or tobacco products of any kind; therefore, students may not possess or use tobacco or tobacco

products. This includes normal school hours, school-sponsored activities at school and away from school and while riding the school bus to and from school.

CLOSED CAMPUS: Students may not leave campus at anytime unless signed out in the Middle School Office by a parent or guardian. Lunches that are brought to the school by a parent or guardian must be checked into the Middle School Office.

DISCIPLINARY OPTIONS: The following disciplinary options may be applied in combination for more serious offenses:

1. Warning student
2. Advising parents (parent conference)
3. Additional written assignments
4. Removal from class, club, group or team
5. In school noon detention
6. After school detention (3:00 p.m. – 5:00 p.m.)
7. Corporal punishments (swats)
8. Financial restitution for damages
9. Probationary period
10. Short term in-school suspension
11. Short term out-of-school suspension
12. Long term out-of-school suspension (10 days—semester)
13. Expulsion for one year
14. Loss of driving privileges
15. Loss of bus riding privileges
16. Referral to social agencies
17. Involving law enforcement

THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression or physical act that a reasonable person should recognize will:

1. Harm another student
2. Damage another student's property
3. Place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the District's response to the legislative mandate.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.

SCHOOL CAFETERIA

A type A lunch is provided at all lunch hours. Breakfast is served from 7:45 – 8:00; the following rules are expected to be observed in the cafeteria:

1. Remove hats or caps when entering the building.
2. Form one line.
3. Walk, do not run.
4. Talk in a normal voice.
5. No students are to "cut" into lines; teachers are to be extended this courtesy.
6. Having finished with lunch, place all cups, glasses, paper, silverware, etc. on your tray. Pick up any food you dropped or spilled. Empty trays by dumping any food, paper items, and silverware into designated containers. Place your empty tray in the receiving window.

7. No charging of lunches will be permitted.

PROCEDURE IN STUDENT SUSPENSION CASES

Our intent is to follow the rules, regulations, and procedures as listed in the student affairs handbook. For further information concerning suspension/appeal procedures, see the student affairs handbook in the library. The principal will have the initial responsibility and authority to order a student suspended for misconduct. Suspension is the denial by the school administration of the right of a student to attend class or school sponsored activities. No suspended student will be permitted to loiter on any school property.

ENROLLMENT OF SUSPENDED STUDENTS WHO MOVES INTO ANOTHER SCHOOL DISTRICT

A student who is suspended from the resident school may move into another district and seek enrollment. 70 O.S. Sec 24-101 was amended in 1992 to provide in Section B that a student suspended for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students had no right to enroll in another district, and no district was required to enroll such pupil, until the terms of the suspension had been met or the time of the suspension had expired. This discretion of the new resident district applies not only when the suspension was imposed by another public school district in Oklahoma but also when the suspension was imposed by a private school or by a public or private school in another state.

RACIAL DISCRIMINATION AND HARASSMENT (of any nature)

It is the policy of the Spiro Public Schools that racial discrimination and harassment shall not be tolerated. Anyone believing that he/she has been the subject of racial discrimination or harassment should immediately report the incident in writing to a teacher, the principal, the school or the superintendent. The person receiving the written report shall immediately report the incident to the superintendent. The superintendent shall designate a principal to conduct the investigation, provided that the superintendent may conduct the investigation in the event he determines that to be appropriate. Once the investigation has been completed, the superintendent shall advise the complainant in writing of his findings and the disposition of the complaint.

GRIEVANCE PROCEDURES

The Spiro School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex

(including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents may obtain a free copy of the Grievance Procedures from their school principal or the superintendent. If you have questions or concerns about discrimination or to initiate a complaint, contact:

Superintendent	Richard Haynes	962-2463
High School Principal	Larry Greenwood	962-2493
Middle School Principal	Don McGee	962-2488
Upper Elementary Principal	Kyle House	962-2414
Lower Elementary Principal	Karen Tobler	962-2413

PARENT/GUARDIAN BUS INFORMATION

Each day we transport over 900 students, ranging in age from 4-18 years old. We need and request the support of the parents, and you as a parent must accept some of the responsibility for your children's conduct on the bus. Please understand that riding the bus is a privilege and we are not required to furnish transportation for students who are guilty of violating the attached rules and regulations, the privilege of riding the bus will be taken away and you will have to furnish your own transportation. We have no desire to create transportation problems for anyone, but at the same time for the safety of all children concerned, the rules must be obeyed.

