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## KMS Faculty and Staff 2015-2016

### Administration

Keith Campbell .....Principal  
 Karee Patterson.....Counselor

### Support Staff

Schrie Braden.....Administrative Assistant  
 Sandra Kloepfel.....Administrative Assistant  
 Patricia Celiz.....Custodial Engineer  
 Gina Rivera.....Custodial Engineer

### 5<sup>th</sup> Grade

Coni Kitchens.....Language Arts/English  
 Misty Blundell.....Math  
 Vicky Jech.....Science  
 Liz Walter.....Language Arts/Reading  
 Doug Jech.....Social Studies

### 6<sup>th</sup> Grade

Jill Haub.....Language Arts/Reading  
 Lara Kostka.....Science  
 Julie Jackson.....Language Arts/English  
 Amy Pearson.....Math/Athletics

### 7<sup>th</sup> Grade

Kerri Lafferty.....Geography/PE/Athletics  
 Susan Campbell.....Language Arts/Reading  
 Morgan Finley.....Language Arts/English  
 Jill Myers.....Math/Athletics  
 Bridgett Birdwell.....Science

### 8<sup>th</sup> Grade

Jackie Sternberger.....Social Studies/Athletics  
 Nikki Buck.....Science  
 Sheila Redwine.....Language Arts/Reading  
 Dianna Weems.....Math  
 Whitney Johnson.....Language Arts/English

Trish Arrington.....Special Education  
 Mandy Horn.....Special Education  
 Glenda Wolf.....Special Education  
 Kristina Burnham.....Special Education  
 Meggan Lunsford.....Media Specialist  
 Stan Blundell.....PE/Athletics  
 Fay Barnett.....PE/Athletics  
 Ryan Burns/Lori Burns.....Agriculture Education  
 Dakota Horn.....Instrumental Music  
 Diann Magnus.....Vocal Music  
 Mariah Sinclair.....Technology Engineering  
 Summer Scott.....Art  
 Melanie Wright.....Special Education Aide  
 Teresa Fletcher.....Library Aide  
 Lainey Coldren.....AmeriCorps Aide

**Introduction and Welcome**

Welcome to Kingfisher Schools. This handbook was constructed with help from the Middle School Faculty and Staff, along with the Middle School Student Advisory Council (JAG). The policies within this book are based on Kingfisher School Board Policy, Oklahoma Educational Statutes, Oklahoma School Law, Federal Case Law, and Federal Statutes. These sets of policies are the adopted policies of the Kingfisher School Board. These policies are applied equally to each student.

There are times when some eventualities are not specifically covered under the handbook. At that time it is the responsibility of the administrator in charge to interpret school policy and apply discipline when it is necessary. These policies are designed to give a fair and impartial discipline policy, attendance policy, and grading policy to each student. This ensures a fair and equal education under the law.

**Policy Notification**

*It is the policy of the Kingfisher Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status 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 Jason Sternberger, Superintendent, Kingfisher Public Schools, 11<sup>th</sup> and Chisholm, Kingfisher, OK 73750, phone 405-375-4194.*

**District Mission Statement**

*The Kingfisher Public School System is established for and committed to providing all children and youth an education which encourages them to enter, engage, express, explore academic and social experiences from which they shall be empowered to experience a fulfilling, satisfying, and successful life and be prepared to enter their life's vocation and/or pursue post high school educational opportunities.*

**Daily Schedule**

The school day will consist of seven scheduled periods of classroom work of 50 minutes each with five minutes allowed for class changes. School will assemble at 8:00 am. The 5<sup>th</sup> and 6<sup>th</sup> grade students report to the PE Room upon arrival and the 7<sup>th</sup> and 8<sup>th</sup> grade students report to the Commons Area upon arrival. Students are not allowed to go to their lockers until the bell rings. Students may start eating breakfast at 7:30 a.m. each morning at the designated breakfast tables. Announcements will be made each day at the beginning of 2<sup>nd</sup> hour to be followed by a moment of silence and then the Pledge of Allegiance.

## **Attendance**

Schools are required by state law to keep accurate records of attendance and the reasons for absences. Students should not miss school except for illness, doctor or dental appointment, funeral, court, or an emergency. By state law, students must be counted absent for any reason other than missing for school activities. At the both the third and the fifth absence parent/legal guardian will be notified by certified mail. The tenth absence (in a semester) will be reported to the Assistant District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (S.L.O. 237:70-10-106)

It is unlawful for a parent or guardian not to compel their child to attend school. Any parent/student violating this provision of the law shall be guilty of a misdemeanor and upon conviction will receive a fine for non attendance.

**\*Important: Once a student reaches or exceeds ten (10) unexcused absences per semester, the Assistant District Attorney of Kingfisher County will be notified.**

**Local board attendance policies have the force and effect of law.** The attendance officer makes the determination of an excused or unexcused absence. (S.L.O. 233:70-10-1089)

### **Absence reporting procedure:**

1. At the third and fifth absence, parent/legal guardian will be notified by certified mail to the last known address of parent/legal guardian.
2. If compliance does not occur, at the tenth absence a report will be sent to the Assistant District Attorney. (Misdemeanor)

### **Absences**

1. A parent calling a student in sick does not excuse an absence.
2. If the parent/legal guardian knows ahead of time that their student will be absent, they should call the school and report the absence.
3. The parent/legal guardian must call and clear a student who comes to school but needs to leave during the school day. Students must check out through the office prior to leaving for the day.
4. A student returning to school during the day must be cleared through the principal's office.
5. If the parent does not contact the school within 1 week of an absence the student will be classified as truant.
6. Attendance reports will be run every day. The student and parents will have until the end of the semester to rectify the documentation. At that time the record of the school will become permanent.

### **Tardies**

Tardies are accumulated per semester/per class. Tardy reports will run each week. At the elementary three tardies equal an absence. At the middle school and high school three in first hour will equal an absence. Each student that has 3 tardies in a class may receive a phone call home notifying parent/legal guardian of the situation. Principals

may enforce some type of discipline measures on the 4<sup>th</sup> tardy. Continuing tardy offenses will result in higher levels of discipline.

### **Absences and Grades**

Students missing more than 10% of their class time will not receive a passing grade for that class (Max. 9 days). Attendance will be based on each semester. Students that miss more than nine days, who are passing by grades, will receive no credit and non-passing grades for each class that the student is over the maximum limit of absences. The student will also be strongly encouraged to appeal to the absentee review committee.

