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FORWARD

The policies, rules, and regulations of the Board of Education of the Lookeba-Sickles Public Schools as presented in this handbook are designed to present a source of information concerning the operation of the school. It is the intent of the Board that these policies serve as a guide, and the Board asks for your cooperation in abiding by them or your cooperation in changing them.

Philosophy of Lookeba-Sickles Board of Education

“We believe that every student is entitled to love, security, a feeling of belonging, the respect of his or her teacher and fellow pupils, and dignity as an individual.

We believe that each pupil has a right to succeed at some level, to achieve to the limit of his or her ability, and to take pride in his or her achievements.

We believe that every student deserves to find in each classroom a capable, mature, well-trained, dedicated teacher.

We recognize that the education of children is not the exclusive province of the school but should be a joint effort of the school, the home, and the community.

The goal of our school system is to develop in students high standards of scholastic attainment, moral excellence, and responsible citizenship.

Ideally, every student should graduate with a marketable skill and a foundation upon which further education can be built.”

Mission: Lookeba-Sickles – Education In Action!

LOOKEBA-SICKLES PUBLIC SCHOOLS
HANDBOOK
(Revised 7-21-2025)

ATTENDANCE POLICY

Lookeba- Sickles Public Schools requires that all students be in compliance with the school attendance laws of Oklahoma as stated below: Violation of the attendance policy may subject a student to disciplinary action that may include contacting the District Attorney Graduated Sanctions, and/or administrative discipline.

Students will be allowed only ten unexcused absences in any particular class per semester in which the work MAY be made-up. A student will not be allowed to make-up his/her work for truancy. THREE TARDIES in any one class will equal one absence. An appeal committee will be formed to make determinations in extenuating circumstances such as students with an extended illness. The committee will consist of the building principal, a teacher from the campus in which the student attends, and the superintendent.

School attendance is essential for maximum academic growth by students. It is the parent's responsibility to see that his/her child attends school everyday. Parents are encouraged to make appointments around school hours if at all possible. Parents are also encouraged to plan vacations and other events around the school calendar.

SECTION 232: RECORDS OF ATTENDANCE OF PUPILS "If a child is absent four (4) or more class days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more class days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Students who have excessive absences may be ineligible to participate in certain extra-curricular activities. The Oklahoma Department of Education requires 60 seat hours per semester for a student to earn credit in a course. Any absences in excess of 9 for regular absences per class per semester and more than 10 activity absences per class per school year must be made up in order to receive credit for the course. The attendance officer will be the principal or his/her designee.

TRUANCY

Truancy is absence from school without the knowledge of the parents or school officials at the time of absence. Students who wish to leave the school premises prior to the end of the school day FOR ANY REASON must be checked out by the parent through the Principal's Office. When a student is absent the first part of the day, he or she should check in through the office before attending afternoon classes so that he or she will not be counted absent for the whole day.

A student who is absent without a valid excuse four (4) or more days or parts of days within a four-week period, or is absent without a valid excuse for ten (10) or more days or parts of the days within a semester will be reported to the student's parent(s)/guardian(s) and the Caddo County District Attorney. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) Any parent or guardian who neglects or refuses to compel his/her child to attend school will be referred to the Caddo County District Attorney. (70 O.S. 10-1-5) The Lookeba-Sickles Board of Education will notify in writing

the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

ANNOUNCEMENTS

The principal must approve all materials for distribution or display on Lookeba-Sickles Public Schools property. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

ASSEMBLIES

Assemblies may be planned by student organizations acting in conjunction with school officials.

AWARDS ASSEMBLY

At the end of the year, special awards are furnished by the school and given to outstanding students in various activities.

BUS TRANSPORTATION

Students participating in a school sponsored activity off-campus must ride to and from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parents upon written/oral permission of the principal or superintendent or activity sponsor.

BUS RULES

Students who ride the bus. RULES: (1) Be on time, (2) Observe all safety practices (check traffic both ways before boarding or departing the bus), (3) Stay in your seat, (4) Place trash in proper place, (5) No loud, disruptive behavior, (6) Do not throw objects on or out of the bus, (7) Do not leave items on the bus, (8) In case of an emergency, remain on the bus unless the driver instructs you otherwise, (9) Be courteous.

1st OFFENSE: Morning detention or ISD.

2nd OFFENSE: Morning detention or ISD. Parent/Guardian will be notified.

3rd OFFENSE: 5 days suspension from riding the bus to school or any school activity.

SUBSEQUENT OFFENSES: Suspension from riding the bus to school or any school activity up to the remainder of the semester and the following semester.

CARE OF SCHOOL PROPERTY

Students must be ever mindful that school facilities are made available for your use and convenience, that you are steward of same, and that they must be used by others after you are gone. Those doing the damage will pay for all damages to school property and building. Disciplinary measures will be taken against those caught defacing school property.

CHECKING OUT OF SCHOOL

Students must check out of school through the principal's office. (Failure to do so may result in Morning Detention or ISD.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

CLOSED CAMPUS

Closed campus is for grades seven through twelve.

CLOSING SCHOOL (BAD WEATHER)

Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio (95.5 FM) and TV stations (4, 5, and 9).

COLLEGE DAYS

Applies to Junior and Seniors. A student will be allowed a reasonable number of days (limit 2 days) to visit post-high school institutions in which the student is interested in attending after graduation. (*A student may visit more than one institution in a day.)

The college day visitation must be pre-approved by the principal and the student must bring back a signed note from the college to be excused. A student who visits a post-high school institution without receiving prior permission from the principal will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

CONCURRENT ENROLLMENT

Lookeba-Sickles High School students, who are juniors or seniors and meet the OK Higher Ed requirements, may enroll in concurrent classes at an Oklahoma college or university. These courses may be taken on the college campus, if it does not interfere with the student's high school schedule, or online. If the course is not a course that is required to be taken at the college, then the student must be in class at Lookeba-Sickles. High school seniors who meet the eligibility requirements are entitled to receive tuition waivers for up to 18 credit hours and high school juniors can receive tuition waivers up to 9 credit hours, subject to available funding.

Because college courses are generally more difficult and affect a student's GPA (revised in 2016-2017 by SDE/OK Higher ED), we feel that it is important to not penalize these students who are willing to challenge themselves in this way. With this in mind, the board has adopted a weighted grading scale for concurrent classes: 5.0 – A, 4.0 – B, 3.0 – C, 2.0 – D.