BUS RIDERS RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading students should:

1. Be on time at the designated school bus stop to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful when approaching the bus stop.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.

2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you may save may be your own.)
6. Treat bus equipment as you would valuable furniture in your home.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain seated while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and others.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to safety.

After leaving the bus students should:

1. Go at least (10) feet in front of the bus, stop, check traffic, wait for bus driver to signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips:

1. The above rules and regulations apply to all trips under school sponsorship. Sponsors should be appointed by the school officials.

SPIRO MIDDLE SCHOOL CLUBS AND ORGANIZATIONS

The District sponsors or directs and controls the following clubs and organizations at Spiro Middle School:

CLUB/ORGANIZATION	SPONSOR(S)	MISSION/PURPOSE
ACADEMIC QUIZ BOWL	Melanie Lawson	To expand knowledge both as individuals and as a team. It is our desire that these teams experience success by using this knowledge along with proper quiz bowl etiquette, sportsmanship, fundamentals, and skills to not only enjoy their academic

		team experience, but be competitive at all levels.
ATHLETICS	CHRIS BUNCH D.J. GIST DUSTIN GIST RONN HULL KAYLA CARRINGTON JARRETT CANNON DAVID HOGAN	To develop student athletes who are committed to achieving excellence in the classroom, on the field and in our community.
BAND	AMY SIMMONS	As proud members of the Spiro Band, we bring together our individual strengths, talents, and optimism to cultivate a musical family united by common goals.
FFA	SHERMAN COX DUSTIN MCLEMORE ACIE CONRAD	FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through Agricultural Education.
VOCAL/MUSIC	NAN JONES	The Spiro Middle School Vocal/Music Department is devoted to the cultivation of the art of choral music in the lives of its students and in the broader community: teaching techniques of musical expression; providing a sequential, developmental music curriculum which allows each student an opportunity to build musical skills and understanding through a wide variety of quality musical expression.

Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extracurricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

DIRECTORY INFORMATION NOTICE

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The School District proposes to designate the following information contained in a student’s 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 address
4. The student's telephone listing;
5. The student's electronic mail address;
6. The student's date and place of birth;
7. The student's dates of attendance;
8. The student's grade level (i.e., first grade, tenth grade, etc.);
9. The student's participation in officially recognized activities and sports;
10. The student's degrees, honors and awards received;
11. The student's weight and height, if a member of an athletic team;
12. The student's photograph; and
13. The most recent educational agency or institution attended.

You will have two weeks to advise the school district in writing of any or all of the items you refuse to permit the school district to designate as directory information about your child.

If you have any questions, you can call the principal of your child, at the following numbers.

Superintendent	Richard Haynes	962-2463
High School Principal	Larry Greenwood	962-2493
Middle School Principal	Don McGee	962-2488
Upper Elementary Principal	Kyle House	962-2414
Lower Elementary Principal	Karen Tobler	962-2413

INTERNET ACCEPTABLE USE POLICY

A. Purpose Statement. Independent School District No. 2 of LeFlore County, Oklahoma (the "School") provides its students with access to the School's computer network system, including Internet access, in an effort to expand informational and communication resources in furtherance of the School's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase student productivity, and better prepare students for higher education and the workplace.

B. Network and Internet Access- Terms and Conditions.

1. Access and use of the School's computer network system and the Internet is a privilege, not a right, which will be withdrawn if abused.
2. Acceptable Use. The School's computer system and Internet access may only be used for the support of education in a way that is consistent with the educational objectives of the School. All Internet use must comply with copyright laws.
3. Unacceptable Use. The following activities on the School's computer system and/or the Internet are unacceptable and may result in disciplinary action:

