



**STUDENT HANDBOOK
2016-2017**

TABLE OF CONTENTS

Non-Discrimination Policy	1
Mission Statement	1
Principal's Letter	2
Spiro High Heritage	3
Directory Page	3
School Calendar	4
FERPA	5
<u>Section 1: General</u>	
AAA Incentive Program	6
Guidelines for Students	6
Medical Policies	7
Head Lice	7
Contagious and Life Threatening Disease Policy	8
Aids Instruction	8
Specialized Services	8
Priority Academic Student Skills (Pass)	9
Release of Student Records	9
Attendance	10
Attendance Policy	11
Tardies	11
Leaving Class During Session	12
Leaving The School Campus	12
Preparation For Class	12
Visitors To School Campus	12
Parent/Teacher Conferences	13
Hall Rules	13
Bus Behavior	13
Activity Bus Guidelines	13
Student Organizations/Clubs	14
Student Alcohol and Drug Testing	14
Student High School Activities Organizations	14
Collection Of Funds	15
Fire Drills	16
Tornado Drills	16
Student Insurance	16
Pictures	16
Lost And Found	16
Lockers	16
Class Ring Policy	17
Class Rotation	17

Textbook	17
Change And Supplies	17
Telephone Use	17
School Cafeteria	17
Assemblies	18
Pep Rallies	18
Respect For Facilities And Equipment	18
Withdrawals	18
Driving On School Premises	18
Letter Jacket Policy	19
Dances	19
School Library	19
School Nurse	20
<u>Section II: Academic's</u>	
Guidance Counseling Services	20
Changing Enrollment Schedules	20
Change Of Address	21
Requirements For Classification	21
Units Needed For Graduation	21
Letter Grades For Athletics	22
Report Of Student Progress	22
Course Listings For Spiro High School	22
Diploma Requirements	24
Selection Of Valedictorian, Salutatorian, and Historian	26
Concurrent Enrollment	27
Oklahoma Academic Scholar	28
National Honor Society Requirements	28
Honor Roll	29
Internet Usage Agreement	29
<u>Section III: Discipline Management</u>	
Preamble And Philosophy	32
Disruptive Behavior	32
Paging Devices Or Cell Phones	34
Disciplinary Options	34
Teacher As A Disciplinarian	34
Search Of Students	35
Use Of Tobacco	35
Drug And Alcohol	35
Signs Of Drug Use	35
For Parents Of Spiro High School	36
Student-Related Activities For Drug Awareness	36
Fighting	36
Dangerous Weapons	37
Dress Code	38
Dress Code For Graduation And Baccalaureate	39
Discrimination	39
Grievance Procedures	39
School Bullying Protection Act	40
Enrollment Of Suspended Students Who Move To Another District	40
Asbestos	41
Directory Information Notice	41
Meningococcal Vaccines	43
Student Internet Access Agreement Sheet	47
Student Handbook Agreement Sheet	48

Student Handbook 2016 - 17

SPIRO HIGH SCHOOL

Class of

2016

2017

2018

2019

NON-DISCRIMINATION POLICY

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 Principal: Coordinator of Title IX – Larry Greenwood (918)962-2493.

Coordinator of Section 504 and ADA Compliance Officer – Special Education Department (918)962-2493.

MISSION STATEMENT

The overall educational program and endeavor at Spiro High School incorporates high expectations and successful experiences for all. Spiro High will provide this education through state adopted Oklahoma Academic Standards (OAS).

Dear Students, Parents, and Patrons of Spiro High School:

Welcome to this new school year. You are a part of a proud heritage stretching back several generations of students who have studied and prepared themselves at Spiro High School for successful lives.

The opportunities for advancement in learning are many and varied. There is a committed, caring, professionally prepared staff to facilitate the education of each student. We offer many innovative methods joined with technology to prepare for the modern world. Great athletics, cultural and social activities help to enhance learning. I trust you will take advantage of it all.

We invite parents to be “partners” in education as we seek the best for every student. We also take pride in our community and appreciate all the good things being done to improve our school. Together we can all make a Difference in the life of a child.

Let’s have the greatest year ever!

Sincerely

Larry Greenwood, Principal

“All our dreams can come true if we have the courage to pursue them.”
Walt Disney

SPIRO HIGH HERITAGE

SCHOOL COLORS: Cardinal and White

SCHOOL SONG:

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

SPIRO ALMA MATER:

To you,
Dear Spiro High School,
Our voices we will raise,
As memories softly call us,
To happy yesterdays.
Where e'er we choose to wander,
Our hearts will e'er be trye
To you our Alma Mater,
Through we're far, far, from you.

SCHOOL EMBLEM: Bulldog

School Creed: We believe in Spiro High School, the principles for which it stands: equal advantages, equal opportunities, and fair treatment for all.

DIRECTORY PAGE

**Spiro High School
600 W. Broadway
Spiro, OK 74959
(918) 962-2493
(918) 962-4002 FAX**

School Board
Henry Burris
Steve Shaw, Clerk

Jon Davis, Vice-President
Raymond Rhodes, President
Justin Sebo

Administrative Staff

Richard Haynes, Superintendent
Russell Thornton, Assistant Superintendent
Larry Greenwood, High School Principal
Dustin Gist, Assistant Principal
Don McGee, Middle School Principal
Kyle House, Upper Elementary Principal
Karen Tobler, Lower Elementary Principal
Carla Howard, H.S. Counselor
Trudy Mckinney, H.S. Counselor

Secretaries

June Darneal, High School Secretary
Amy Cox, High School Registrar

Faculty Roster

Jordan Jones, Librarian
Rashel Maynard, English/Speech/Yearbook
Honei Blankenship, English
Kasandra Lovell, English
Don Atkinson, Alternative
Education/Physical Science
Theresa Redwine, Algebra/Calculus
Marty Darneal, Algebra/Math of Finance
Lisa Gist, Special Ed.
Ray Edwards, Chemistry/Physics/Biology/
Physiology
Melissa Darneal,
Science/Biology/Physiology
Heath Smith, Geography/OK
History/Sociology
Keith Craig, Computer Sci./Geometry
Chris Bunch, Economics/Athletics
Dustin McLemore, Natural Resources/Plant
Sci./Ag.
Mechanics
Acie Joe Conrad, Ag. Econ../Animal
Sci./8th Ag./ Ag.
Sci. II
Sherman Cox, Ag. Science I
D.J. Gist, Athletics,

Brandi Brown, Art, Visual Arts
Scott Adams, Spanish
Kayla Carrington, E 20/20/H.S. Girls
Basketball
Matt Allcorn, American History
Ronn Hull, World History/Athletics
Karen Armstrong, Special Education
Judy Parker, Beg. Web Design, Multimedia
Image, Comp. App. I
Jennifer Brooks, Desktop Pub., Comp.
accounting, Fund of Tech.
Rod Kimmel, Athletics
David Hogan, Athletics
Ann Nelson, FACS/Family
Living/Food/Clothing/ Parenting
Amy Simmons, Band/Music Appreciation
Nan Jones, Vocal/Gen. Music/Music
Appreciation

SCHOOL CALENDAR 2016-17

Teachers Report	Aug. 8
In-Service for teachers	Aug. 8-10
Classes Begin	Aug. 11
Labor Day Holiday	Sept. 5
Progress Reports	Sept. 22
Parent/Teacher Conference	Sept. 22-23
Staff Development	Sept.26
9 Weeks Exams	Oct. 14
Staff Development	Oct. 20
(State Teachers Meeting)	
Fall Break	Oct. 21
Celebrate Freedom Week	Nov. 11
Thanksgiving Holidays	Nov. 21,22,23,24,25
1 st Semester Exams	Dec. 15-16
Christmas Holidays	Dec. 19 - Jan. 2
2 nd Semester Begins	Jan. 3
Staff Development	Jan. 16
Progress Reports	Feb. 9
Parent/Teacher Conference	Feb. 9-10
Holiday/Snow Day	Feb.20
9 Weeks Exams	Mar. 3
Spring Break	Mar.13,14,15,16,17
Snow Days	April 7,21,28
Good Friday	April 14
Snow Days	May 5, 12
Baccalaureate	May 7
2 nd Semester Exams	May 10-11
Graduation	May 12
Teacher Checkout	May 15

NOTIFICATION OF RIGHTS UNDER FERPA FOR SPIRO PUBLIC SCHOOLS

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 or 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 believes are inaccurate.