CORRESPONDENCE COURSE CREDIT

Lookeba-Sickles High School students may pursue, with prior administrative approval, a maximum of two credits by correspondence course each year with a maximum of four credits in two years.

EMERGENCY DRILLS

Fire Signal: One long ring. Storm Signal: Several short rings. Security/Lock Down: PA Announcement.

ENROLLMENT REQUIREMENTS

To gain admission to Lookeba-Sickles Public Schools, a student must be a legal resident of this district or legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Lookeba-Sickles Board of Education. The student must be within the ages of four and 21 by September 1st of the current year.

FEES

No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, class dues, athletic fees, prom fees, and etc.

PARENT/TEACHER CONFERENCE POLICY

Parent/Teacher Conferences will be held after the 1st and 3rd nine weeks of school. No appointment is necessary. Teachers will be in their classrooms or a designated area that is known by the principal's office.

Parents can pick-up their child's Report Card and a list of their child's classes and teachers in the principal's office. Parents may then use the list to conference with their child's teachers.

GRADES

No grade above 100 points shall be given for a nine weeks grade. Each nine weeks grade is final. All grades shall be calculated to the nearest *one-hundredth place*, (Ex: 10.99). Grade Point Averages will be calculated using the 4-point letter grade scale below for honors (Honor roll, Honor Societies, and Valedictorian/Salutatorian). Numerical grades will be used for class rankings and graduation purposes.

GRADING SCALES

High School Courses

A = 90-100 (4 points)

B = 80-89 (3 points)

Concurrent College Courses

A = (5 points)

B = (4 points)

C = 70-79	(2 points)	C = (3 points)
D = 60-69	(1 point)	D = (2 points)
F = 59-below	(0 points)	

(All grades shall be calculated to the nearest whole number.)
 (Grades shall be “rounded-up.” Example: 89.52 = 90.)

GRADUATION REQUIREMENTS FOR THE GRADUATING CLASS

COURSE OFFERINGS-All students must enroll in a full school day schedule unless they enroll in Concurrent Enrollment, Correspondence Courses, or Vo-Tech, unless other arrangements are made with administrative approval.

Core Curriculum:

Language Arts – 4 units
 Mathematics – 3 units
 Science – 3 units (Biology I + II, must include 2 labs)
 Social Studies – 3 units (must include American History, Government, and Oklahoma History)
 The Arts – 2 units
 8 Electives

College Preparatory Curriculum:

English – 4 units
 Mathematics – 3 units
 Laboratory Science – 3 units
 History and Citizenship Skills – 3 units
 Foreign or Non-English Language or Computer Technology – 2 units
 1 Additional Unit Selected from the Courses Listed Above
 Fine Arts or Speech – 1 unit
 6 Electives

GRADUATION REQUIREMENTS

English- 4 credits
 Social Studies- 3 credits
 Math 4 credits and Science-3 credits
OR
 Math 3 credits and Science- 4 credits
 World Language 2 credits
OR
 Computer Tech 2 credits
 Fine Art- 1 Credit
 Electives- 6 credits

23 Total Credits

In addition, by law all students are required to complete Personal Financial Literacy, CPR/AED training, testing, and ICAP requirements.

GRADUATION PROCEDURES

A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation by May 1st of that year, and the student is otherwise on track with his/her normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. The Junior Class must provide graduation stage decorations and the Seniors purchase the Senior Class Panel. Graduation ceremonies are under the direction of the Senior Class sponsor, subject to administrative and board approval.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

- (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.
- (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal.
- (3) If the issue is not resolved, the parties will bring the issue before the superintendent.
- (4) If the issue is not resolved, the parties may file for a hearing with the Board of Education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

HOMEWORK

Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. This includes absences for school activities. (EX: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero (0) for missed class assignments including homework. Parents, when a student becomes sick or must leave during the day, missed assignments will be given upon returning to class. Please do not ask teachers to interrupt class to gather work.

Upon returning from an absence, the student is responsible for turning in new assignments on time, as well as the assignments for missed days. The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after the final school day for each 9-week grading period (3:30 P.M.). (Ex: Late work for the 1st 9 week grading period may not be turned in during the 2nd 9 week grading period.) "Extra-credit" work is allowed at the teachers' discretion.

LIBRARY

Ample opportunity will be given to students to make adequate and effective use of the library facilities. Library policies and procedures are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

COMPUTER RULES FOR LIBRARY

1. You must log in as yourself.
2. You may not download from the internet without permission.
3. No chatting.
4. You must be eligible in all classes.
5. You may not use profanity or draw naughty pictures.

OVERDUE AND LOST BOOK POLICY

Please handle books carefully and return them in good condition. Use bookmarks to hold your place. Do not mark in the book.

If you need a book longer than two weeks, return the book to the Library for rechecking. Re-stamp the book AND the book card (which the librarian will get for you) with the new date due.

Fines are charged for overdue books. Students are responsible to check the weekly list (usually Monday afternoon or Tuesday) of persons with overdue books posted in their classrooms. If your name is on the list and you don't think it should be, please check with the librarian right away so we can sort it out.

After the book is two weeks overdue, in addition to having your name on the overdue list, you will receive a written weekly notice from the librarian on your assigned hall locker. If you have not returned the book after the first or second notice, the third notice will ask you to pay for the book, and you may not check out any library books until you have done so. The principal or librarian will hand you the third notice directly!

LOCKERS & SCHOOL PROPERTY

Lockers are the property of the school and are assigned to the students for use. Students hold no expectations of privacy in their lockers or any other school property. **Students are to use their assigned locker only.** Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice and to seize any property prohibited by law or school policy.

Students are to get their locker assignments from the principal's office. Under no condition are students to change lockers without consent and approval of the principal.

SCHOOL DAY

Elementary and High school classes begin at 8:05 a.m. and the school day ends at 3:15 p.m.

LOST AND FOUND

The loss of articles such as books, clothing, etc., should be reported to the principal's office, as all articles found are brought to the office for the owner's identification and return.

LUNCHROOM

Lunchroom conduct begins from the time the students leave their classes until leave is taken from the lunchroom. Students are to proceed to the lunchroom in an orderly manner via the routes prescribed. In the line that is formed and waiting to be served there shall be no unruly conduct. Students who cut or allow other students to cut in line, will receive detention. Eating areas are to be left clean and all litter placed in the trash.