**Funerals and doctor/dentist appointments will count as an additional nine days if accompanied by timely, proper documentation, i.e. doctor's note or in the case of a funeral a memorial folder. Note should accompany student upon return to school. However, a student's attendance must meet the state's minimum requirements of eighteen days (80% attendance). If students go over the 18-day minimum requirement no credit for that class will be issued.**

Students who miss 10 minutes or more of a class period will be counted absent for that period. A student must be in attendance at least ninety percent of the school term to participate in athletic contests or other school activities. For unexcused absences no make up work will be allowed. (OSSAA Policy).

When long-term deadlines are placed and the student is on an activity absence, that item will be due the day the student returns. An absence is excused when the student is involved in a school activity.

Students who seek to enroll late in a semester when attendance cannot equal 90% of the semester must have a valid reason for late enrollment. If the principal determines the reason justifies late enrollment the student may enroll subject to an 80% attendance requirement.

**Any student absent from school without parent permission shall be considered truant and dealt with according to district policy and state law.** Absences from school because the student is participating in a school-sponsored activity shall be limited to **10 day per school year**. According to the Oklahoma Secondary School Activities Association (OSSAA) qualifying events district, state or national level competition is exempt from the 10-day policy.

### **Grades and Grading Scale**

Students meeting the following criteria will be placed on the Superintendent's and/or the Principal's Honor Roll each grading period:

Superintendent's Honor Roll	No grade less than "A"
Principal's Honor Roll	No grade less than "B"

Kingfisher Schools uses the following grading scale to award letter grades:

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

Students will receive a minimum of an average of two grades per week. Benchmark tests will be counted as a major part of a student's grade for the semester. A student

receiving an "I" will have one week after the posting of grades to rectify the situation. Eligibility grades are reported on Thursdays. Grading percentages are as follows for all grades:

Homework 50%, Tests 50%, (BenchmarkTests = Test Grade x 2)

### **Exemption Policy**

The teachers at Kingfisher Middle School have developed a plan that they feel will help deter students from being absent. The following is a design of exemption as a reward for those students who strive to keep their attendance in good order. This applies to only grades 7/8.

1. Each student will be exempt from semester tests for any class in which that student has earned a grade of "C" or above and has not missed more than four days (excluding school activities).
2. Three tardies in any class equal one unexcused absence in that class. Teachers are responsible during the semester for keeping individual records and entering data into grading program appropriately when students are tardy. Teacher-created tardies will not count.
3. Exemptions are calculated for each class individually, (i.e. a student may be exempt from some classes and not from others).
4. The necessary "C" or above grade is an average of the two nine weeks grades that semester.
5. A student may elect to take a semester test even if they are exempt.
6. Each teacher will give a comprehensive Mid-Term test.
7. Any ISD assignment or Out-of-School Suspension will require a student to take all semester tests.

### **Daily Work and Tests**

Students are expected to have their work turned in on time. Students that are absent will receive a "day for a day" to get their work turned in. This means that for each day the student is absent they will receive one day to turn in their late work. The work may not be piled up and turned in all at once.

Students that are attending a school function may be required to have their work completed upon their return to the class if the sponsors and teachers deem it necessary. Students that miss a test are required to take the test in tutoring at the first available opportunity. This also follows the "day for a day" rule.

**Daily work is defined as work that is done during the normal school day or sent home as home work. Tests are categorized as any learning activity that the student was told to study for prior to the event. Book reports, extended projects, etc... may be counted as tests. Students failing to complete an extended project may be disciplined for failure to comply with the directions of a staff member. Completing school work is not optional for students. Students may lose privileges for not completing work in a timely manner or refusing to do their work.**

### **Promotion to the Next Grade**

In order for a student to be promoted to the next grade the student must be passing the majority of their classes. If the student is failing two or more core classes the student may not promote. If the student is over the maximum number of absences for a year they may also be held back.

### **Special Privileges**

The school strives to be an encouraging place for students and to provide an atmosphere that rewards students for their behavior and celebrates their accomplishments. At this time we have many activities that the parents, teachers, school organizations and administration provide that are special privileges. These would be field trips, athletic events, the 8<sup>th</sup> Grade Social, Camp Goddard, the various dances that are held throughout the year, etc.... Please remember that these activities are always for the Kingfisher Middle School students only, and sometimes are done for only one class, such as the 8<sup>th</sup> Grade Social and Camp Goddard. Our goal is not to exclude students from other communities, but these activities are designed for the students in the Middle School. These activities are also held under the school rules and the entire handbook including the dress code applies to these activities. Students that are serving a discipline may not be allowed to attend these activities.

### **Participation in Activities**

Oklahoma Secondary Schools Activities Association rules will apply to all extra-curricular activities. The basic participation rules are:

1. Any student reaching their 16<sup>th</sup> birthday prior to September 1 of the current school year is ineligible to compete in the Middle School or Junior High events.
2. A student who has not attended classes 90% of the time for a semester is ineligible. A student enrolling late that fails to meet the 90% rule must attend the number of days late to gain eligibility.
3. A student must have passed five of seven classes and/or four out of five core classes the previous semester or year, to participate in activities or the student will be ineligible for the first six weeks of the next semester.
4. Students failing a course will be placed on probation the week following the notification of failure. If the grade is not brought up during the probation week, the student will be ineligible for participation. A student may not be on probation for two consecutive weeks. Eligibility is based on cumulative grade average for the semester, not weekly grades.

5. A student whose conduct of character outside school is under discipline or whose conduct of character outside the school is such as to reflect discredit upon the school shall be declared ineligible until reinstated by the principal.
6. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal.
7. A student must be present at school ½ of the day they participate in an event. The only time this may be waived is if there is a preset doctors appointment, a funeral, an extenuating circumstance or another school event. Waving this requirement is at the option and judgment of the school administrator.
8. Students may not be taken home from an event until after they are checked out by their parent.
9. If a parent desires for the child to ride with another family member, over the age of 18, this must be approved through the Middle School office prior to the event. Students will not be released to anyone other than their parent, custodial parent, or guardian.
10. Notes asking for a student to ride home with another parent are not acceptable. This rule will be relaxed only in extreme circumstances. Students will not be released to anyone other than their parent, custodial parent, or guardian.

Please note that rules 7 through 10 are for the safety of the students. It is the responsibility of the parent to provide the school with the appropriate documentation on who is allowed to pick a student up from school. The coaches at an activity will only release a student after the student is properly signed out to the appropriate parent, custodial parent, or guardian that is listed on the emergency procedure cards. Any notes or other arrangements must be made through the MS Office prior to the event. A student that is in violation of rules 7 through 10 will be suspended from the activity. Students that are habitually late or that are habitually absent the day after a game may be sat for this infraction.