Parents or eligible students may ask to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school 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 or 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:

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

(5) The Spiro School District will arrange to provide translations of this notice to non-English speaking parents in their native language. Revised 1/2004

SECTION I GENERAL AAA INCENTIVE PROGRAM

In recognition of the fact that the large majority of Spiro High 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 unless there has been an extreme emergency.

Students who attend and achieve in this manner are deserving of consideration and praise. Such students may be exempt from semester tests and will have a special activity day planned for them. (Please note: Test exemption does not mean a Triple “A” student has permission to miss school.)

GUIDELINES FOR STUDENTS

A goal of the Spiro educational program is to encourage cooperation, caring, and responsibility as characteristics of a mature, whole person. Since an orderly atmosphere is essential for learning to take place, guidelines are needed for the personal welfare of students and faculty:

1. Everyone should display a constant respect for all including other students, teachers, staff, visitors, support personnel, etc.
2. A visible sign of respect is the responsible use and treatment of school property and equipment.
3. A commitment to treat others fairly and in the way we would want to be treated should be present in each of us.

MEDICAL POLICIES

If it is necessary that medication be given during school hours the following requirements must be met:

Medication will not be administered in school or during school sponsored activities without a Medication Request and Release Form being signed by the legal parent or guardian.

Prescription medication must be ordered or advised by a licensed physician/dentist, and the permission is granted for exchange of verbal and/or written communication between the school staff and the prescribing physician/dentist regarding this medication.

Prescription medication must be brought to school in the current original container with pharmacy label intact. The label must have the student's name, name of medication, dosage, and time to be given. If the medication is not properly labeled, it will not be given.

Parents/guardians may ask the pharmacist for a separate container labeled just for the school time dose.

Over-the-counter medications must be in an unopened original container.

Student's name must be written on the box/bottle, the dosage and frequency to be given must be consistent with label instructions.

Medication cannot and will not be accepted in baggies or envelopes.

For student's safety, it is recommended that the parent/guardian bring the medication to the school.

The school cannot send medications home with students.

By signing the Medication Request and Release Form, the parent/guardian with legal custody understands that under state law the Board of Education, the Spiro Public School District I-002, or employees of the District shall not be liable to the student or the student's parents or guardian for civil damages for any personal injuries to the student which result from acts of omissions and/or adverse effects of this medication.

The parent/guardian agrees to provide medication and any particulars connected with administering medication at their own expense.

The parent/guardian will promptly notify the school of any change in the administration of this medication and will provide the school with new prescription bottle and physician order. Written or verbal changes from parent/guardian cannot be accepted.

The parent/guardian will notify the school of any physician change and obtain a new written prescription.

HEAD LICE

Policy: Nit Free

Any child found to have nits (lice eggs) will be sent home and will not be allowed to return to school until all nits (eggs) are removed from the hair as checked by the school nurse. (A statement from a doctor or health department could be required.)

CONTAGIOUS AND LIFE THREATING DISEASE POLICY

The Spiro Board of Education is concerned for the health and well being of students and staff of the public schools. While the general health and physical well being of a student is the responsibility of the parent, the Board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease. Children may be excluded from school when it is believed necessary to promote the safety and well being of all students and staff. The Spiro Board of Education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease, which may or may not be life threatening.

A committee consisting of the student's parent or guardian, physician, a public health person, and appropriate school personnel shall make the determination of whether or not an infected student should be permitted to remain in school. The superintendent will select the committee.

In making a determination, the committee will consider the impact on both the infected individual and others with the school system.

This policy will include, but not be limited to AIDS. On the basis of present medical information, the term infected would apply to both carriers of AIDS and those having been diagnosed as being infected with AIDS. If there is reasonable cause to believe that a student or school employee is an infected individual, an appropriate medical examination may be required.

AIDS INSTRUCTION

Each school year Spiro High will instruct 10th grade students concerning the disease known as AIDS. This instructional method will be available for parents to view at least one month prior to student instruction. The local newspaper will carry a news release advising parents of the date and time of this parental viewing. Parents are welcome to attend the actual instructional presentation.

SPECIALIZED SERVICES FOR STUDENTS

Action.....	1-405-329-6079
AIDS Hotline.....	1-800-342-2437
Alcohol Information Center.....	1-800-522-9054
American Cancer Society Information.....	1-800-227-2345
Child Welfare.....	1-918-647-8123
Child Welfare Hotline.....	1-800-522-3511
Department of Human Services.....	1-918-647-2163
Juvenile Shelter.....	1-918-647-9154
Kiamichi Technology Center.....	1-918-647-4525
LeFlore County Health & Guidance.....	1-918-647-8601
LeFlore County Youth & Family.....	1-918-647-4196
Oklahoma Alliance Against Drugs.....	1-405-787-8200
Reachout.....	1-800-522-9054
Safecall.....	1-800-723-3225 Ext.651
Spiro High School.....	1-918-962-2493
Spiro Technology Skill Center.....	1-918-962-3722

Teenline.....	1-800-522-8336
Women’s Resource Center.....	1-918-647-9800
Youth Crisis and Runaway Hotline.....	1-800-448-4663
Birthright.....	1-800-848-5683
Safeline (sexual assault).....	1-800-522-7233
Sexually Transmitted Disease Hotline.....	1-800-227-8922

INSTRUCTIONAL METHODS

Each faculty member of Spiro High is charged with the responsibility of preparation and delivery of instruction through a variety of solid learning techniques. Our methods should be developed with individual students in mind but also with cooperative or group learning projects provided.

Each faculty member will make homework assignments as they use their discretion about how they can best enhance learning in the classroom. Students will be given adequate time to complete their homework assignments with considerations for missed days of excused absence. There will be no make-up for work due on an “unexcused” absence.

Each faculty member will prepare their weekly lesson plans, which will be filed in the office the week before they are implemented.

OKLAHOMA ACADEMIC STANDARDS (OAS)

Our state has mandated certain facts, ideas, concepts, and a summary regarding what is essential in every subject area. OAS skills will be covered in every class. OAS skills will be documented as a part of the weekly lesson plan turned in to the principal. In rare instances proficiency based promotion is made available as a result of testing. Further details may be provided upon request.

Release of Student Records

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.

**In Case of Absence
Daily Class Schedule**

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
5 th Hour	11:45--12:35
Lunch	12:35-- 1:05
6 th Hour	1:10-- 2:00
7 th Hour	2:05-- 2:55

ATTENDANCE

Regular class attendance is absolutely essential for education, promotion and success in school. There is a direct connection between a student's attendance and the grades earned in a class. Students must be in school to achieve learning.

A student is considered absent from school whenever the student is not in class unless there is an exemption approved by the principal to participate in a school activity.

Parents/Guardians are legally responsible along 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.

No student should expect to earn credit for a class unless he/she is in attendance (90%) ninety percent or more of the semester. (The OSSAA Handbook states that a student must be in compliance with the 90% attendance rule for each class in which they are enrolled. This allows nine days that a student can miss during a semester. Even if a student completes make-up work, he or she misses valuable information and experience that make-up work cannot replicate. Exceptions may be given for good cause such as pro-longed illness or accident. The parents and student must provide acceptable proof (doctor's statement, slip from clinic, etc.) of illness or accident within 3 working days of being absent.

When a student has five absences in a class during a semester, a letter will be mailed to the parent or guardian explaining the absentee policy.