Price of meals in the lunchroom will be published before school begins. Lookeba- Sickles Public School recognizes the importance of good nutrition in the total well being and education of students and, therefore, participates in the National School Lunch Program. Students receive applications for free and reduced-price lunches at the beginning of the school year. Applications are also available throughout the school year in the school office for families whose financial status or family size may change during the course of the school year.

MEDICATION

Students needing to take medication must store all medications in the office and have a copy of prescription or a doctor's note. Students will be dismissed from class to take prescription medications as needed. With parental permission, Tylenol or Advil and Tums (or their equivalents) are available for students at the office as needed; use will be logged.

Any students taking asthma medication or medication which requires self-administration must provide a doctor's note and prescription to the office.

Any medications not cleared through the office may be treated as illegal drugs; students possessing them may be subject to disciplinary actions, including possible suspension – in accordance with state and federal regulations.

NONDISCRIMINATION

Lookeba-Sickles Public Schools does not discriminate on the basis of sex, race, color, religion, national origin, or handicapping condition.

PARKING

Students who drive cars to school must park their cars when they arrive at school in the morning and are not to remove the cars without the principal's permission until they leave in the afternoon. All students' cars should be parked in the east and south parking lot. There will be no student parking on the West Side of the High School. Baseball players may (during the baseball season) park on the West Side of the gym. They are not to park the vehicles by the baseball restrooms. (This includes any other mode of transportation: bicycles, motorcycles, etc.) Students must stay out of parked vehicles during school hours. The school board feels that as long as the students operate their vehicles in a safe and sane manner no additional regulations will be necessary. The front of the gym (West Side) is for school personnel only.

VEHICLES

1. Students may not remain in their vehicles after the vehicles are parked.
2. Students must have a driving permission slip signed by their parents.

3. Students who ride with other students must have a permission slip signed by their parents.
4. Students must ride the bus to career tech unless other arrangements are made by the building principal.
5. Students will make available vehicle information (tag number, make, model, color) to the office.

Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities.

RETAKING A COURSE

A student may not retake a class or course for credit to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the student's transcript.

REPORT CARDS

Report cards will be sent out at the end of each 9-week period.

SCHEDULE CHANGES

No schedule changes are permitted after the 5th day of each semester without express consent of the principal and teachers involved.

SCHOOL TRIPS AND SCHOOL LEAVE

While on school trips the student should always bear in mind that he or she is a representative of the school and should conduct himself/herself as a good citizen at all times. ALL students who are furnished school transportation on a trip must return by the same mode of transportation, unless written permission signed by the student's parent is given to the sponsor prior to leaving on the trip. The parent may tell the coach or principal in person about the mode of transportation. If there is any doubt on the part of the sponsor as to authenticity of the note, the sponsor's word will be final. If cars are used for a school activity, an adult must be present in each car unless special provisions have been made through the administration.

SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Lookeba-Sickles Schools has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

STUDENT CLASSIFICATION

- Freshman 0-6 credits
- Sophomore 6½-12 credits
- Junior 12½-18 credits
- Senior 18½ + credits

TELEPHONE USE AT SCHOOL

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

VISITORS

All visitors (including parents/legal guardians) must check in at the principal’s office immediately upon entering the building. Students must receive prior permission from the principal before inviting a guest to school.

CAREER- TECH

Career- tech education is available for students in the 10th 11th and 12th grades. Contact the high school principal for information. Students must ride the bus to career tech unless other

arrangements are made by the building principal. Career tech course count as 1.5 credits per class. Career tech classes are weighted on 4.0 scale unless offered as a concurrent (college credit) course. If students are given the college credit, then those classes will be weighted on a 5.0 scale. This will take effect at the timing as all the other concurrent classes. (Example: Spring course for 2026 will not go on to transcripts or factor in the GPA till the end of that semester.

USE OF SCHOOL BUILDING

Any person or organization desiring to use the gymnasium or classrooms for special programs or meetings during the school day should make arrangements with the principal or superintendent.

PROFICIENCY BASED PROMOTION

Proficiency Based Promotion is a system which awards credit for student knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, languages, mathematics and science, through an assessment process. All students in Grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

Elementary, middle level, or high school students demonstrating proficiency will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

Parents must make written request for testing three weeks prior to the end of each semester. Proficiency exams will be given on a timely basis to allow students to advance the following semester. Proficiency Based Assessment will only be administered once each semester. A student may only advance one level in each subject per assessment.

TESTING PROGRAM

Our school takes part in testing programs with the aim of providing information designed to help the student know himself or herself better, to recognize his or her interests and capabilities, and to help in planning his or her school work and his or her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. These include all state mandated tests, along with PreACT and ASVAB.

TESTING

Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to the class, or the day following the student's return to the class at the discretion of the teacher. Otherwise, the student will receive a grade of zero (0) on the pre-announced test.

All students must take all semester tests.

HONORS

Students found to have violated the cheating/plagiarism policy will not be eligible for academic honors recognition. However, class ranking will not change.

OKLAHOMA HONOR SOCIETY-Students in the top 10% GPA of Lookeba-Sickles High School (10 –12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year and the first semester of the current school year. Lookeba-Sickles Junior High School (7 – 9) shall be eligible upon the same standards as the high school. The sophomore and seventh grade selection will be based on the first semester work done during the current year.

PRINCIPAL’S HONOR ROLL-A student must receive no grade lower than a “B” in all courses for the 1st and 3rd 9 week grading period and the 1st semester grades. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

SUPERINTENDENT’S HONOR ROLL-A student must receive a minimum grade of “A” in all courses for the 1st and 3rd 9 weeks grading period and the 1st semester grades. (If the courses offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

SALUTATORIAN/VALEDICTORIAN- Will be determined by using the students’ gpa. All subject course grades (including concurrent classes) will be averaged, with exception of athletics. The salutatorian will be the student(s) with the second highest gpa for the 7 semesters beginning with the 1st semester of the 9th grade and ending with the 1st semester of the 12th grade. The valedictorian will be the student(s) who have the highest numerical gpa for those 7 semesters.

The salutatorian will be the student who has the second highest GPA for 7 semesters beginning with the 1st semester of the 9th grade and ending with the 1st semester of the 12th grade. The valedictorian will be the student who has the highest numerical GPA for 7 semesters.

The American Legion Award – Students are nominated by the teachers and selected by the American Legion. One boy and one girl shall receive the award in the 9th and 12th grades. This award is in recognition of the possession of those high qualities of courage, honor, leadership, patriotism, scholarship, and service, which are necessary to the preservation and protection of the fundamental institution of our government and the advancement of society.