### **6<sup>th</sup> Grade Athletics**

It is the policy of Kingfisher Schools that we do not recognize 6<sup>th</sup> grade athletics. Any student that participates in 6<sup>th</sup> grade athletics through Little League or PeeWee athletics is required to take a parent excused absence. If wrestling or track is traveling to an event, a 6<sup>th</sup> grade student may travel on the bus with the MS team if there is room. A 6<sup>th</sup> grade student may not participate in any team activity or get points for Kingfisher Middle School team. In no case may a 6<sup>th</sup> grade student take a team spot for a 7<sup>th</sup> or 8<sup>th</sup> grade student. 5<sup>th</sup> grade students may not compete in any MS activity due to OSSAA rules.



**Dress Code** (Revised 1988) (1994) (1999) (2000) (2006) (2007)

The general atmosphere of a school must be conducive to learning. A student's general attire or appearance must not present a danger to their health, welfare, or attract undue attention to the extent it disrupts the school. In all matters relating to individual dress and grooming students should use good judgment. The school shares with parents the responsibility for student's appropriateness of dress and grooming. In the interest of health, safety, decency and decorum among students the following regulations have been adopted by the board of education (S.L.O. 154; 70-6-114(c)):

1. Student's hair including mustaches must be neat and well groomed. Beards and goatees will not be allowed. Students may not dye their hair a color that distracts from instruction.
2. Students are expected to dress in a neat, clean and well-groomed manner. Clothing must properly conceal undergarments at all times. The following clothing is not permitted at school or school events:
  - a) Cut offs
  - b) Swim suits
  - c) Tights
  - d) Halter tops
  - e) Tube Sweaters
  - f) Leggings
  - g) Bicycle or Running Tights
  - h) Tank Tops or Muscle Shirts
  - i) Off shoulder straps
  - j) Net Shirts (see through or fish net)
  - k) Midriff Shirts (including any shirt that exposed the midriff
  - l) Spaghetti straps
  - m) Head bands or wrist bands
3. Shorts, skirts and dresses must be within reason. Shorts must be at least finger tip length This is at the discretion of the principal.
4. Holes in jeans will not be allowed above the knee in any form, even with boxers or other forms of clothing under them.
5. No visible body piercing except in the ear. Any piercing that distracts from instruction will be removed.
6. Shirts must have a hemmed sleeve and cover the shoulder. No form of tank top will be allowed. [There is no three finger rule]. There is no cleavage to be shown in any form. There should not be any clothing item to draw attention to the chest area. This is at the discretion of the school, not the student.

7. There will be no tolerance of clothing and/or accessories with suggestive, vulgar, or offensive patches, badges, or printing. The following are unacceptable to be worn.
  - a) Written slogans or profanity.
  - b) Advertisements of tobacco, drugs, or alcohol. This would extend to events sponsored by tobacco or alcohol companies.
  - c) Depictions of torture or violent death.
  - d) Any symbol or language that symbolizes fighting. (U.S. Supreme Court Ruling)
  - e) Clothing or accessories that are racially sensitive or a symbolism of racism will not be tolerated. This includes the rebel flag in any form. This does include any item that is rebel flag related or is racially sensitive.
5. All students must wear shoes to and from school. House shoes are not acceptable footwear.
6. Hats and caps will not be worn in the building.
7. The administration and/or the faculty may act on any inappropriate dress using discretion and good judgment for the general well being of the students and school system.
8. Any loose clothing or accessories that are “gang related”, or deemed so will not be tolerated. An example would be extremely baggy jeans. Jeans that are defined as being habitually “baggy” may have the added requirement of wearing the shirt tucked in the waist of the pants.
9. Bandannas will not be worn or displayed in school, at activities, or on school property.
10. The dress code will apply to students wearing athletic gear during the day. Football jerseys will only be worn on game days, in the case of 5<sup>th</sup> and 6<sup>th</sup> grade football players the day before a game day. Students wearing jerseys or cheer uniforms need to wear the appropriate undershirt to make top match the school dress code.
11. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
12. Chains of any type that have the capacity to be used as a weapon will not be allowed. This includes chain necklaces, bracelets, and pocket book chains. Fourteen gauge or thicker gauges may not be worn.
13. Kingfisher athletic bags and backpacks will be stored in the student lockers. Backpacks and athletic bags will not be allowed into the classrooms. **Bags that are left on buses, in hallways, or any other areas will be picked up and removed from the building area for safety reasons.**
14. Pajamas, house shoes, or nontraditional clothing options are not acceptable forms of clothing for the school day.

15. Students will not write on their clothes at school or wear clothes that are signed by their classmates. Any item that was autographed should be brought to the principal for approval before being worn.
16. The principal, for special occasions may adjust this dress code.

Students who come to school inappropriately dressed and/or not following the dress code will be subject to being held out of class until the dress code is complied with. Absences from class as a result of dress code violation will be deemed unexcused. Repeat offenders will be subject to Level 2 and Level 3 disciplinary measures. This will occur on the second instance of dress code violation.

Clothing items that are left by students will be placed in the lost and found box and will be removed from the school on the 21<sup>st</sup> of each month. Bags that are left in the hallway will be searched and then removed from the building or placed in the lost and found box. Any textbooks or other items in the bag may only be retrieved from the office.

### **Lockers**

Lockers are assigned during enrollment. All lockers are equipped with combination locks, which are changed yearly to insure security for student property. Lockers are to be kept locked at all times. There will be no locker changes during the school year without special permission by the principal or counselor. Any changes made without permission will result in Level 1 discipline. Students are prohibited from storing gum, candy, or drinks in their locker due to ants.

**School lockers are the property of the school and are loaned without charge to the students. These lockers are subject to inspection at any time (70 O.S. 24-102: S.L.O. 489). Any item that is kept in a locker, or should be kept in a locker is subject to a search by an administrator or certified teacher.**

### **Vending Machine Purchases**

Students are prohibited from purchasing vending machine items in between classes, prior to class at the start of the day, or prior to lunch. Students may purchase vending machine items during lunch period and after school only. Vending machine items should not be brought up the hallway and placed in lockers, this does include immediately after lunch recess. If students are seen violating these standards their item will be taken from them and disposed of. This does include immediately after lunch. A repeated pattern of this behavior will result in a Level 2 infraction.

### **Student Planners**

At the beginning of each school year all students are given a planner. The planner will be sent home each week with the student's grades in the planner as well as a weekly planning calendar. Students that return the planner signed on Friday morning will receive ten points for that week. Students that fail to return the planner do not receive

any points. This is an effort by the faculty to keep parents informed of important upcoming events and tests as well the student's progress.