When a student exceeds nine absences in a class during a semester, a letter will be mailed to the parent or guardian stating that the student has exceeded the maximum number of absences allowed and therefore will not earn credit for work done in that class during that semester.

An extension could be granted only for:

1. Illness - requiring doctor's statement
2. Death in the family
3. Serious illness of immediate family
4. Emergency (determined by Principal)

As determined by the Oklahoma Secondary Schools Athletic Association, there are certain regulations that apply to student absences. The maximum number of absences for activities that remove a student from the classroom shall be ten for any one class period of each school year. A student who has not attended classes ninety percent of the time for the semester becomes ineligible. A student must be in compliance with the 90% rule for each class in which a student is enrolled. Only those activities sponsored, recognized or sanctioned by OSSAA or the State

Board of Education shall be attended during the school day. Any other activities not meeting this regulation will be attended while school is not in session.

Whenever a student misses class while on a school sponsored activity (ballgames, field trips, FFA - FCCLA contest or convention, etc.) the absent will not be included in the 90%. This will be counted as an Activity Absent.

It is the responsibility of the student to check with each teacher to obtain make-up work. Students will have one day for each day of absence to hand in make-up work. The student will receive a zero for all work missed if make-up work is not turned in.

When a student moves into the district, he/she will be assessed the days missed while enrolled at the previous school.

Any student who chooses to leave school without the expressed consent or knowledge of the parent/guardian and office personnel, will be considered truant and disciplined according to school policy up to suspension. Students will be disciplined who leave school without permission or who fail to sign out.

ATTENDANCE POLICY

9 - Day per semester rule:

1. No distinction is made between "excused" and "unexcused" absences. If a student is not at school, he or she is absent.
2. During the 9 allowed absences all work may be made up.
3. On the 10th day of being absence, the student automatically fails that class. (Note: you have 15 absences in Math, you fail that class, but if you have only 2 absences in English you will receive the grade you have earned).
4. Documentation will not be accepted after the three days have passed. (Example: doctor's statement).

An appeals process may be granted at the end of each semester for those who have exceeded the 90% attendance policy. An attendance committee will meet at a designated time and make a determination based on the facts presented. Students, parents or guardians may be asked to be present at the committee hearing.

TARDIES

1. A student is tardy who isn't in his/her seat when the bell, to begin class, rings.
2. Three tardies will be considered an absence from that class.
3. If a student comes in 15 minutes after the class has begun that tardy will be considered an absence.
4. After three tardies in one class, students will be referred to the Assistant Principal for disciplinary action.

LEAVING CLASS DURING SESSION

To leave a classroom during a session, the teacher must grant a student a hall pass. This pass must have name, date, hour and time of departure. Permission is not to be granted except for emergency reasons. Emergencies do not include going to lockers for books or supplies or going to the water fountain. Students are not to be out of the classroom except for an emergency or being called to the office. Vending machines are closed during class times. Teachers should not ask students to “break” this rule for their personal needs.

LEAVING THE SCHOOL CAMPUS

Spiro High School has been declared a “closed campus” which means that students are not allowed to leave the premises once they are present at school until the school day ends. Any exemption to this rule occurs only when the student is checked out from the office by a parent/guardian and permission is obtained from the principal. The parent/guardian must either come to the office or make a phone call to the principal. Any student who leaves the campus during the school day for any reason must check out through the office. Student may not leave to run errands for a teacher without a signed permission slip from the parent/guardian. There are to be no exceptions.

Should sudden illness occur, students are referred by their teacher to see the nurse who will make a determination of whether to proceed further with a request for the student to be sent home. The nurse will contact a parent/guardian or someone designated to act on his/her behalf. No student will leave school until given permission.

PREPARATION FOR CLASS

Before the tardy bell rings, students are to be in their classroom seats with appropriate books and materials required for that class.

Students are not allowed to take soft drinks, candy, gum, chips, or food into a classroom without the express approval of the teacher of that class. It would be better to have no eating in class except for special days planned as part of the school experience.

VISITORS TO SCHOOL CAMPUS

Students will not be allowed to bring visitors with them or to invite them to come to school. Parents are welcome to visit the school at any time, but if a parent needs to see a student, that parent should first come to the principal’s office. The student will then be called out of class to speak to the parent.

Anyone who is not a student or faculty member who has business at the school must report to the principal’s office and obtain a visitor’s pass. Failure to do so may have serious consequences. It is essential that we know at every moment who is on our campus in order to protect our students.

PARENT/TEACHER CONFERENCES

At mid-term of both the first and second semesters (see calendar), a time is scheduled for parents to visit at school with the teachers of their children. If a conference is desired, a time may be scheduled by calling the office. This will insure that each person has adequate time with the teacher.

Parents may also schedule a conference with a teacher on any day during the teacher's preparation period. Contact the principal to schedule such a meeting when it will be convenient for both the faculty member and the parent/guardian.

HALL RULES

The hallways are open to students from 7:45 a.m. until class begins at 8:05 a.m. The halls are closed during the noon hour (12:40-1:05 p.m.) in the following manner:

Students will stay outside on nice days or in the cafeteria or safe room during inclement weather. Students will not be allowed in a classroom without teacher supervision. Students are to eat their lunch in the cafeteria and dispose of garbage there. The only exception will be for approved club and activities meetings monitored by sponsors.

Students may enter the civic center during the day as they change classes, but access to the civic center during lunch time is not allowed.

Students who have noon detention will report to Room 102 (science) through the front door with permission of the duty teacher. There will be no locker visits unless it is an emergency.

BUS BEHAVIOR

Riding the bus to and from school is not a right, it is a privilege which can be withdrawn because of bad behavior. All students are under the direct control and supervision of the bus driver on the bus. Permission for any student to ride a bus is conditioned on his/her observance of the safety and behavior code of bus riders. Any student who violates any of these regulations can be denied permission to ride a bus to and from school.

The parents must assume a major portion of the responsibility for the conduct of their child while riding the bus. If this permission is revoked, the parents must provide transportation for their child. (See bus handbook for specific rules.) Bus riders are issued a handbook at the beginning of each school year, which defines all rules and procedures necessary for safe transportation. Students are expected to know and abide by all rules posted. A copy is in the school library.

ACTIVITY BUS GUIDELINES

In accordance with the policy of the Board of Education and to assure a well-maintained activity bus for all students, the following guidelines shall apply:

1. The bus driver is the "Pilot" in command. He is ultimately responsible for the lives and safety of everyone aboard; therefore, he is the decision maker.
2. The only carry-on permitted on the bus will be for books. If there is a question

regarding a carry-on, ask the bus driver.

3. The purpose of an activity bus is to promote extra-curricular activities for all Spiro students and promotion of school spirit and pride.
4. Adults riding must have prior approval from the administration and sign a slip accepting responsibility as a chaperone willing to assist the bus driver.
5. For misconduct on bus trips, the student's parents/guardians shall be notified by the principal. The principal shall take whatever reasonable action he/she deems necessary, including suspension and the number of days for the suspension.

Also, a student's bus riding privileges can be withdrawn for the equivalent of one semester or two semesters.

STUDENT ORGANIZATIONS/CLUBS

All student organizations/clubs must have a certified faculty member as the sponsor. Every organization must have a curricular connection with a purpose defined to enhance students in their education. This meets the requirements of the "closed forum" option of Federal Equal Access Law. Students must receive permission from the principal and follow procedures to begin a new organization.

STUDENT ALCOHOL AND DRUG TESTING

The Board of Education of Spiro School District, in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participation in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District have adopted a policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs. Each extracurricular activity participant will receive a copy of this policy and a contract. If a student's name is drawn to be tested and they are absent, the student will be tested the next time they attend school. Any student that test positive for drugs or alcohol will be tested for the remainder of the year each time a drug test is given at school.