The Masonic Lodge Student of Today Award – Candidates are chosen by the faculty for the leadership, scholarship, and ability to get along with faculty and students. This award is presented to the outstanding Junior High and High School student.

Homecoming Queen and King - Candidates are selected by the high school athletes and must be an athlete from each grade 10, 11, & 12. The entire student body 7 – 12 selects the homecoming Queen and King. The candidates receiving the most popular votes will be Homecoming Queen and King. Freshmen are eligible only if there is not an eligible candidate in the upper three grades.

Mr. & Miss Lookeba-Sickles - Candidates will be chosen from the Senior Class and elected by the entire student body, grades 7–12

Cheerleaders - Chosen by a committee through tryouts using a form to rate the candidates in numerous areas.

Perfect Attendance Awards - Given to those students not absent during the school year.

ACTIVITIES

Each class activity must have at least one sponsor. All activities must be scheduled through the Principal's Office and placed on the calendar in the high school office. The principal will place activities on the calendar. Time, place, time of departure, etc., will then be put in the bulletin. Sponsors and student officers should schedule all activities as early in the year as possible.

All class and organization meetings must be approved by the principal a week in advance so that they can be placed on the weekly school calendar. All school parties, etc. must have the approval of the class sponsor and the principal. Each class is allowed one party per year. All parties are to be scheduled and approved by the principal.

Each organization/class of Lookeba Sickles Jr./Sr. High School that requests fundraisers for the year will perform a community service project one time during that school year. This project will be performed by ALL members of the organization/class, and will be supervised by the organization/class sponsor(s). The community project to be performed will be submitted to the building administrator prior to September 1st of the current school year.

ACTIVITIES & ORGANIZATIONS

ACADEMIC BOWL TEAM-Membership is by teacher referral, academic record, and student interest. Students may letter in academic team in the 10th, 11th, or 12th grades upon completion of criteria established by the coach.

ATHLETICS-Students at Lookeba-Sickles have the opportunity to participate in competitive baseball, basketball, and softball. Students may *Letter* in each sport or cheerleading in the 9th, 10th, 11th, or 12th grades upon completion of criteria established by the coach for participation the previous year. A Freshman may play up to the high school team only under these conditions: 1) the student must be academically strong enough to maintain satisfactory grades, 2) the student must be asked by the coach to play up and be talented enough to contribute to the success of the team, 3) the parents must grant permission for their child to play up.

CLASS ACTIVITIES-Class Officers; Pres., Vice-Pres., Sec., 2 Student Council representatives. Eligibility-2.00 minimum GPA (on a 4.00 pt. scale).

CLASS PARENTS-All classes select 2 sets of class parents.

CLASS SPONSORS-All classes 7th through 12th will have two sponsors.

FFA-Students who are enrolled, or have been enrolled in Vocational Agriculture classes are eligible to participate in FFA pursuant to the local chapter constitution, subject to academic and attendance eligibility.

JUNIOR-SENIOR BANQUET/PROM-The Jr.-Sr. Banquet/Prom will be held near the end of the school year. Attendance at the prom is limited to Jr. and Sr. class members and their pre-approved dates. Dates who are not members of the Jr. or Sr. classes must have the prior approval of the principal. It is the responsibility of the Jr. or Sr. class member to request the approval. Students

below the ninth (9th) grade and any student who has dropped out of the current school year may not attend the Lookeba-Sickles school prom.

MASCOTS-All school mascots, including Homecoming Mascots, must be bona fide students of Lookeba-Sickles Public Schools. Student Council will select homecoming Mascots by nominations and voting. Other school mascots will be selected during open try-outs on criteria determined by the sponsor and approved by the principal. Mascots must meet attendance and academic eligibility requirements to try-out and perform.

SPIRIT WEEK-Spirit Week activities are under the direction of the Student Council and cheerleaders and held during the week of Homecoming. Each High School and Junior High class competes against the other High School and Junior High classes in various activities during the week for the honor of being the class with the most school spirit.

STUDENT COUNCIL-Membership includes 2 representatives elected by each class. Candidates must have a minimum 3.00 GPA (on a 4-pt. Scale) with no grade below a "C" for their prior school year. The Council serves pursuant to rules promulgated by the Council, subject to administration approval.

ACTIVITY ABSENCES (10 DAY)

A STUDENT SHALL NOT BE ABSENT FOR ACTIVITIES FROM ANY ONE CLASS PERIOD MORE THAN 10 DAYS IN ONE YEAR. The following activities are exempt: State & National levels of school-sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a page in the State Legislature, and school assemblies.

ATHLETIC REQUIREMENTS

Any student wishing to participate in school athletics is ineligible if:

1. 19 years of age before September 1.
2. Has not attended classes 90% of the time for the current semester.
3. Not passing in all subjects in the preceding semester.
4. Has been disqualified from a contest because of un-sportsmanlike conduct, flagrant foul, or is under school discipline.
5. Has participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered, given or paid to individuals or to the team.
6. Has participated in a contest under an assumed name.
7. Has attended school eight semesters in grades 9 through 12.
8. Has participated in the sport four seasons.
9. Parents are not bona fide residents of the high school district where he is attending.

10. Has participated in athletics at any school other than the public high school of the district where his parents reside.
11. Has participated in organized practice or a game of baseball or basketball before the season opens or after the season closes.
12. Does not have on file in the principal's office a Physician's and Parent's Certificate for the present year.

**ELIGIBILITY REQUIREMENTS FOR
EXTRA CURRICULAR ACTIVITIES
OKLAHOMA SECONDARY SCHOOL
ACTIVITIES ASSOCIATION
P.O. Box 14590
Oklahoma City, OK 73113-0590
(April 25, 1988)**

RULE 3-SCHOLASTIC ELIGIBILITY

SECTION 1. SEMESTER GRADES

- A. A student must have received a passing grade in any five subjects counted for graduation that he or she was enrolled in during the last semester he or she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students.)
- B. If a student does not meet the minimum scholastic standard, he or she will not be eligible to participate during the first SIX WEEKS of the next semester he or she attends.
- C. A student who does not meet the above minimum scholastic standard may regain his or her eligibility by achieving passing grades in ALL SUBJECTS he or she is enrolled in at the end of a SIX WEEK PERIOD.