### **Concert Etiquette**

Concert etiquette is the respect you show to a performer or group of performers in a concert. This means you should sit still, not talk and pay attention. Any time that the school is in an assembly whether it is a morning assembly, an awards assembly, a concert, a Veteran's Day assembly, or any other kind of activity you should not talk to your neighbor and you should be still. This is out of respect for the people around you as well as the performers or speakers. Everyone is expected to follow these rules and show the respect for others that they would want for themselves.

### **Unauthorized Areas**

Students are not allowed in a gym, field house, or practice facility without an adult present. The adult should be their parent, coach, or the parent of a student that brought them. Students found in any of these areas unsupervised will be told to leave and will be responsible for any damage or vandalism that occurs. Students should not be in a gym when someone else is practicing unless they are invited in, they are to leave when the adult(s) leave.

### **The Manner Rules:**

In order to help our students understand what is expected of them in the way of behavior during the school day we devised this manner code. These are the expected behaviors of students that will result in a pleasant school environment.

1. When students are going to lunch or to any other classes through the hallways they shall do so in a quiet manner with a normal pace. This does **not** mean:
  - a) Speed walking is acceptable.
  - b) Talking is acceptable.
  - c) Walking slower than normal to disrupt the movement of other students is acceptable.
2. When standing in the lunch line, breakfast line or in the hallway students are to:
  - a) Keep their hands off other students.
  - b) Not save spots for other students in line or at the lunch table.
  - c) Not talk in a loud voice.
  - d) Stand in a straight line.
  - e) Retrieve and replace their lunch cards one at a time.
  - f) Throw all of their trash away when they are leaving.
  - g) Go directly outside when going to lunch recess.
3. When a teacher or staff member addresses students in the classroom students should:
  - a) Listen quietly.
  - b) Raise your hand to ask a question.

- c) Respect the rights of the other students in your class to a quiet classroom.
  - d) Work in quiet manner, talking or making noise is not productive.
4. When entering a classroom students should:
    - a) Go directly to their desk and place their books on the desk.
    - b) Be in their seat when the bell rings.
    - c) Be ready to work once the bell rings.
    - d) Students are tardy if these conditions are not met.
  5. When students are attending an assembly or are in the morning assembly they should:
    - a) Sit quietly
    - b) Show the same courtesy to the presenter as they would expect.
    - c) Follow all given instructions.
    - d) Enter and exit the area quietly and in an orderly manner.
  6. When students attend a reception or other formal activity at school they should:
    - a) Allow adults to go first.
    - b) Give up their seats to an adult.
    - c) Be courteous to the servers.
    - d) Clean up after themselves.
  7. When a student is in a discipline situation and is being questioned or reprimanded:
    - a) The student should listen quietly to their teacher.
    - b) The student should not 'talk back', remember the adult is in charge.
    - c) If you are told you are misbehaving then adjust the behavior.
    - d) If you are told No, that means you are not allowed to engage in a certain behavior or to have a certain privilege at that time.
    - e) Don't be disrespectful and make a difficult situation more difficult for yourself.
  8. When at a ballgame find a place to sit and watch the game. Do not wander in front of the crowd, or play in the lobby, behind the football stands, etc...
  9. Do not argue when you are told "No". No means you may not do or have something. This goes back to Rule 7.
  10. Students should leave a locker room immediately after changing; this keeps you from being late especially at lunch time. Locker rooms are not for visiting they are for changing clothes only.
  11. When you are riding the bus please remember the rules of the bus. The bus driver can and will tell you what to do. Bus misbehavior puts everyone in the bus at danger.
  12. Show others the respect that you believe you deserve.

### **Behavior Code**

All student behaviors in the Kingfisher Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere.

It is our belief that the home, school and church must encourage young people to be law-abiding, productive citizens. Where students fail in behavior, we attempt to that the problems are handled efficiently, sensibly, and in a just manner.

We have one basic rule of conduct. **We desire that all students accept the responsibility of self-discipline.** Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that they can't conduct themselves in a positive manner and infringes upon the rights of other to enjoy the freedom of self-discipline, the student must face the consequences of disciplinary action. Such alternatives as detention, corporal punishment, the alternate classroom and suspension are available for those students who find it difficult to conform to school policies

### **Student Behavior**

#### **Level 1 Behaviors**

1. Students are expected to follow the posted rules in each classroom. This shows respect to both the teacher and fellow classmates. We expect that each day will be a positive learning experience for our students. A well disciplined, well ordered classroom is essential for a good learning environment.
2. Gum or candies are prohibited in the Middle School.
3. Failure to turn in assignments at the time they are due is essential for academic progress. Failure to do this on a consistent basis will be treated as a Level 2 offense.
4. Public displays of affection are not acceptable at school.
5. Tardies are accumulative per 9 weeks/per class. Tardy reports will run each week and will be administered by the attendance officer and the assistant principal. Each student that has 3 tardies in a class will receive a phone call home by the attendance officer notifying parents of the situation. On the 4<sup>th</sup> Tardy students will serve afterschool detention. Continuing tardy offenses will result in higher levels of discipline.
6. Failure to clean lunch room tables or leaving behind trash is considered a Level 1 behavior. Continuing this behavior will move the action up to a Level 2 behavior.
7. Continuing a Level 1 behavior will move that behavior into higher levels with failure of the student to correct their behavior.

#### **Level 2 Behaviors**

1. Disrespect or failure to follow the direction of any staff member is not acceptable behavior. This would include arguing with staff, failure to follow the directive of staff, or walking away from a staff member during discipline. This may be moved immediately to a Level 3 behavior if the behavior intensifies in any way. Staff does include teacher aides, cafeteria workers, secretaries and custodians.

2. Failure to report to a class without a valid excuse is not appropriate behavior. According to state law failure to appear for four nonconsecutive periods within a month (4 weeks) can result in a letter to the District Attorney's Office. This would include arriving to school late daily.
3. The use of any language that is intended to demean (put down) or insult someone or to taunt another person is unacceptable.
4. Deliberate misinformation or refusal to provide information to a staff member may result in a Level 2 Behavior.
5. Failure to adjust clothing to the dress code will result in a Level 2 offense. This includes pants that are sagging, shirts that are inappropriate, writing on clothing, etc.....
6. Cheating on assignments or exams may be treated as a Level 2 offense. Teachers may have the option to give additional work or no credit for the assignment or exam.
7. Repeated disruption of the classroom environment. This would be a disruption more than once during a period or continuing a behavior that is distracting to the education of other students.
8. The use of vulgarity in any written, pictorial or verbal form is strictly prohibited.
9. Leaving the school premises, leaving a classroom, or a consistent pattern of tardiness (over 6 tardies) is a Level 2 infraction.
10. Misbehavior on buses will be treated as a Level 2 offense.
11. Failure to serve an assigned discipline
12. Possession of an electronic device. [Please see the Cell Phone Contract]
13. Buying vending machine items during unauthorized times is a Level 2 offense.
14. Continuing a Level 2 Behavior will move that behavior into a higher Level of behavior.