SPIRO HIGH SCHOOL ACTIVITIES ORGANIZATIONS

Art Club: Art club is an organization to help promote visual arts beyond the regular classroom environment: Brandi Brown

Athletics: Develop student-athletes who are committed to achieving excellence in the classroom,
on the field, and in the community.

Baseball- D.J. Gist

Basketball- Dustin Gist/Kayla Carrington/Marty Darneal

Football- Chris Bunch

Softball- D.J. Gist

Track- Chris Bunch/Kayla Carrington

Band: As proud members of the Spiro High School Band, we bring together our individual strength, talents, and optimism to cultivate a musical family united by common goals: Amy Simmons

Cheerleading: To promote spirit and pride within our school and the community of Spiro; to develop good character and be positive role models for others: Honei Blankenship.

BPA: To promote personal growth and leadership development for students pursuing careers in business management, office administration, information technology and other related career fields: Jennifer Brooks

FCA: To see the world impacted for Jesus Christ through the influence of students and teachers: Marty Darneal

FFA: The Spiro FFA Chapter is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education: Sherman Cox

FCCLA: To promote personal growth and leadership development through Family and Consumer Sciences education: Ann Nelson

Math Club: To engage students in a variety of math related activities and help broaden their awareness of the importance of mathematics: Marty Darneal

NHS: To develop leadership, scholarship, and citizenship: Keith Craig

Newspaper: Staff is to learn aspects of journalism while creating a high school newspaper and further developing the leadership traits of responsibility and work ethic: Kasandra Lovell

Quiz Bowl: our goal is to challenge students to acquire new knowledge and display attitudes of respect for themselves and others as they partake in academic competition: Keith Craig

Spanish Club: The purpose of Spanish Club is to learn more about the language and culture of the Spanish speaking world: Scott Adams

Student Senate: To promote leadership and democracy beyond the regular classroom setting: Jordan Jones.

Vocal Music: Devoted to the cultivation of the art of choral music in the lives of its students and in the broader community: Nan Jones

Yearbook: To work together as a staff to promote leadership, cooperation, and teamwork in order to produce a quality yearbook that is an accurate representation of Spiro Public Schools: Rashel Maynard

COLLECTION OF FUNDS

No person may solicit contributions or collect funds at Spiro High School without express permission from the principal or superintendent. Approved fund raisers are approved by the

Board of Education during its regular meeting in May of the preceding year. No other new fundraisers are allowed beyond that.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. There shall be a fire drill during the first two weeks of each semester.

TORNADO DRILLS

Tornado drills at regular intervals are an important safety precaution. It is essential that when the first signal of intermittent bell is given, everyone obeys promptly and exits classrooms to go to the safe room. Students are not permitted to talk during a tornado drill and are to remain in the safe room until an all clear signal is given to return to the classroom.

STUDENT INSURANCE

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

PICTURES

Each year school pictures are taken shortly after the opening of school. All students, teachers, and staff are expected to have pictures taken so that the yearbook will be complete; however, no one is obligated to order or purchase pictures. The photographer used to take school pictures must take pictures for the yearbook or School Panel.

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 an inquiry before or after school.

LOCKERS

At the beginning of each school year, each high school student may receive a school locker assignment free of charge by registering for it in the office. He/she will keep this locker until the end of the school year. Some students may desire to locker with another student; if so, they must register in the office also.

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 are not allowed to decorate lockers. This includes stickers, markings, magnets, etc.. Lockers must be totally left alone on the outside.

CLASS RING POLICY

To be eligible to order a Spiro High School class ring, a student must be in regular attendance and be classified as a junior. Once deposit is paid, balance is between student and ring company.

CLASS ROTATION

In order to facilitate orderly movement from one area of study to another, students should make a special effort to go from classroom to classroom quietly. Class rotation should take place only at the end of each hour. Students are permitted five minutes to arrive at their destination. This allows ample time to go to lockers, etc. It does not allow enough time for visiting.

TEXTBOOKS

Students will be issued textbooks approved by the State of Oklahoma provided by the school for each class. They will be responsible for the care and usage of the books assigned to them. Students will be expected to pay for lost or damaged books at the cost of replacement to the school. No grades will be issued, records sent, or diplomas awarded until all debts are paid.

CHANGE AND SUPPLIES

The senior high office provides an opportunity for high school students to purchase needed school supplies or to get change in the morning from 7:50 a.m. to 8:00 a.m. This is the only time during the day that this service is offered.

TELEPHONE USE

The use of the phone at Spiro High School is a privilege and not a right. While telephone calls may be made to and from the school (962-2493) between the hours of 7:45 a.m. –2:55 p.m., the telephone should be used only for emergency situations. Calls should be brief and local in nature. (No long distance calls out.) They should be made only after permission is secured to do so. Unnecessary calls will be refused.

Students will be allowed to use their cell phone at **Lunch Time Only Outside of the Buildings.** If caught using cell phones inside the buildings, the phone will be taken and discipline will be enforced.

SCHOOL CAFETERIA - BREAKFAST /LUNCH

The cafeteria is available to all students and faculty to provide nutritious as well as balanced lunches. Many students qualify for free/reduced lunches. Forms are available in the office to request this service. Both breakfast and lunch are provided. The following rules are to be observed:

Remove hats or caps in the building. Observe rules of courtesy and follow instructions of cafeteria personnel and duty teachers. Talk in a normal voice. Do not “cut in” line although, as a courtesy, teachers are allowed to do so in order to eat and take care of their duties more quickly. Do not take food from the cafeteria unless express approval has been given. Having finished the meal, clean up after yourself and place all trash and garbage into designated containers. No students are allowed behind the serving line at any time.

Once a student arrives at school they cannot leave the campus without permission from the office. (includes Donut Shop and Quik Pick). All outside food for lunch is to be dropped off at the office. To be checked out for lunch a parent or guardian must physically sign their child out in the office, No Phone Calls will be excepted. Students are not allowed to go to the lunch room in between classes and no breakfast will be served after 8:00.

ASSEMBLIES

Student behavior should be at its best during assemblies when the entire student body, faculty, and guests are present. Each student is responsible for the impression made by the school as a whole. No ill-mannered or unacceptable behavior will be tolerated. There will be no talking during a program, no wearing of hats or caps, no candy, chips, drinks, etc.

Prior to the assembly, students will be notified in their classroom by the principal on the intercom when it is time to go to the civic center where most assemblies will be held.

PEP RALLIES

Spiro High School has a long and proud tradition of excellence in athletics. Periodically and as deemed helpful, pep rallies will be scheduled to encourage the student body and our teams in their quest for excellence. Contagious enthusiasm joined with good sportsmanship characterizes a pep rally as we honor our athletes and coaches.

RESPECT FOR FACILITIES AND EQUIPMENT

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 at the expense of the student at fault.

WITHDRAWALS

If a student is planning to attend another school, a withdrawal form must be obtained from the principal and be signed by a parent or guardian. The locker must be emptied and all textbooks must be returned. All bills must be paid before credits will be sent to the receiving school.

DRIVING ON SCHOOL PREMISES

Driving a car is a privilege bestowed upon those who follow safe driving habits and the rules regarding use of cars on campus. The speed limit is 10 m.p.h. on school campus. Anyone

who drives a vehicle must agree to possibility of a search at any time. Entering and exiting the campus should be mainly through the south gates to avoid congestion and risk to younger students.

When driving to school, students are to park their vehicles and vacate them. There will be no sitting in the vehicles after being parked. There will be no casual driving on campus, nor between classes, unless there is prior permission. Double parking will not be permitted. Student's cannot go to their vehicle without permission from the office.

Failure to comply with rules can result in the suspension of driving privileges.

LETTER JACKET POLICY

- A. Jackets may be ordered in the year, the first letter is earned in Varsity Sports.
- B. Student may defer ordering until senior year, providing they are still participating or contributing to the organization. (Defer, must be on file with Principal)
- C. No student will be allowed to order a jacket who:
 - 1. Is dismissed from the team or band
 - 2. Quits
- D. Only one jacket per student.
- E. Only awards earned while attending Spiro High School will reflect on the jacket.
- F. Injury—If an injury should occur (which is verified by a doctor's statement) and the student continues to contribute to the activity, the student will be eligible to letter. (Exception will be made if injury is severe).
- G. Students must pay the total amount of their bill before a jacket can be ordered.