SECTION 2. STUDENT ELIGIBILITY DURING SEMESTER

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- B. A student must be passing in all subjects he or she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. THE INELIGIBILITY PERIODS WILL BEGIN ON MONDAY AND END ON SUNDAY.
- C. A student who has lost eligibility under this provision must regain passing grades in all of his or her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

SECTION 3. SPECIAL PROVISION

- A. A 12th grade student may maintain eligibility if he or she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of six subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to six high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the six requirements).
- B. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his or her eligibility by achieving the scholastic standard in Rule 3 Section 2-B at the end of a three-week period.
- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3 Section 3-C) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardship would be illness, injury, death in family, and natural disaster.). Board policy allows a maximum of two weeks to apply for this exception.
- D. Two summer school credits earned in an Oklahoma State Department of education accredited program may be used to meet the requirements of Rule 3 Section 1-A for the end of spring semester.

ELIGIBILITY

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, class parties, state fair, riding pep bus, student activities outside the normal school day; and non-classroom activities. A student who is ineligible will not suit up, travel with the team group, organization, nor sit on the bench or stand on the sidelines of the event.

PROBATION-A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility

1. Failing any course(s) after 4th week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week. (When the student is again eligible, steps 1 and 2 are repeated if necessary.)

ATTENDANCE ELIGIBILITY

A student should be present in 3 consecutive class periods in a school day to be eligible to participate in a school-sponsored activity that day or night. Exceptions to this are at the discretion of the building principal.

BEHAVIOR GUIDELINES

The following are specific examples of unacceptable behavior:

1. Open or persistent defiance of authority.
2. Assault upon a student or school personnel. Students who fight at school or on school grounds will be suspended from school if it is deemed that they are endangering school personnel or other students.
3. Creating or attempting to create a disturbance.
4. Unauthorized absence from classes.
5. Willful disobedience, profanity, or causing damages to school property.
6. Showing disrespect for school property or causing damage to school property.
7. Possession or use of any dangerous or annoying instruments.
8. Selling, possessing, or being under the influence of a narcotic or dangerous drug or alcoholic beverage.
9. Smoking in the building or on the school grounds at any time before, during, or after school.
10. The use or possession of any type of smokeless tobacco on school grounds.
11. Unacceptable behavior at teacher/administration discretion.

ALCOHOL/CHEMICAL ABUSE

Attending classes alert and ready to learn is a prime responsibility of students at Lookeba-Sickles Public Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, or possession of an illegal drug, alcohol, or tobacco.

A trained employee of Lookeba-Sickles Schools may check the neurological function of the student by means of a simple examination of the pupil reflexes and muscle functions of the eye. This procedure is frequently used in Lookeba-Sickles Schools athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the

student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing, distributing or using alcohol or drugs or other contraband at school, or school sponsored activity will receive:

1st OFFENSE: Out-of-school suspension for up to ten school days.

2nd OFFENSE: Out-of-school suspension for the remainder of the semester and the following semester. Re-entry to Lookeba-Sickles Schools may be contingent on appropriate counseling and/or parental intervention.

ARSON

1st OFFENSE: Out-of-school suspension for the remainder of the current semester and the succeeding semester.

ASSAULT AND BATTERY

ASSAULT: *Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.*

1st OFFENSE: ISD or out-of-school suspension up to ten days per the circumstances.

SUBSEQUENT OFFENSES: Out-of-school suspension for a period of time appropriate for the offense. Report to authorities on first of subsequent offenses where appropriate.

BATTERY: *Offensive, UN-consented touching of another's person. Includes fighting and throwing objects.*

1st and SUBSEQUENT OFFENSES: Out-of-school suspension commensurate with the offense including the current and subsequent semester. Report to authorities where appropriate.

ASSAULT ON A SCHOOL EMPLOYEE

A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Lookeba-Sickles School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9-113.

CHEATING/PLAGIARISM

A grade of Zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

1st OFFENSE: Morning Detention, or ISD.

SUBSEQUENT OFFENSES: ISD or out-of-school suspension.

DISRUPTIVE BEHAVIOR

Failing to follow classroom rules and/or disrupting the educational environment.

1st OFFENSE: Morning detention, or ISD.

2nd OFFENSE: Morning detention, ISD, or out-of-school suspension.

DRESS CODE: S.L.O.~ 154; 70-6-114©

Students at Lookeba-Sickles Schools are expected to dress appropriately for the school setting. Clothing, accessories or hair styles that in the judgment of the principal create a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are **prohibited at school or any school related activity**.

Parents, please be aware of the school dress code and see that it is followed. The issues listed below need to be addressed and clarified:

- Leggings/Biker Shorts – girls may wear these IF they are worn with tunic type tops/the tops should meet the fingertip rule and not be tight fitting/no regular length, short t-shirts
- See through tops – tank tops should be worn under anything that is sheer/sport bras DO NOT suffice/NO undergarments are to be exposed (male & female).
- Tank tops – May be worn by female students IF strap is at least 3 fingers wide and armhole does not show bra. Male students are NOT to wear tank tops or sleeveless shirts.
- All shorts/skirts should meet the fingertip rule; this also applies to holes in jeans.
- Clothing should fit appropriately and modestly and be a reasonable length designed to permit a proper sitting and bending position.
- Shirts must be such that no part of the abdomen shows at any time.
- No shirts that are low cut in the neck or underarms are to be worn unless over a t-shirt.

**Finger Tip Rule* – Measured with arms held in a relaxed position to the side of the hip and leg.

ALL STUDENTS

Disallowed clothing includes, but is not limited to clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs and cleavage) or undergarments. Caps/hats indoors (Ag, gym, music, main building). Clothing which promotes alcohol, chemical abuse, criminal behavior, inappropriate music, gang colors or symbols (including “sagging” or “baggy” pants); inappropriate moral conduct; nudity

(partial or whole); obscenity; profanity; any form of violence; weapons. Shoes, footwear must be worn at all times. NO blankets allowed. (Wear a jacket.)

Dress used in physical education classes will be at the discretion of the teacher.

Come to school clean so as not to be offensive to your fellow students. This is in reference to the body and clothing.

1st OFFENSE: School will provide student with appropriate clothing and student will be given a tardy and sent back to class.

2nd OFFENSE: Student's parents will be called and student will be placed in In-School Detention until parent picks the student up or the problem is resolved. Time missed from class will be unexcused and student will not be allowed to make up work.

CELL PHONES/ELECTRONIC DEVICES

Use of cell phones/electronic devices is prohibited by students on school grounds during the normal school day (8:00 am to 3:15 pm). This includes earbuds.