### **Level 3 Behaviors**

1. Harassment of a verbal, physically threatening, or actual physical violence against either the school or another person will be taken seriously and dealt with accordingly. Harassment may include sexual harassment, racial harassment, intimidation, verbal harassment or actual physical intimidation.
2. Truancy (absence without a parent's knowledge) will be treated as a Level 3 Behavior. This follows state law as well as Kingfisher School Board Policy.
3. Disruption of a public area such as the cafeteria, the playground, or any gathering of students. This does include athletic events.
4. Cheating on assignments, exams, or plagiarism is all considered to be Level 3 Behaviors. This does include not doing one's own work on the computer or texting answers to other students.
5. Striking or threatening to strike another student.
6. Changing another student's assignment, falsifying assignments on the computer, or turning off the computer filters are all Level 3 Behaviors.
7. Continual failure to serve a discipline, report to tutoring, etc... may be placed as a Level 3 infraction.

8. Hazing or initiation rituals are strictly forbidden according to Oklahoma Statutes.
9. Any form of physical contact between individuals such as wrestling, shoving, pushing, or physically intimidating another student is not acceptable. Pulling on another's clothing to cause pain or injury is also not acceptable.
10. Any action aimed at embarrassing another student in a manner that is degrading or humiliating and that involves any form of physical contact. This could include words, drawings, or actions.
11. Injuring another's property is not acceptable.
12. Stealing, breaking into lockers, or any other such action to try and get someone else's property will not be tolerated.\*
13. Continuing a Level 3 Behavior will move it into a Level 4 Behavior.

#### **Level 4 Behaviors**

1. Lewd and lascivious behavior or sexual harassment will result in quick and decisive action to stop any such behavior.\*
2. Assault and battery of any type will not be tolerated. The use of a weapon in this type of act will aggravate the conditions of the assault.
3. The bringing of any form of weapon to school will be evaluated by the administration. There are certain categories of weapons that require immediate suspension for two semesters.
4. Threats of death or any other type of harm must be considered serious. As a school, it is important that we not put the interests of one student above the safety of our school population. The threatening student will, at the least, be removed from the normal school environment.\*
5. Gang behavior will not be tolerated in any form. Group harassment, intimidation, threats, or assaults of individuals will be dealt with harshly.\*
6. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used tobacco, any narcotic drug, hallucinogenic, drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any drug paraphernalia of any kind while in anyway connected with the school during regular hours, school activities or going to and from school.
7. Harassment or threatening physical violence will be considered as automatic Level 4 Behavior. (S.L.O. 826;21-1190)
8. Fighting in any shape or fashion is not acceptable. \*

#### **Fighting**

Fighting is defined as striking another in any manner. Consideration may be given if a student was attacked. This does not mean that there will be no discipline administered. Students that strike another student, no matter what the cause of the confrontation, are guilty of fighting. Striking someone else because the student was hit first is not sufficient grounds to constitute self-defense. The following actions, not necessarily in this order, will be taken after an exchange of blows:

- a) The students will be taken to the principal's office.



- b) The principal will interview each student and record a verbal account of the actions of each student.
- c) A written account of the actions of each person involved will be compiled by a discussion with the teacher (s) that witnessed the incident. The teacher will write up an incident report and turn it in to the principal. The teacher's account will weigh most heavily in handing out discipline.
- d) The students will write out, in their own handwriting and away from other students, their account of what happened. This, along with the account given by the teacher, will be the account used by the principal. Due to problems in the past with students changing their story by the time they get home this will be the official story that is used for discipline.
- e) The parents of each student involved will be contacted. The parents will be contacted after sufficient information is gathered to relate the incident to the parent in an accurate manner.
- f) Discipline measures will be given to the student(s) once the administrator has determined enough investigation has been done to have an understanding of the situation and actions of students involved in the fight.
- g) If a student is guilty of fighting that student may be turned over to the police due to disturbance of the peace.

\*The school may report such incidences to the proper authorities. This includes law enforcement, Juvenile Services, Department of Human Services, and any other appropriate agency.

**Consequences for Behaviors** (These are placed in no particular order)

**Level 1 Discipline Steps:** Lunch detention (which may include Lunchroom cleanup or Grounds cleanup), Morning detention (which includes Grounds cleanup), After School detention (which includes Grounds cleanup or Flower Bed Duty), or Saturday School.

**Level 2 Discipline Steps:** Saturday School (for one or more Saturdays), Prolonged 7:00 a.m. Grounds Duty or Flower Bed Duty, In School Detention, or Corporal Punishment, and/or Loss of Special Privilege.

**Level 3 Discipline Steps:** In School Detention, Saturday School, Corporal Punishment, or Suspension, and/or Loss of Special Privilege.

**Level 4 Discipline Steps:** Prolonged In School Detention, Suspension, and/or Loss of Special Privilege.

#### **Explanation of Behavior Consequences**

1. **Detention** is held after school. Students that are assigned to detention have the responsibility of informing their parent of the discipline and bringing the appropriate discipline form back to the detention room for the school's records. A student's discipline will not be rescheduled due to a ballgame or a practice.
2. **Grounds Duty** is held after school. Students are required to police the school grounds and clean desks. This discipline is served for 85 minutes after school.

3. **Morning Grounds Duty** begins at 7:20 a.m. Students that fail to appear will be disciplined for failure to appear. If there is a problem with a student not being able to make it the parent must contact the administration.
4. **Saturday School** may be held every other Saturday morning. Saturday School runs from 8:00 a.m. until 12:00 p.m. Students are required to be on time, if a student is over 10 minutes late the discipline will be altered due to failure to appear.
5. **In School Detention (ISD)** is held in a room on the Middle School campus. Students are required to appear for ISD at 8:00 a.m. The students are then released at 3:05 p.m. Students eat lunch in the ISD room. Students are given two bathroom breaks during the day. Students are expected to work during their time in ISD; students completing their assignments will be given alternate work which they will do. Student work is returned to the school by the ISD supervisor. Students are required to sign a contract along with their parents, if the contract is not returned the student may have another day added to their ISD stay. Students that are in ISD are not eligible to participate in any extracurricular activity or attend any after school function. ISD can't be appealed.
6. **Corporal Punishment** is administered by the school's principal. Corporal punishment is given for continued behaviors and as a last means of discipline prior to suspension. Parents will be contacted by phone prior to this and a signed permission will also be required. Students that are assigned corporal punishment and choose not to accept it will be suspended for a minimum of two days. This suspension can be lifted if the student will receive the corporal punishment. The teacher that sent the student to the principal will witness the corporal punishment.
7. **Loss of Special Privilege** is reserved for several different items. If the student has failed to behave according to policy the student may forfeit the right to go on a field trip, athletic event, or other activities. This may include Camp Goddard and the 8<sup>th</sup> Grade Social.
8. **Suspension** is the removal of the student from school. This falls into two categories, Long-term and Short-term suspension.
  - a) Short-term Suspensions: A student receiving a short term suspension (less than 10 days) will not be eligible for extra curricular activities or any after school activity. A student may appeal a short-term suspension to the Kingfisher Middle School Suspension Hearing Committee. The parents of the student will have two days from the receipt of notification of suspension to appeal the suspension. Decisions of the Appeals Committee will be final.
    - a. Students suspended for four days or less will not be given grades on their work, but they will be required to turn in their work.
    - b. Accommodations may be made for students to take nine weeks tests and semester tests due to the high percentage of their grade from these tests.
      - i. The tests will be given in ISD.