DANCES

All school rules apply at dances. All sponsoring organizations or persons must provide chaperons. The dances will end no later than 12:00 midnight. The sponsoring organizations will be required to clean the area used after the dance.

Price of admission will be set by the sponsoring organization. All dance equipment will be provided by same organization. Students leaving the dance will not be allowed to reenter.

No elementary student (grades K-5) will be allowed to enter.

SCHOOL LIBRARY

The library is a center of reading, research and discovery. Students and teachers alike are encouraged to use its facilities such as books and computers programmed to enhance learning. The library is an extension of the classroom where daily assignments, leisure reading, supplementary reading and other class projects may be completed. Instruction will be given so that students may easily become acquainted with materials and equipment that is available as well as normal library procedures.

Policy on Lost and Overdue 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

ten cents per day for the number of days late, not to exceed seventy-five percent of the cost of the book.

SCHOOL NURSE

A school nurse is on duty from 8:00a.m.--2:55p.m. each day. Unless there is an emergency, students are to obtain a pass from their teacher before going to the nurse's office. The pass should contain the student's name, class and teacher, date and time leaving the classroom. When the student returns to class, the nurse will have signed the pass with the time of departure from her office.

SECTION II ACADEMIC GUIDANCE COUNSELING SERVICES

Guidance and counseling services are available for every student. The following services and materials are available in the counselor's office: Enrollment and scheduling assistance, vocational information, individual counseling, and the administration and interpretation of standard test (ACT, National Merit, SAT, Achievement, GATB, and ASVAB).

CHANGING ENROLLMENT SCHEDULES

First Semester—Any student seeking a schedule change may do so in person during the first full week of school. If the student cannot make it in person, they may submit a Student Request for Change of Schedule to the counselors. All schedule changes are based on availability. There will be no further changes after the first full week of school.

Second Semester—Any student seeking change may do so by filling a Student Request for Change of Schedule (available in the counselor's office beginning on the first day of school following the New Year's holiday. The forms will be available up to the beginning of Finals week. All changes are based on availability. Please be advised that a yearlong class is a commitment, and cannot be changed. No forms will be accepted after the first full week following New Year' holiday.

Changes will be considered only for the following reasons:

1. MISPLACEMENT IN AN ACADEMIC CLASS:
 - a. The subject teacher with the approval of the department head must recommend this change.
 - b. Teachers in various departments make recommendations for level changes at the semester.
2. The student has been accepted into an activity class such as athletics, yearbook, band, journalism, etc...
3. Seniors need a class to meet graduation requirements.
4. Program change for Special Education.
5. ELECTIVES/ALTERNATIVES:

- a. Elective courses are either a semester or 1-year duration as listed in the course offering guide.
- b. Generally, it is not possible to change a requested elective class as the school's entire master schedule, teacher assignment, and purchase of materials is built in the Spring of the previous school year around student requests.

Each student will be allowed ONE course change per semester. Therefore, in making a course change, please ask yourselves the following questions:

- a. Have I received the courses needed in order to attend the college of my choice or attain my post-high school goals?
- b. Does my course change request fall into one of the approved categories?

ALL CHANGE OF SCHEDULE REQUESTS *REQUIRE A PARENT/TEACHER SIGNATURE CHANGE OF ADDRESS*

Inform the office if you have a change of address or phone number in order to help in addressing mailings in the case of emergency.

REQUIREMENTS FOR CLASSIFICATION

Sophomore.....	6 credits
Junior.....	12 credits
Senior.....	18 credits

UNITS NEEDED FOR GRADUATION: 25

Credit is given for course work to meet local and/or state requirements for graduation in the following areas and are subject to these restrictions:

1. Competitive athletics only as a physical education requirement.
2. Cheerleading, Drill Team, and/or Pom-Pom Training only if taught as a part of a physical education or music program.
3. Yearbook or Newspaper if taught as a Journalism course.

A maximum of 2 units from the above areas may be submitted to meet the total units required for graduation from high school, provided the courses are scheduled in the same manner as other courses for which the school is accredited and taught by teachers who are qualified to teach the course.

No local and/or state credit toward graduation shall be received for services as office, library, or classroom aide.

Not more than 4 units of laboratory music classes (performance) may be applied toward the total units required for graduation. Music theory, appreciation and applied may be counted in addition to the 4 units mentioned above. More than one unit of credit may be given in orchestra, band, or vocal music, provided the work is offered daily as indicated above and is not repetitious of the former year's work, and is clearly on a higher advanced level.

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

Speech is recommended for all college bound students.

Foreign Language is recommended for all college bound students.

Vocational units of credit may be earned at either an area vocational technical school (Kiamichi Technology Center, Spiro Technology Center) or at Spiro High School.

LETTER GRADE FOR ATHLETICS

1. The participant of athletics will receive a letter grade for each nine weeks and each semester.
2. The head coach of each sport will establish the grading criteria.
3. A participant with an unexcused absence will receive a zero for that absence.
4. Participants who do not participate in a workout, scrimmage, game, etc. will receive a zero for that day.
5. Points will be deducted for participants who do not have proper workout equipment.
6. Points will be deducted for participants who leave practice early unexcused.
7. Participants who quit a sport will receive a "F" for that grading period and can not participate in another sport until the sport season that was quit is completed.

REPORT OF STUDENT PROGRESS

Grade cards showing student progress are issued every nine weeks. Parents are asked to review the grade cards with their child and to consult with the teacher if they wish. Report cards should be signed and returned by the student to individual teachers. Report card letter grade interpretations are listed below. Progress Reports will be sent by the end of 6 weeks during the 1st quarter and 4th quarter grading periods.

A.....very good
B.....good
C..... average
D.....below average
F.....failing

COURSE LISTINGS FOR SPIRO HIGH SCHOOL

Language Arts
English III
English IV

Speech
Yearbook

Math

Algebra I (may be
taken in 8th grade)
Pre-Calculus
Calculus
Intermediate Algebra
Algebra II
Algebra III
Geometry

Business
Accounting
Technology
Computer Information
Computer Science/AP
Math of Finance
Business and Computer
Tech I, II
Science
Physical Science
Biology I, II
Chemistry I
Physiology
Physics

Social Studies
Oklahoma History
American History/AP
World History
Geography
Civics
Economics

Vocational
Vocational Agri. I, II
Natural Resources
Ag Economics
Animal Science
Plant Science
Agri. Mechanics I, II
Horticulture
Ag Communications

Technology Education
FACS I, II
Consumer Education

Housing
Food Science I, II
Clothing Management
Family Living
Parenting

Other
Art I, II
Advanced Art III, IV
Graphic Design
Spanish I, II
Band I, II, III, IV
Vocal Music