1st OFFENSE: The device will be turned in to the principal's office and may be retrieved by the student at the end of the day. A parent/guardian will be notified of this offense.

SUBSEQUENT OFFENSES: The device will be turned in to the principal's office and kept there for 1 week, at which time only the parent/guardian may retrieve it, during normal school hours.

EXTORTION

The taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery.

1st OFFENSE: Morning detention, or ISD, or out-of-school suspension per the circumstances.

SUBSEQUENT OFFENSES: ISD or out-of-school suspension per the circumstances.

FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE

If the student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline the student will receive out-of-school suspension. Upon returning from the suspension, the student must serve the original discipline.

HARASSMENT

No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

HARASSMENT, INTIMIDATION, AND BULLYING

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear or harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal, or physical acts or electronic communications.

“At school” means on school grounds in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

INVESTIGATING REPORTED INCIDENTS OF HARASSMENT, INTIMIDATION, BULLYING, OR THREATENING BEHAVIOR

1. The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:

- a. Harassment
- b. Intimidation
- c. Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student’s teachers or to the student’s school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any action deemed appropriate.

3. Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.
 - a. The alleged incident shall be documented in writing by the principal.
 - b. The investigation shall be made in a timely fashion.
 - c. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
 - d. Consideration shall be given to recommendation made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating, and responding to such matters.
4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
 - a. Sanctions and various option for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy.
 - b. In addition, the district may recommend that available community mental health care option be provided to the student, if appropriate.
 - c. Students subject to sanctions under this policy, shall have due process and appeal rights as stated in the school's disciplinary policy.
5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation, or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from who it is requested. Requests for such disclosure from another district as they relate to a student for this district shall be handled accordingly.

BULLYING

The State of Oklahoma has enacted the "School Bullying Prevention Act"
As used in the School Bullying Prevention Act:

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act: and
2. "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

“Bullying Action Plan”

Faculty will address any acts described in the school Bullying Prevention Act in the following manner:

1. First incident – intervene, state expectations and issuance of a verbal warning.
2. Second incident – intervene, state expectations, verbal warning, parent/guardian are contact by phone, mail or e-mail. Removal of privileges.
3. Third incident – intervene, state expectations, verbal warning and referral to administrative staff and counselor. Administrative contact to parent/guardian and disciplinary action.
4. Fourth incident – intervene, state expectations, verbal warning, and referral to Administrative staff for parent/guardian contact and disciplinary action.

HAZING

It is the policy of the Lookeba-Sickles Public School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school related-event.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operation subject to the sanctions of the school district.

References 21 O.S. 1190 (Section 826, School Laws of Oklahoma)

Amended by SB 129, 1995 Legislative Session, SB 1941, 2008
Legislative Session

INSUBORDINATION

A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the principal, shall be subject to the following discipline:

1st OFFENSE: Morning detention, or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out-of-school suspension per the circumstance

MISINFORMATION

Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

1st OFFENSE: Morning detention, or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD or out-of-school suspension per the circumstances.

OBSCENITY/PROFANITY

Obscene materials including, but not limited to illustrations (drawing, paintings, photographs, etc.) and oral or written materials (books, letter, poems, tapes, CDs, videos, etc.) which are commercially or student produced is prohibited.

Profanity, including but not limited to: gesture, symbols, verbal, written etc. is prohibited at school and all school sponsored activities.

1st OFFENSE: Morning detention, ISD, or out of school suspension, per the circumstances.

SUBSEQUENT OFFENSES: ISD, or out-of-school suspension.

PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc., at school or a school sponsored activity is prohibited.

1st OFFENSE: Morning detention, or ISD per the circumstances.

2nd OFFENSE: ISD or out-of-school suspension per the circumstances.

SEXUAL HARASSMENT

Behavior shown toward another person without un-coerced consent that is personally offensive to that person. It debilitates morale and therefore interferes with the working or learning effectiveness of its victims and their peers. Includes, but is not limited to: gestures, jokes, propositions, threats, leering, touching in a sexual way (grabbing, pinching, “brushing up against” another person, etc.), symbolic, verbal and written communications with sexual innuendoes, and the dissemination of information (gossip), true or false, about a person.

1st OFFENSE: ISD, or out-of-school suspension per the circumstances.

SUBSEQUENT OFFENSES: ISD or out-of-school suspension per the circumstances.

SKIPPING CLASS

Failing to attend school or leaving school without authorization. (*Students must check out through the office prior to leaving school other than at the end of the school day.)

1st OFFENSE: The amount of ISD will be decided per the circumstance.

SUBSEQUENT OFFENSES: ISD or out of school suspension.

THEFT

1st OFFENSE: Return of the property, restitution for the property and ISD, or out-of-school suspension per the circumstances, and law enforcement called.

SUBSEQUENT OFFENSE: Return of the property, restitution for the property and out-of-school suspension per the circumstances, and law enforcement called.

TOBACCO & TOBACCO PRODUCTS

Possession of tobacco or tobacco related products by students are prohibited on school property or school sponsored activities pursuant to Oklahoma Law (21.O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but is not limited to: vapes/vaping products, cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained, who shall refuse to furnish such information shall be guilty of a misdemeanor. Students will also be subject to a mandatory counseling program for vaping.

ALL OFFENSES: Confiscation of tobacco products and out-of-school-suspension per the circumstances.

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS

1st OFFENSE: Restitution, ISD, or out-of-school suspension per the circumstances.

2nd OFFENSE: Restitution and out of school suspension for up to ten days.

WEAPONS

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns, daggers, knives, razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

WEAPONS FREE SCHOOL POLICY

The Lookeba-Sickles Board of Education feels that a safe environment for the students and employees must be provided. To meet this goal and to comply with the Gun-Free Schools Act the following regulation are approved.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearms muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

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

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

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

DISCIPLINE POLICY

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

The local policy shall provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district shall be notified by the local board of education of the its adoption of the policy and shall receive it upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies 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.

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

Administrative response to student misconduct is a manner directly influencing the morale of the entire student body. As such, all students should be treated in a fair and equitable manner. Disciplinary action should be based on a careful assessment of the circumstance surrounding each infraction (i.e., the student's attitude, the seriousness of the offence, and its potential effect on other students.)

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

FORMS OF DISCIPLINE

CORPORAL PUNISHMENT—Corporal punishment may only be given to a student who has a “Parental Consent to Administer Corporal Punishment” form signed by the student's parent/guardian on file in the principal's office. Swats will be given and witnessed by certified personnel in a school office, room, or other place out of the presence of other persons. No more than 3 swats will be given in a school day. The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

IN SCHOOL DETENTION (ISD)—ISD is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction.