- ii. The student will only be allowed to come to ISD for a time adequate to finish the nine weeks or semester tests if the student is already suspended.
    - iii. It is the responsibility of the parent to provide transportation and to acquire the review materials from the school.
  - c. Students will have to have their work completed, turned into the office, and approved by their teachers prior to returning to class.
- b) Long-term Suspensions: A student receiving a long-term suspension (over 10 days) will be eligible for a modified education plan to ensure the student's ability to progress in their studies. Students will be allowed to do work for their core classes and return it for grades. **A student must appeal the Long-term Suspension to a hearing officer appointed by the Kingfisher Board of Education.\*** This appeal must be made two days after receipt of a certified letter notifying the parents of the Long-term suspension. During the appeal process the student will be placed in either ISD or on short-term suspension. The student must appear before the **hearing officer** to appeal a suspension. Decision of the Board of Education's hearing officer is final. Students are guaranteed Due Process Rights in all suspension cases. (S.L.O. 488.2; 70-24-101.3) (S.B. 0495) It is board policy that students that are under long term suspension may not participate in any extra-curricular activities or any activities associated with the school. Students are not allowed on school property once a long term suspension is given.

**\*In the event of a conflict of interest on the part of the board appointed hearing officer the Superintendent of Schools shall have the ability to appoint an alternate hearing officer to hear the due process appeal. All discipline is totally at the option of the administrator. An administrator may place any unaddressed problems that arise during the school year on the appropriate level of discipline.**

#### **Suspendable Offenses**

##### **A. Disruption of School**

A student may not by the use of violence, force, noise, threat, fear, passive resistance, or any other means, intentionally cause the substantial and/or material obstruction of any function of the school.

##### **B. Damage or Destruction of School or Private Property.**

##### **C. Assault or Causing Personal Injury**

A student shall not intentionally cause injury or behave in such a way as could reasonably cause physical injury to any person during school, or while engaged in school activities, or while going to and from school.

##### **D. Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that can be reasonably considered a weapon, at any time during school hours, school activities, or while going to or from school.

##### **E. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Tobacco**

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any drug paraphernalia of any kind while in any way connected with the school during regular hours, school activities, or going to and from school.

#### **F. Repeated School Violations**

A student shall not repeatedly fail to comply with school district policies, or school rules, or with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

#### **Sending a Student Home**

The principal shall attempt to reach parents or legal guardians to inform them of the school's and the student's actions and to request that the parents come to the school for their child. If parents are unable to come for the child, the school will provide transportation if a parent is at home. If a parent is not at home the student will be held at the office until arrangements can be made for the student. If the penalty is severe enough that the student is held out of class the student will not be allowed to ride the bus home. **In every case, the student may be released only to a parent or guardian. The student may be released to another adult only after consultation and approval from the parent and the principal. This rule is for the safety of the student and protection of the school environment.**

#### **Drop or Transfer Procedure**

Students moving or dropping must pick up a check out sheet at the counselor's office. This form must be completed, signed by the student's teachers and returned before grades and transcripts will be forwarded.

#### **Lost or Damaged Books**

Textbooks are furnished in all subjects at no charge. If a book is lost or damaged beyond normal wear, the student is required to pay the full purchase price for the book. The student to whom the book is checked out is responsible for the care of the book.

#### **Telephone**

No student will be called from class for a phone call unless it is an emergency. Phone messages are given to students during 7<sup>th</sup> period only. Students are not allowed to use the phone to make plans for after school activities, these plans need to be taken care of prior to the student coming to school. The school phones are used for school business and are not present for social planning on the part of the student. The phone will be used if the student is determined to be ill. Please remember that Tutoring and After School Detention both end at 4:00 p.m., students are not allowed to call daily to get a ride.

#### **Bullying and Harassment Policy**

It is the policy of the Kingfisher Board of Education that bullying and harassment are not allowed in the school. The Supreme Court has upheld this and the Oklahoma Legislature has voted on a law to prohibit such acts. The following acts will be considered, but not limited to, bullying:

- 1) Mentally tormenting another student(s).
- 2) Physically threatening another student(s).
- 3) Ridiculing another student(s).
- 4) Subjecting another student(s) to continual negative comments and pressures.
- 5) Behaving in such a manner that is not aimed at positive interaction with another student.

The penalties for this kind of behavior are:

- 1<sup>st</sup> Offense-counseling by the principal if no physical contact is involved and assignment as a Level 2 infraction. This will be assigned by the administrator at their discretion.
- 2<sup>nd</sup> Offense-treated as a Level 2 or 3 infractions
- 3<sup>rd</sup> Offense-treated as a Level 3 or 4 infractions
- 4<sup>th</sup> Offense-treated as a Level 4 infraction

It is the responsibility of students to inform the school if this is occurring. If this is seen by teachers or administrators actions will be taken to stop the bullying or harassment. It should be noted here that if physical contact occurs not all parties will be treated the same. A student guilty of bullying is in Violation of an Oklahoma Statute and repeated action of this type will result in the student's removal from the regular school environment.

### **Hazing**

Hazing Prohibition: The Kingfisher Board of Education prohibits hazing activities within any organization or activity within its control and supervision. When planning activities for initiation or membership into any organization, activity, or school group, the sponsor shall obtain advance approval from the principal. Oklahoma State Law 21-1190 defines hazing as:

1. An activity which recklessly or intentionally the mental health or physical health or safety of a student for purposes of initiation or admission in to or affiliation with any organization subject to the sanction of the public or private school or of any institution of higher education in this state.
2. "Endanger the physical health" shall include but not limited to brutality of physical nature, such as whipping, beating, branding, force calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs or any other forced physical activity or safety of the individual.
3. "Endanger the mental health" shall include any activity which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact which could result in embarrassment.
4. Any student found involved in hazing will forfeit the remainder of the season in which they are involved in hazing activity.