Physical Education
General Music
High School Band

Spiro High School			
Spiro Standard Diploma		Spiro Diploma of Honor	
Language Arts	4	Language Arts	4
1 Unit of English I/Composition 1 Unit of English II/World Literature 1 Unit of English III/American Literature 1 Unit of English IV/English Literature		1 Unit of American Literature 1 Unit of English Literature, and 2 Units selected from ACT-recommended core courses: English I, II, III and IV	
Mathematics	3	Mathematics	3
1 Unit Algebra I or Applied Algebra I 2 Units from: Algebra II, Geometry, Algebra III, Trigonometry, Calculus, applied Algebra I or II, Mathematics of Finance, Math Analysis, Statistics/Probability, Computer Science		1 Unit Algebra I 1 Unit Algebra II 1 Unit selected from ACT-recommended core courses: Geometry, Trigonometry, Calculus, Computer Math, Computer Science, and courses beyond Algebra II	
Science	3	Science	3
1 Unit Biology 2 Units from: Chemistry I/II, AP Chemistry, Physics, Biology II, Physical/Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Science (Qualified Ag. Ed courses, Plant & Soil Science, Natural Resources and Environmental Science, Animal Science)		1 Unit Biology I 2 Units selected from ACT-recommended courses: Biology II, General/Physical/Earth Science, Physics, Chemistry	
Social Studies	3	Social Studies/History	3
1 United States History, 0.5 to 1 United States Gov. 0.5 Oklahoma History, and 0.5 to 1 which may include, but are not limited to the following: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal or above United States History, United States Gov., and Oklahoma History		To include 1 American History, 0.5 United States Gov., 0.5 Oklahoma History, and 1 from the subjects of History, Government, Geography,, Economics, Civics, or non-Western culture and approved for college admission requirements.	
		Foreign Language/Computer Technology	2
		To include 2 units of the same foreign language or 2 units of computer technology approved for college admission requirements, whether taught at a high school or a technology center, including computer programming, hardware, and business computer applications, such as word processing data bases, spread sheets, and graphics, excluding keyboarding or typing courses.	
The Arts	2	The Arts	2
Visual Arts and General Music		Fine arts, such as music, art, or drama, or speech.	
10 Electives to total	25	8 Electives to total	25
To meet graduation requirements local options may include comparable courses taken by advanced placement, concurrent enrollment, and other comparable courses. Local school district requirements may exceed state graduation requirements. *The Diploma of Honor requires a 3.0		GPA on a 4.0 scale. For core course credit, only ACT-recommended classes may be taken. Students graduating with a Diploma of Honor may be eligible for the OK Tuition Scholarship Program. To receive an honor's diploma, the student must maintain a B-grade or above in each course taken and fulfill the minimum required eight honor courses.	

Spiro High School	
Spiro College Preparatory	
Language Arts 4 To include Grammar, Composition, Literature, or any English course approved for college admission requirements.	
Mathematics 3 Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.	
Science 3 Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.	
Social Studies 3 To include 1 American History, 0.5 United States Gov., 0.5 Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements.	
Foreign Language/Computer Technology 2 To include 2 of the same foreign or non-English language or 2 computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;	
1 Additional unit selected from the courses listed 1 Above or career and technology education courses approved for college admission requirements.	
The Arts 1 Fine arts, such as music, art, or drama, or speech.	
8 Electives to total 25	
To meet graduation requirements local options may include comparable courses taken by advanced placement, concurrent enrollment, and other comparable courses. Local school district requirements may exceed state graduation requirements. *The Diploma of Honor requires a 3.0	GPA on a 4.0 scale. For core course credit, only ACT-recommended classes may be taken. Students graduating with a Diploma of Honor may be eligible for the OK Tuition Scholarship Program. To receive an honor's diploma, the student must maintain a B-grade or above in each course taken and fulfill the minimum required eight honor courses.

SELECTION OF VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN

Spiro High School shall recognize from each graduating class a Valedictorian, Salutatorian, and Historian. These honors shall be awarded on the basis of three criteria:

1. The highest grade point average (calculated by computer)
2. The completion of an honors diploma meeting requirements for college admission
3. The highest number of AP/Honor's classes

If there is a tie, the students involved will share the Valedictory and no Historian will be named. Should there be a three-way tie, all three will be Valedictorians and there would be no Salutatorian or Historian, etc.

Grade Point Average will be computed on seven semesters to include the first semester of the senior year. All normal class work and any additional honors level assignments must be completed at this time. Only classes taken in spring and fall semesters will be included in calculations rounded to the nearest one-hundredth.

If students move to Spiro after first semester of their junior year and have GPA's, which might have qualified them for Valedictorian, Salutatorian, or Historian, they shall be given special recognition or acknowledgement. Any transferring student enrolled in AP Computer Science at their prior school shall receive a weighted grade on the 6.2 scale if the grade was B- or above. The 6-point grading scale will be used to compute AP courses. Honors courses will be computed on a 5.2 scale.

6.2 Scale

Advanced Placement Courses—6.2 Weight (No AP Credit for grades below B-)

A+=6.2	B+=5.2	C+=2.2	D+=1.2
A =6.1	B =5.1	C =2.1	D =1.1
A-=6.0	B- =5.0	C- =2.0	D- =1.0

Advanced Placement Course Offerings - AP Computer Science

Honors Courses—5.2 Weight (No Honors Credit for grades below B-)

A+=5.2	B+=4.2	C+=2.2	D+=1.2
A =5.1	B =4.1	C =2.1	D =1.1
A-=5.0	B- =4.0	C- =2.0	D- =1.0

Honors Course Offerings

Algebra III, Trig./Pre Calculus, Chemistry I, Physiology, Physics I, Spanish II

Regular Courses—4.2 Weight

A+=4.2	B+=3.2	C+=2.2	D+=1.2
--------	--------	--------	--------

A =4.1 B =3.1 C =2.1 D =1.1
A-=4.0 B-=3.0 C-=2.0 D-=1.0
Below 1.0=F

Regular courses include all other courses not identified as “other than” honors or Advanced Placement.

CONCURRENT ENROLLMENT

The concurrent enrollment program provides an opportunity for interested Juniors and Seniors to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows Juniors and Seniors enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

Requirements for Spiro Juniors and Seniors to participate in concurrent enrollment include the following:

1. Other than high school graduation, students must meet the published criteria for admission to the select college or university.
2. Students enrolled in two college courses at the college must attend Spiro High School for four consecutive hours. Students enrolled in two college web courses must attend Spiro High School for five consecutive hours.
3. Students enrolled in one college course at the college must attend Spiro High School for five consecutive class periods. Students enrolled in one college web course must attend Spiro High School for six consecutive hours.

Parents/guardians may opt to have concurrent college credit **REPLACE** their son/daughter's high school class. A credit of (.5) will be given on the student's high school transcript for each college course completed and the corresponding grade will be recorded for credit and GPA purposes. Students can only use college courses to replace the following high school core courses: English, Math, Science and History. The parent/guardian must fill out and sign the appropriate documentation in order for concurrent classes to replace High School courses.

Parents/guardians may opt to have son/daughter take concurrent classes as an elective. College courses completed as an elective will be put on the student transcript with the corresponding grade. **HOWEVER**, concurrent classes taken as electives **WILL NOT** be calculated into the students high school GPA.

Once a concurrent course grade is added to the high school transcript, it **CANNOT** be removed.

Summer concurrent classes will only be put on the students transcript when it is being used as a replacement course.

OKLAHOMA ACADEMIC SCHOLAR

Graduating senior who meet all of the requirements listed below shall be recognized by the local school and the State Board of Education as an Oklahoma Academic Scholar in compliance with legislation which became effective in 1986.

1. Accumulate over Grades 9, 10, 11, and first semester of Grade 12, a minimum grade point average of 3.7 on a four-point scale or be in the top 10 percent of their graduating class.
2. Complete (or will complete) 22 units for graduation which consist of at least:

English	4 units (Grammar, Composition, Literature)
Mathematics	3 units (Algebra I, Algebra II, Geometry, Trigonometry, Analysis, Calculus) or (Applied Math I and II and Algebra II) Note: One unit for the mathematics requirement may be completed prior to 9 th grade.
Science	3 units (Biology I, Biology II, Chemistry I, Chemistry II, Physical Science, Botany, Zoology, Physics, Physiology) Note: One unit of Applied Biology/Chemistry or one unit of Principles of Technology may substitute for one unit of required lab science.
Social Studies	3 units (History, Government, Sociology, Psychology, Economics, Anthropology, Geography) or (a combination of 2 units of social studies and 2 units of the same foreign language may be used to satisfy the requirement.
3. Achieve a composite score 27 on the American College Test (ACT) or 1180 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation

See the counselor for additional information.