ISD is during the regular school day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor. Teachers will turn in ISD assignments to the office before 8:00 a.m. on the day the student is to begin ISD. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISD.

ISD RULES

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. The ISD teacher will give additional assignments if the student completes the regular teacher's assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher, which prohibits contact with students in the regular educational setting.

Failure to comply with these rules will result in additional ISD or up to 10 days of out-of-school suspension per the circumstances.

DISCIPLINARY ALTERNATIVES

In considering alternatives for disciplinary actions, the faculty/administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods, nor does this list reflect a sequence of events to follow in disciplinary actions.

1. Conference with student.
2. Conference with parents.
3. Detention
4. In-school Suspension
5. Referral to counselor.
6. Behavior contract
7. Changing student's seat assignment or class assignment.
8. Requiring student to make financial restitution for damaged property.
9. Requiring student to clean or straighten items or facilities damaged by the student's behavior.
10. Restriction of privileges.
11. Suspension
12. Corporal punishment
13. Referral to social agencies.
14. Expulsion
15. Involve law enforcement.

SEARCH AND SEIZURE POLICY

The Superintendent, a principal, a teacher, or any security personnel of the District, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or Property in the possession of the student when the student is on any school premises is in transit under the authority of the District, or is attending any function sponsored or authorized by the District. The search of a student may also include the search of any vehicle driven by or used by the student when the vehicle driven by or used by the student when the vehicle is located on District property.

The Superintendent, principal, teacher, or security personnel searching or authorizing the search shall have the authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property. A search may be conducted for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

A search of a student shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person who shall be of the same sex as the person being searched if practicable. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and/or the sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No students clothing, except cold weather outer gear, shall be removed prior to or during the conduct of any warrantless search.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the Superintendent or principal according to the policy on suspension.

Students shall not have any reasonable expectation of privacy in the content of school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

SUSPENSION OF STUDENTS

It is the policy of the Lookeba-Sickles Board of Education that a student may be suspended out of school when the student is found to be guilty of any of the following acts:

- a. Violation of a school regulation.
- b. Immorality
- c. Adjudication as a delinquent for an offense that is not a violent act.
- d. Possession of an intoxicating beverage, low-point beer, wireless telecommunication devise, missing or stolen property which is reasonably suspected to have been taken from a student, school employee, or the school.
- e. Possession of a dangerous weapon or a controlled substance.

The district shall implement the following considerations in making decisions in suspension situations:

1. Before a pupil is suspended out of school for the above named reasons, the school principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.
2. A student suspended for more than five (5) days shall be given an educational plan.
3. The parent or guardian of a student suspended out of school for the above named reasons shall provide a supervised, structured environment for the student and bear responsibility for the student's educational progress.
4. The school administration shall provide an education plan designed for the eventual reintegration of the student into school.
 - a. The plan need provide only for the core units (English, Math, Science, Social Studies, and Art).
 - b. The plan shall set out the procedure for education.
 - c. The plan shall address academic credit for work satisfactorily completed.

5. Suspended students on an individualized education plan shall be provided the education and related services in accordance with the student's IEP.
6. The board of education supports the concept that if work is satisfactorily completed during suspension and satisfactory test grades are achieved, the student should receive sufficient credit for a passing grade in the class.

Suspension for Possession of Firearms

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year. The term of the suspension may be modified by the superintendent on a case by case basis. The student may request a review of the suspension with the administration.

Due Process

The superintendent and/or principal shall have the authority to suspend a student. Before suspending a student, the student shall be given oral or written notice of the charge and, if the student denies it, and explanation of the evidence and an opportunity to present his or her side of the story. Students whose presence imposes a continuing danger may be removed from the school immediately. Written notice and a hearing shall follow as soon as possible.

Student Appeal

A student whose suspension is for a period of ten days or less may appeal the decision of the principal to a committee composed of administrators and teachers. The committee shall, upon full investigation of the matter, determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The committee's decision may be appealed to the board of education. A student suspended for longer than ten days may request a review of the suspension with the administration of the district. If the administration does not withdraw the suspension, the student, his or her parent, attorney or legal guardian that the student is entitled to an executive session or the board regarding the discussion of the student's suspension. If the student, his or her parent, attorney or legal guardian request an executive session (and only upon such request), the board will grant an executive session. The board shall, upon a full investigation of the matter, determine the guilt or innocence of the student and the reasonableness of the term of suspension. The board's decision shall be final.

References: HB 2692, 1996 Legislative Session, 70 O.S. 24-101 (Section 487, School Law Book, 1997), HB 2130, 1997 Legislative Session, HB 2335, 1998 Legislative Session.

Student Drug & Alcohol Testing Policy for Extracurricular Activities

The Lookeba-Sickles Board of Education, in an effort to protect the health and safety of its students from illegal drug and/or alcohol use and abuse, thereby setting an example for all other students of the Lookeba- Sickles Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Lookeba- Sickles Public School District refrains from using or possessing illegal drugs and/or alcohol. The administration and board of education realize that their power to restrict the possession or use of illegal drugs and/or alcohol is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Lookeba- Sickles Public School District regarding possession of use of illegal drugs and/or alcohol.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Lookeba- Sickles Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and/or alcohol. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: "A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated."

The purpose of this policy are to prevent illegal drug and/or alcohol use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug and/or alcohol use; to alert students with possible substance abuse problems to the potential harm of illegal drug and/or alcohol use; to help students avoid drugs and/or alcohol; to help students get off drugs and/or alcohol; to prevent injury, illness, and harm as a result of illegal drug and/or alcohol use; and to strive within the school district for an environment free of illegal drug and/or alcohol use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities.

Illegal drug and/or alcohol use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students grades 7 –12.

Definitions

1. Student athlete or athlete means a member of the junior high or high school district-sponsored interscholastic sports team. This includes any extracurricular activity.