### **Sexual Harassment Policy**

The Kingfisher Board of Education and Kingfisher High School disapproves of and does not tolerate sexual harassment of any kind! Any student or faculty member who feels he/she has been sexually harassed should report the incident to the counselor or principal.

District policy prohibits sexual harassment such as, but not limited to: unwanted sexual advances or threats, unwanted verbal or physical conduct of sexual nature; suggestive comments or off color language, humor, drawings, photo, etc...

### **Food Service**

On an average day, about 750 lunches are served to Kingfisher students and faculty by the food service staff. The student nutrition program is multi-faceted and first among its objectives is to provide one third of each child's daily nutritional requirement. Learning about good nutrition and its contribution to good health are two other objectives. The district also provides a breakfast program that is available to all students in the district.

### **Transportation**

The Kingfisher District encompasses 189 square miles located entirely within Kingfisher County. Bus transportation is available to all rural students. Seven rural bus routes carry about 525 students per day. Special services are provided for handicapped students. **Items left on buses will be removed the bus for safety reasons.**

**Students will not be allowed to transport balloons on school buses at any time for any reason.**

No student enrolled in the Kingfisher Public Schools, below the high school grades of 9-12, will be allowed to drive a motor vehicle to and from school for any and all school days and or school events. No student will be allowed to drive within walking distance of a school and park a vehicle off campus as a means of transportation to and from school. This includes motorcycles, scooters, and automobiles.

### **School Closing**

Listen to Oklahoma City television stations for information regarding weather related school closings. Parents may also call the superintendent's office at 375-4194 for information. The districts SchoolReach notification program will be used to notify parents of school closings. Students who ride the bus should be especially mindful of the weather.

### **Library Regulations**

Students may enter the library with a pass from a teacher. Failure to abide by library rules may result in loss of library privileges. Students should not share library books

with other students. If a student loses a book, that student is responsible for paying the cost of that book. Failure to comply may result in loss of library privileges.

### **Annual Notice for Compliance with Family Educational Rights and Privacy Act and Oklahoma Open Records Act**

This notice is given to inform student's parents and eligible students their rights under the above regulation. An eligible student is defined as a student who is at least eighteen years of age.

1. A student's parents or eligible student may inspect and view that student's educational records.
2. The intent of this school district is to limit the disclosure of information contained in a student's educational records, except: (1) by the prior written consent of the student's parents or eligible student, (2) as directory information, or, (3) under certain limited circumstances as permitted by the FERPA.
3. A student's parents or an eligible student has the right to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. A student's parents or an eligible student has the right to a hearing to present evidence that the records should be changed, if the district decides not to alter it according to the parent's or eligible student's request.
4. The student's parents or an eligible student has the right to file a complaint with Department of Health, Education, and Welfare, if the school district violates FERPA. The address and/or telephone number of the proper department for receiving a complaint may be obtained from any administrative office of the school.
5. A student's parents or an eligible student may obtain a copy of the regulations concerning this board policy at the office of any principal of the school district or at the superintendent's office.

### **Directory Information**

The school district proposes to designate the following personally identifiable information contained in a student's record as directory information and it will be discloses that information without prior written consent.

1. The student's name.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation.
5. The student's extra-curricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student has attended before he/she enrolled in this school district.

After the parents or eligible students have been notified, they will have two weeks to advise the school district, in writing,, (a letter to the school superintendent's office), of any or all of the items they refuse to permit the district to designate as directory information about the student. The school will provide translation if needed.

### **Guidance and Counseling**

The guidance and counseling program is designed to help students achieve success, solve problems, gain an awareness of career opportunities, master skills and communicate effectively with others. Guidance and counseling services are available for every student in the district. These services include assistance with educational planning and career development, career and educational opportunities information, interpretation of test scores, study helps, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit with the counselor should contact the secretary in the counselor's office to arrange an appointment.

### **Transfer Policy**

Applications for transfer will be opened from January 1 until February 1. Applications will be judged on a first-come first-serve basis. Written application shall be made by the student's parent(s) and filed with the superintendent of the district. A separate application must be filed for each student wishing to attend the district. For the purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student. The application must include a physical address of the student, post office box number may be added, but will not be accepted without physical address. By March 1, the superintendent will notify the resident school district that a student enrolled in the resident school district has filed an application for transfer. The Board of Education shall vote to approve or deny the transfer no later than June 1. Transfer applications shall be reviewed in executive session by the Board of Education in order to protect the confidentiality of student records. However, the vote to approve or deny the application for transfer shall take place in open session. The district shall accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude, or athletic ability. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs. No programs will be added to accommodate students wishing to transfer into the school district.
2. Staffing Availability. If accepting the transfer will require the addition of personnel, the transfer application will be denied.
3. Space Limitations. All classes and programs will be closed to transfers when they reach 80% of total capacity to allow for growth generated by new residents.
4. Disciplinary Record of the applicant.
  1. Students who have exhibited no discipline problems the previous and current year school year, that is, no suspensions or disciplinary referrals;



2. Students who have exhibited good attendance, that is, a minimum of 90% attendance in the previous and current school year. Discipline records of students transferring to this school will be required as part of the student's records. It shall be within the discretion of the board of education based upon the student's disciplinary records, as to whether a transfer will be approved or denied.

On or before June 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A student granted a transfer may continue to attend school in this district unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before March 1, provided the student shall be entitled to continue attending school in this district until the end of the school year.

#### **Emergency Transfers**

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or render the risk unusually hazardous;
4. The total failure of transportation facilities; or,
5. The concurrence of both the sending and receiving school districts.

#### **Title I Parent Involvement**

The Kingfisher Board of Education endorses the parent involvement goals of Title I and encourages participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, schools and community. In this policy, the word parent also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of parents of participating Title I students will be held

annually to explain the goals and purposes of Title I programs. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in Title programs. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of the children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibilities to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standard;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework, completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extracurricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

My child has had the Kingfisher Middle School Handbook read to him/her and explained to him/her. My child and I (parent/guardian) both agree to abide by official school policy that is outlined in this book. The discipline codes and dress codes are clearly outlined and will be enforced.

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

\_\_\_\_\_  
Parent Name

**Kingfisher Public Schools Cell Phone Contract**

As stated in our school handbook, cell phones are to be turned off and out of sight (in a student’s locker) during school hours or on school grounds. Any cell phone seen or heard will be confiscated. If a student’s cell phone is confiscated, the student’s parent will be responsible for picking the cell phone up from school. A school official will not return the cell phone to the student. Any reoccurring cell phone offenses will be handled according to Kingfisher Schools discipline policy and may result in suspension.