NATIONAL HONOR SOCIETY REQUIREMENTS

Membership in the National Honor Society is based on the following criteria.

1. Scholarship: Students must hold a cumulative (9th grade to current year) 4.1 GPA according to the Spiro High School grading scale.
2. Character: Students must demonstrate good character and have had no suspensions. Students who are being considered for membership in NHS will also be evaluated by members of the faculty.
3. Leadership: Students being considered for membership in NHS must demonstrate resourcefulness, be a problem solver, promoter of the school and its activities, dependable, and have a positive attitude.
4. Service: Students being considered for membership in NHS must demonstrate a willingness to serve as needed, either at the school or on a voluntary basis outside of the school.

Students who meet these criteria will be presented to the NHS faculty committee for final approval. The committee will be made up of the Principal, Vice Principal, NHS advisors and at least one other teacher.

HONOR ROLL

Students making the Superintendent's Honor Roll must make all A's. Students making the Principal's Honor Roll must have no grade lower than a B-.

Spiro Public Schools POLICY, TERMS, AND CONDITIONS FOR USE OF INTERNET

- 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 student's 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 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 on-line;
 - 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 Sites

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 discover.

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 part 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.

SECTION III 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.

The Board of Education and the administrators recognize that students do not surrender rights of citizenship while attending Spiro High School. At the same time, the school is a community that must be ordered by a set of rules and regulations. Those who enjoy the rights and privileges our school provides must also accept the responsibilities necessary to protect those rights and privileges. This includes respect for and obedience to those rules.

The following behavior at school, while at school or on school vehicles or going to or from school events or attending school events, will be dealt with in a disciplinary matter which ranges all the way to expulsion.

In addition, conduct outside of the normal school 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.

DISRUPTIVE BEHAVIORS

- 1 Arson
- 2 Attempting to incite or produce imminent violence directed against another person because of his/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/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 Hazings (initiations) in connection with bullying
 - 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 Plagiarisms
 - 26 Possession of a caustic substance
 - 27 Possession of obscene materials
 - 28 Possession, threat or use of a dangerous weapon and related instrumentalities (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 distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances
 - 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
- 45 Unauthorized use of pager or cell phone

PAGING DEVICES OR CELL PHONES

It is the policy of the Board of Education that no student shall possess or use an electronic paging device or cell phone without prior written consent of the student's parent/guardian, and the superintendent or the superintendent's designee. Such consent will be granted only upon showing of medical necessity or other compelling reasons as determined by the superintendent. Using such devices without prior authorization will constitute disruptive behavior and will be penalized as such.

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 detention (noon or after school)
 6. Corporal punishments (swats)
 7. Financial restoration for damages
 8. Probationary period
 9. After School Detention (3:00pm-5:00pm)
 10. Short term out-of-school suspension
 11. Long term out-of-school suspension (10 days—semester)
 12. Expulsion for one year
 13. Loss of driving privileges
 - 14. Loss of bus riding privileges**
 - 15. Referral to social agencies**
 - 16. Involving law enforcement**

TEACHER AS A DISCIPLINARIAN

A teacher of a student attending Spiro High School will have the same right as a parent/guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher. A teacher will not be prohibited from using ordinary force as a means of discipline. The use of the paddle as a form of discipline may be used as a method of punishment. The parent(s) have the option of signing a no paddling form, which will be filed in the principal's office at the request of the parent(s). Any use of the paddle will be done in the principal or assistant principal's office with a witness present.

SEARCH OF STUDENTS

If the principal believes that a student has in his/her possession a dangerous weapon or substance or stolen property, he may request that the student freely surrender the item. If the student does not give the item 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 that violate the regulations of Spiro High School. The right to search includes also a vehicle driven on campus by the student. At the discretion of the principal, students may be searched with an electronic metal detector.

USE OF TOBACCO

State law prohibits minors from possessing tobacco products of any kind, therefore, students may not possess or use tobacco products at any time while they are under the supervision of the school. This includes normal school hours, school-sponsored activities at school and away from school, and while riding the school bus to and from school. All students will follow these guidelines regardless of age. E-Cigarette's are considered a form of tobacco and considered illegal at school or school sponsored events.

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 up to 9 weeks(45 days) out of school suspension. Second offense up to 18 weeks but not less than first offense(semester) out of school suspension. Third offense up to 36 weeks but not less than second offense(year) out of school suspension. Possession, distribution, under influence or combination of these three offenses may constitute 2nd or 3rd offense.

SIGNS OF DRUG USE

Parents and the school should be partners in the task of keeping all students drug free. Signs of drug use may include the following:

1. Drug related magazines, clothing, conversation and jokes about drug use, hostility and defensiveness about drugs
2. Changes in behavior such as chronic dishonesty (lying, stealing, cheating)
3. Trouble with authority (school and office)
4. Evasiveness about friends, possession of large amounts of money, inappropriate anger and hostility, irritability
5. Dramatic changes in school performance, distinct downturns in grades, absenteeism, tardies, reduced motivation (energy, self-discipline and self-esteem), diminished interest in extra-curricular activities

FOR PARENTS OF SPIRO HIGH SCHOOL

Be knowledgeable about drugs and signs of drug use. When symptoms are observed, respond promptly. Parents are in the best position to recognize signs of drug use in their children. In order to prepare themselves, they should:

- Learn about the extent of the drug problem in their community and in their children's school.
- Be able to recognize signs of drug use.
- Meet with parents of their children's friends or classmates about the drug problem within the community.
- Establish a means of sharing information to determine which children are using drugs and who is supplying them. Parents who suspect their children are using drugs often must deal with their own emotions of anger, resentment, and guilt. Frequently, they deny the evidence and postpone confronting their children. Yet, the earlier a drug problem is found and faced, the less difficult it is to overcome. If parents suspect their children are using drugs, they should:
 - Devise a plan of action. Consult with school officials and other parents.
 - Discuss suspicions with their children in a calm, objective manner.

Do not confront a child while he is under the influence of drugs.

- Impose disciplinary measures that help remove their youngster from those circumstances where drug use might occur.
- Take a firm stand against any drug usage by your child.
- Seek advice and assistance from drug treatment professionals.

STUDENT-RELATED ACTIVITIES FOR DRUG AWARENESS

1. Red Ribbon Week
2. Just Say No to Drugs Week
3. Drug and Alcohol Abuse Instruction
4. Family Life Curriculum
5. School Assemblies
6. Individual Counseling
7. AIDS Programs

FIGHTING

Fighting will not be tolerated on the campus of Spiro High School. The penalties will be imposed both firmly and consistently to insure the safety of our students.

For the initial offense, the student (or students) will receive five (5) days of out of school suspension.

The second offense increases the penalty from five days to nine (9) days of out of school suspension.

The third fight could result in "out of school" suspension for the remainder of the semester and, perhaps, the following semester as well. Fighting may lead to expulsion.

Mouthing and instigating shall constitute participation in a fight if blows result. No punishment will be imposed if it is clearly ascertained that the student is defending himself/herself and it is established that the student was not shoving, mouthing or instigating the fight. Shoving, mouthing, instigating will not be considered self-defense when the student could have walked away and did not do so.

Further, if the fighting situation has been brewing and the office has not been notified by one or all of the participants, it shall be determined that the student has not tried to avoid the fight or was defending himself/herself. This will be at the discretion and judgment of the principal in assigning blame.

Fighting is against the law. Therefore, for each fight that takes place at school, at a school event, or on the way to or back from a school event, Spiro Schools will administer discipline according to policy and a Spiro Police Officer will be notified.

DANGEROUS WEAPONS

Possession of a dangerous weapon includes, but is not limited to, any person having a dangerous weapon:

1. on his/her person;
2. in his/her locker;
3. in his/her vehicle;
4. held by another person for his/her benefit
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 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 pocketknife—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 principle purpose is for use as a weapon—whether offensive or defensive, any replica or facsimiles of any of the foregoing items, or any items or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, 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. The disciplinary penalty could be suspension of up to one calendar year.