- a. Accessing any web site, forum or other part of the Internet that provides term papers, book reports, “canned” assignments, or other materials which can be used to avoid creating original work;
- b. Plagiarizing any material obtained from the Internet;
- c. Violating copyright laws;
- d. Transmitting, receiving or accessing any material that is threatening, abusive, indecent, lewd, profane, vulgar, obscene, libelous, defamatory, slanderous, unlawful, harassing, hateful, rude, disrespectful, disruptive, or annoying;
- e. Engaging in commercial activities or transactions, including product or service advertising;
- f. Engaging in political lobbying;
- g. Engaging in any activities that threaten the security of the School’s computer system or the Internet, including, but not limited to:
 - (1) Introducing or attempting to introduce a virus into the School’s system or the Internet;
 - (2) Attempting to gain unauthorized access to restricted areas of the School’s system;
 - (3) Attempting to logon to the Internet as a system administrator;
 - (4) Attempting to “hack” or otherwise gain unauthorized access to any other computer system, network or web site;
 - (5) Engaging in any actions that disrupt the School’s computer system;
 - (6) Providing your personal password to another person;
 - (7) Failing to immediately notify the system administrator of any security problem you have identified; and
 - (8) Demonstrating or revealing a security problem with the School’s network or the Internet to a person other than the system administrator, a teacher or other faculty or staff member.
- h. Revealing personal contact information about yourself or any other person, including telephone numbers and addresses;
- i. Arranging meetings with persons you have met online;
- j. Failing to properly disclose to a teacher, system administrator, or other faculty or staff member any message you consider to be inappropriate or which makes you feel uncomfortable;
- k. Using any instant messenger program or chat program;
- l. Transmitting, receiving or accessing any material relating to or in support of illegal activities;
- m. Engaging in any off-campus Internet use that may cause or create a significant risk of on-campus disruption;
- n. Displaying or promoting any products or services prohibited by law from being sold or provided to minors; and
- o. Vandalizing or attempting to vandalize School computer hardware, software or the system itself.

4. A student will not be allowed to access the Internet, electronic mail (e-mail), or web-message boards until the student and his/her parent or guardian indicate their intent to abide by the terms of this Policy by signing the Student Internet Access Agreement.

C. School Monitoring of Network and Internet Activities.

1. The School monitors all content on its network and will remove any inappropriate content.

Anyone using the School's computer network system **has no expectation of privacy.**

2. Students will not be allowed access to the Internet, e-mail, or web-message boards until the student and his/her parent or guardian consent in writing to School interception and review.

3. The School has taken reasonable precautions, including but not limited to the use of filters, to block access to obscenity, pornography and other material harmful to minors.

D. School Web Site.

1. School web sites shall be maintained as limited open forums. This means that the School's web sites are only open to school business, school sponsored organizations or any organizations that are student initiated and otherwise appropriate within the perimeters of this Policy and the Student Handbook.

2. Nothing in this Policy is intended to create an open forum. School web sites are limited to subjects that are educationally related.

3. The School will monitor all content on its web sites and promptly remove any inappropriate content upon discovery.

E. Disclaimer of Liability

1. The School makes no warranties of any kind, whether express or implied, for the computer services provided and will not be responsible for any damages which you may suffer through use of the School's system or the Internet, including but not limited to, the loss of information or files or the interruption of service.

2. The School is not responsible for the accuracy or quality of information obtained through use of the School's system or the Internet.

3. The School is not responsible for any financial obligations, which may be incurred through use of the School's system.

4. The School does not endorse the contents of any third party web sites that have been linked to the School's web site.

5. The School makes no warranties that the precautions taken to block access to obscenity; pornography and other material harmful to minors will be effective. On a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material despite efforts to prevent such access.

F. Disciplinary Actions for Violations.

1. A student who violates any of the provisions of this Policy is subject to disciplinary action, including, but not limited to:

a. Termination of access to and use of the School's computer system and the Internet;

b. Denial of access to and use of the School's computer system and the Internet for an indefinite period of time.

c. Any other disciplinary action allowed under the School's student discipline policy.

G. Application and Enforceability.

The terms and conditions set forth in this Policy shall be incorporated by reference in the Student Internet Access Agreement executed by each student. By executing the Student Internet Access Agreement, the student and his/her parent or guardian agrees to abide by the terms and conditions contained in the Internet Acceptable Use Policy for Students.

I have read the Internet Acceptable Use Policy for Students and Student Handbook for Spiro Public Schools. I understand that the terms and conditions set forth in the Internet Agreement. I also understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the School's computing resources or the Internet. I hereby request that the School issue an account for my child and certify that the information contained on this form is correct.

Parent's
Signature _____ Date _____

Home Address _____ Home Phone No. _____

Student Internet Access Agreement Must Be Renewed Each Academic Year.

STUDENT HANDBOOK AGREEMENT SHEET

This sheet must be signed by parent/guardian and student and turned in to the Principal's Office.

By signing below, I acknowledge that I have received information as to where to locate the student handbook for this school year. I have read this handbook and understand the regulations and policies. I understand the contents of the handbook and agree to abide by the rules and regulations found in it.

Student Date

Parent/Guardian Date

My current address is: _____

A telephone where I can be reached:

Residence

Emergency/Name

Parent's Work