If a student wishes to have the privilege to bring a cell phone to school, they must do the following:

1. Sign this contract along with parent’s signature.
2. Submit cell phone number to the school.
3. Must have read the cell phone contract and abide by it’s rules.

By not agreeing to this contract, the student is forfeiting their privilege to bring a cell phone to school. Any student who did not sign a cell phone contract and is caught with a cell phone will be immediately suspended from school for 1 day. That student will not be allowed back to school until he/she and their parent sign the cell phone contract.

By signing this contract I agree to abide by the cell phone policy for Kingfisher Public Schools.

Student (Print) \_\_\_\_\_

Parent \_\_\_\_\_

Student cell phone number \_\_\_\_\_

***Cell phones that are in use or are confiscated may be searched by an administrator for evidence of texting, inappropriate pictures, cheating, etc.. Giving a grade on an assignment when a student is caught with a cell phone is at the option of the teacher. Students caught with cell phones during OCCT or EOI testing will be moved to a Level 3 or higher behavior. Students failing to cooperate in this will immediately forfeit their rights to a cell phone in addition to the discipline for having the cell phone in sight.***

Kingfisher Public Schools  
POLICY, TERMS AND CONDITIONS FOR USE OF INTERNET  
User Agreement

**The following is a legal binding document. Please read carefully before signing.**

Acceptable Use

The use of your Internet access must be in support of education and research and consistent with the educational objectives of the Kingfisher Public School System.

It is not acceptable to use the Internet for any reason other than educational objectives.

It is not acceptable to use the Internet to transit or receive threatening, obscene, or harassing materials.

It is not acceptable to use vulgarities or any other inappropriate language. Illegal activities are strictly prohibited.

It is not acceptable to use the network in such a way that you disrupt the use of the network for other users.

It is not acceptable to use another user's account without written permission from that individual.

It is not acceptable to harm or destroy data of another user, internet, or any other networks that are connected to the connections.

It is not acceptable to change the settings of a computer.

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is appropriate use and their decision is final. The administration, faculty, and staff of Kingfisher Public School may request the system administrator deny, revoke, or suspend specific user accounts.

Warranties

The Kingfisher Public School system makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Kingfisher Public School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Kingfisher Public Schools is at your own risk. The Kingfisher Public School System specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Kingfisher Public School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

**STUDENT**

( ) I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit and violations or in any way misuse my access to the school districts computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

( ) I have received instruction in regard to online safety and appropriate online behavior, including interacting with other individuals on social networking Web Sites and in chat rooms and cyber bullying awareness and response.

I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and the Kingfisher Public School System has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Kingfisher Public School System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the network is not in a school setting. I hereby give permission to issue access for my child and certify that the information contained on this form is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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KINGFISHER PUBLIC SCHOOLS

*Making a Difference*

**ASBESTOS NOTIFICATION LETTER**

July 1, 2013

In addition to the following notification letter, a legal notice has been or will be placed in the local newspaper of record for the district each year.

TO: Kingfisher Public School Patrons  
Kingfisher Public School Employees  
All temporary workmen entering our campus(es)

RE: Asbestos Hazard Emergency Response Act of 1986 (AHERA)

In accordance with Federal Regulations concerning asbestos, your board has employed a consultant to conduct inspection services and to formulate an asbestos management plan in accordance with the Asbestos hazard Emergency Response Act.

Asbestos is a known potential health hazard.


Asbestos Containing Material (ACM) has been found in some of our buildings.

The ACM is currently in good condition and should not present a danger unless disturbed or damaged.

Our custodial and maintenance staff receives training and will follow an approved operations and maintenance program to assure that no student or employee will be exposed to asbestos fibers.

A copy of the AHERA Management Plan is available for your inspection at each school office and at the Superintendent's office. You may make copies of any portion of the plan or the entire plan at a nominal cost to you for reproduction of copies.

Should you have any questions concerning the survey or the management plan please feel free to contact me.

  
Jason Sternberger  
Superintendent

**KINGFISHER PUBLIC SCHOOLS  
STUDENT RELEASE FORM  
EVERLAST CLIMBING WALL WAIVER**

Use of the Kingfisher Public Schools' Everlast Climbing Wall, located in the Kingfisher Middle School PE Room is limited to those students who are supervised by properly trained members of the physical education faculty. It should be noted that this is not playground equipment. It is specifically designed for the improvement of physical fitness, stamina, and teamwork. Those objectives can only be reached when the equipment is properly used.

Every effort will be made by trained faculty members to assure that injuries are not an unintended consequence of the use of this equipment. However, as with any physical education activity, physical injury is possible. Your child is encouraged to participate in this aspect of Kingfisher's physical education program. Your signature will provide permission for him/her to participate and will also release from liability the school district and/or individual faculty members.

I am aware of the inherent risks related to the use of the Everlast Climbing Wall located at the Kingfisher Middle School gymnasium. I am aware that it is possible that my child could be injured while participating in the activities associated with this facet of the Kingfisher Physical Education program. I hereby grant permission for my child to participate in these activities and release from legal liability all faculty members, administrators, and other personnel associated with this program. I also hereby release from liability Kingfisher School District and the Kingfisher Board of Education.

*I have read this agreement thoroughly and understand the terms.*

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Print Your Name  
Guardian

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Signature of Parent or Legal  
Guardian



\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Level

**KINGFISHER PUBLIC SCHOOLS  
STUDENT RELEASE FORM  
WEIGHT ROOM WAIVER**

Use of the Kingfisher Public Schools' weight room is limited to those students who are supervised by properly trained members of the physical education faculty. The use of any equipment or free weight is designed for the improvement of physical fitness and knowledge of body development.

Students will be instructed on safety and every effort will be made by faculty members to assure that injuries do not occur while lifting or using any equipment. However, as with any physical education activity, physical injury is possible. Your child is encouraged to participate in this aspect of Kingfisher's physical education program. Your signature will provide permission for him/her to participate and will also release from liability the school district and/or individual faculty members.

I am aware of the inherent risks related to the use of the weight room. I am aware that it is possible that my child could be injured while participating in the activities associated with this facet of the Kingfisher Physical Education program. I hereby grant permission for my child to participate in these activities and release from legal liability all faculty members, administrators, and other personnel associated with this program. I also hereby release from liability Kingfisher School District and the Kingfisher Board of Education.

*I have read this agreement thoroughly and understand the terms.*

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_

Print Child's Name

Date

Grade Level