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 or the assistant principal might reasonably be expected to cause disruption or interference with normal school operations. Student dress should not pose any hindrance of 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 and a half 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. Sleeveless tops are to be a minimum of 3 finger tip wide on the shoulders.
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 extra-curricular 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. The School Board reserves the right to change or amend these policies at any regular meeting by majority vote.

DRESS CODE FOR GRADUATION AND BACCALAUREATE FOR MEN:

Dress pants or suit with dress shoes and socks, dress shirt, tie preferred.

FOR LADIES:

Sunday type dress, dress shoes or dress sandals.

No tennis shoes, no flip flops, no writing on caps or gowns, no buttons or pens on gown (corsage or guardian angel pen allowed). Any writings or objects that may distract from the ceremonies will not be tolerated.

Anyone in violation of the dress code will not be allowed to participate in the ceremonies.

If anyone is in question, it will be up to the senior sponsors' discretion to decide student's participation.

If any senior cannot participate because of lack of proper clothing, the senior may meet with a/the sponsor(s) and proper clothing will be provided.

DISCRIMINATION

At Spiro High School there shall be no intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation. These forbidden behaviors include but are not limited to: assault and battery, damage to any real or personal property (vandalism, destruction, defacing) or threatening by word or acts in any of these previously mentioned behaviors.

Anyone believing they have been the objects of this kind of behavior should immediately report it to a teacher, principal or the superintendent. The person receiving the report will notify the principal or superintendent so that the superintendent may conduct an investigation. The superintendent will designate a principal to investigate or do so himself if it seems appropriate.

Once the investigation is complete, the superintendent will advise the plaintiff in writing of his findings and 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:

Karen Tobler—Principal, Lower Elementary-- (918) 962-2413

Kyle House—Principal, Upper Elementary-- (918) 962 2414

Don McGee—Principal, Middle School-- (918) 962-2488

Larry Greenwood—Principal, High School-- (918) 962-2493

Don Atkinson—Superintendent—(918) 962-2463

SCHOOL BULLYING PROTECTION ACT (70 Okla.Stat.24-100.2)

Any gestures, written or verbal expression, or physical act that a reasonable person should recognize that would harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person/property, or insult or demean another student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student. Bullying may be physical, emotional, social, sexual or racial in form. Whatever its category it is wrong and will be addressed.

A complete statement of the district's policy is available from the principal's office. Annual education programs for both teachers and students will be conducted. The District's Safe Schools Committee has the responsibility to study and make recommendations regarding unsafe conditions or strategies to avoid behavior classified as bullying. Students should be informed of the consequences of bullying conduct toward their peers and that it may lead to permanent suspension from school of up to a year.

Students and/or parents are encouraged to report to the school administrators if they are a witness to or a victim of any acts of harassment, intimidation or bullying. Employees of the school, whether certified or non-certified, have the responsibility to be alert to bullying and encourage students to report it to the office. A form will be completed and an attempt will be made to end the behavior and mete out punishment as required. If warning does not end the behavior, appropriate steps will be taken which may include parental conferences, I.S.S., out of school suspension or expulsion from school of the offender.

Terrorist threats expressing a desire to take a person's life or do serious bodily harm will be taken seriously. A student making such threats may be suspended for up to a year.

ENROLLMENT OF SUSPENDED STUDENTS WHO MOVE TO ANOTHER 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 has 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/ private school in another state.

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.

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.

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

MENINGOCOCCAL VACCINES

WHAT YOU NEED TO KNOW

1. What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the fluid surrounding the brain and spinal cord.

Meningococcal disease also causes blood infections.

About 1,000-2,600 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15 % of these people die. Of those who survive, another 11-19 % lose their arms and legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshman who live in dormitories, and teenagers 15-19 have an increased risk of getting meningococcal disease.

Meningococcal infections can be treated with drugs such as penicillin. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2. Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

Meningococcal conjugate vaccine (MCV4) was licensed in 2005. It is the preferred vaccine for people 2 through 55 years of age.

Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It may be used if MCV4 is not available, and is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all type of disease. But they do protect many people who might become sick if they didn't get the vaccine. Both vaccines work well, and protect about 90% of people who get them. MCV4 is expected to give better longer-lasting protection.

MCV4 should also be better at preventing the disease from spreading from person to person.

3. Who should get meningococcal vaccine and when?

A dose of MCV4 is recommended for children and adolescents 11 through 18 years of age.

This dose is normally given during the routine pre-adolescent immunization visit (at 11-12 years). But those who did not get the vaccine during this visit should get it at the earliest opportunity.

Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease;

College freshman living in dormitories.

Microbiologists who are routinely exposed to meningococcal bacteria.

U.S. military recruits.

Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.

Anyone who has a damaged spleen, or whose spleen has been removed.

Anyone who has terminal complement component deficiency (an immune system disorder).

People who might have been exposed to meningitis during an outbreak.

MCV4 is the preferred vaccine for people 2 through 55 years of age in these risk groups. MPSV4 can be used if MCV4 is not available and for adults over 55.

How Many Doses?

People 2 years of age and older should get 1 dose. Sometimes a second dose is recommended for people who remain at high risk. Ask your provider.

MPSV4 may be recommended for children 3 months to 2 years of age under special circumstances. These children should get 2 doses, 3 months apart.

4. Some people should not get meningococcal vaccine or should wait

Anyone who has ever has a severe (life threatening) allergic reaction to a previous dose of either Meningococcal vaccine should not get another dose.

Anyone who has a severe (life threatening) allergy to any vaccine component should not get the Vaccine. Tell your provider if you have any severe allergies.

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your provider. People with a mild illness can usually get the vaccine.

Anyone who has ever had Guillain-Barre Syndrome should talk with their provider before getting MCV4.

Meningococcal vaccines may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if

clearly needed.

Meningococcal vaccines may be given at the same time as other vaccines.

5. What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

A serious nervous system disorder called Guillain Barre Syndrome (or GBS) has been reported among some people who received MCV4. This happens so rarely that it is currently not possible to tell if the vaccine might be a factor. Even if it is, the risk is very small.

6. What if there is a moderate or severe reaction?

What should I look for?

Any unusual condition, such as a high fever, weakness, or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

Call a doctor, or get the person to a doctor right away.

Tell your doctor what happened, the date and time it happened, and when the vaccination was given.

Ask your doctor, nurse or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.

Or you can file this report through the VAERS web site at www.vaers.hhs.gov, or by calling

1-800-822-7967

VAERS does not provide medical advice.

7. The National Vaccine Injury Compensation Program

A federal program exists to help pay for the care of anyone who has had a rare serious reaction to a vaccine.

For information about the National Vaccine Injury Compensation Program, call 1-800-338-2382 or visit their website at www.hrsa.gov/vaccinecompensation.

8. How can I learn more?

Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.

Call your local or state health department.

Contact the Centers for Disease Control and Prevention (CDC):

Call 1-800-232-4636 (1-800-CDD-INFO)

Visit CDC's National Immunization Program website at www.cdc.gov/vaccines

Visit CDC's meningococcal disease website at

www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

Visit CDC's Travelers Health website at wwwn.cdc.gov/travel

**SPIRO SCHOOL DISTRICT
STUDENT ACCESS AGREEMENT**

20__-20__ Academic Year

Student Name _____
(Last) (First) (Middle)

Grade _____ School _____

Home Address _____

Home Phone _____

I have received a copy of the Internet Acceptable Use Policy for Students and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of all computer privileges and suspension from school.

Student's Signature _____ Date _____

PARENT OR GUARDIAN SECTION (*Required*)

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 Acceptable Use Policy for Students are incorporated by reference in this Student Internet Access 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

I have read this handbook and understand the regulations and policies.

Student

Date

Parent/Guardian

Date

My current address is:

A telephone where I can be reached:

Residence

Emergency

Parent's Work