2. Extracurricular means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. Drug and/or alcohol use test means a scientifically substantiated method to test for the presence of illegal drugs and/or alcohol.
4. Random tests are given monthly to participants from the pool.
5. Random selection basis means a mechanism for selecting students for drug and/or alcohol testing that:
 - a. Results in equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. Follow up tests can be monthly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. An illegal drug or alcohol means any substance, which an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed over-the-counter drugs being used for abusive purpose.
8. Medical Review Officer (MRO) A Medical Review Officer (MRO) is a doctor trained and authorized to receive and interpret drug test results. The MRO is the person who will contact the donor in the event of a positive test result. The MRO will ask questions to determine whether or not the drug use is legal (prescription) or illegal. If legal drug use is determined a negative result would be forwarded to the School District's designated drug test result contact.
9. Positive, when referring to a drug and/or alcohol test administered under this policy, means a toxicological test result that is considered to demonstrate the presence of an illegal drug and/or alcohol using the standards customarily established by the testing laboratory administering the drug and/or alcohol use test.
10. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations are based on experience.
11. Self-referral is when a participant believes he/she will test for illegal drug and/or alcohol, prior to submission for a drug and/or alcohol test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug and alcohol testing policy consent form, which must be read, signed, and dated, by the student and parent or custodial guardian before a participant student shall be eligible to practice in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activities unless the student has returned the properly signed consent form.

Drug and/or alcohol use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be

drawn at random to provide a mouth swab sample for drug use testing for illegal drugs and/or alcohol.

Any drug and/or alcohol use test required by the school district under the terms of this policy will be administered by or at the discretion of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All suspects of the drug and/or alcohol use-testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a private facility. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs and/or alcohol in the preceding 30 days. The parent of legal guardian shall be able to confirm the medication list submitted by their child during 24 hours following any drug and/or alcohol test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

Confidentiality

If the drug and/or alcohol use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The superintendent or designee will contact the principal, the student, and the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the superintendent or to the lab. The school district will rely on the opinion of the laboratory, which preformed the test in determining whether the positive test result was produced by anything other than the consumption of an illegal drug and/or alcohol.

TO WHOM TO GO FOR WHAT

Superintendent: School Policies, special Problems in Guidance, Questions Concerning School in General, Arrange Special Programs and Dates, Transfers, Treasurer for Activity Funds.

Principal: Special Permission, Requirements for graduation, arranging and Changing Courses, Daily Schedules of School Activities, Transcripts, Grades, Attendance Records and Information, Admit Slips, Work Permits, Lockers, and Discipline.

Classroom Teacher Assignments, Make-up Work, subject Matter Questions, Conference.

FERPA NOTICE

Lookeba Sickles Public Schools hereby informs parents and eligible students of the rights, which they have pursuant to the Family Educational rights, and Privacy Act (FERPA). Eligible students are those students who are eighteen (18) years of age or older. Parents and eligible students shall have the following rights:

1. The right to inspect and review the student's educational record.
2. The right to seek to correct the student's educational record which he or she believes to be inaccurate, misleading, or in violation of the student's rights, according to the procedures specified below.
3. The right to exercise limited control over a third party's access to the student's educational records by requiring written consent of the parent or eligible student prior the release of educational records.
4. The right to file a complaint with the United States Department of Education if the District violates the FERPA.
5. The right to obtain a copy of this policy.
6. The right to request and to receive a translation of this policy in the native language of the parents or eligible student.

If a parent or eligible student believes that the student's educational records are inaccurate, misleading, or otherwise inappropriate, the parent or eligible student shall request a hearing with the appropriate principal. At such a hearing, the parent or eligible student may submit appropriate and relevant material such as results of testing and evaluations, medical or psychological reports, and/or explanations of unfavorable material appearing in the record. If the parent or eligible student and the principal cannot agree as to the content of the student's educational records, the parent or eligible student may request in writing a hearing before the Superintendent. The Superintendent shall hold such hearing. The parent or eligible student shall have a full and fair opportunity to present appropriate and relevant evidence and to hear evidence in support of the material, which is being challenged. The Superintendent shall render a written decision within ten (10) days of the hearing, and such decision shall be final.

Prior written consent of the parent or eligible student shall be required for any release of information in a student's educational record except for releases of information.

1. To District officials, including teachers, who have a legitimate education interest in the student.
2. To officials of the United States General Accounting Office, the United States Department of Education, and the Oklahoma Department of education who need specify data to evaluate federal programs or enforce federal laws.
3. To anyone from whom the student has received financial aid or to whom the student has made application for financial aid.
4. To any accrediting institution.
5. To any testing and research organizations such as Educational Testing Service as long as confidentiality is maintained and the information is destroyed after it is no longer needed.
6. To any person possessing a valid search warrant a court order or a subpoena.

7. To medical personnel, city, county, state, and federal agencies in an emergency situation if common sense dictates that the release of the information is urgently needed to protect someone's health or safety.
8. In accordance with the rules and regulations promulgated by the Oklahoma Department of Education pursuant to 10 O.S. 5 620.5.
9. Pursuant to the release of directory information as defined below.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

School officials must report incidents of child abuse or neglect to the proper legal authorities. 25 O.S. 846 A (1)©.

CHILD ABUSE

Every teacher or other person who has reason to believe that a child under the age of eighteen (18) years has had physical injury inflicted upon him as a result of physical abuse, sexual abuse, or neglect shall report the matter to the Department of Human Services. However, prior to reporting any suspected abuse or neglect to the Department of Human Services, the teacher or other person shall consult with the appropriate principal or supervisor about the suspected abuse or neglect and shall provide such information as is requested by the principal or supervisor. Reports to the Department of Human Services may be made by telephone, in writing, in person, or by any other method prescribed by the Department of Human Services. Any report of abuse or neglect shall be made in good faith, and any person who makes such a report or participates in any judicial proceeding in good faith and exercising due care shall be immune from any civil or criminal liability which might otherwise be incurred or imposed.

IMMUNIZATIONS

The Oklahoma State Board of Health, effective with the fall 1996 semester, requires children entering kindergarten, or first grade without attending kindergarten, to have received five (5) doses of DTP or a combination of DTP and DTP vaccines totaling five (5) doses (unless the fourth DTP/DTP was received after the fourth birthday) and four (4) doses of polio vaccine (unless the third dose was received after the fourth birthday).

Effective with the fall 1997 semester all student entering the seventh grade must provide documentation of having receive three (3) doses of hepatitis B vaccine. Since completion of the series of three (3) doses of hepatitis B vaccine require four to six months parents should plan for this requirement while the students are in the sixth grade.

Effective with the fall 1998 semester all students entering kindergarten, of first grade without attending kindergarten, must provide documentation of having received three (3) doses of hepatitis B vaccine is now routinely recommended for all children beginning in infancy.

Every subsequent year the hepatitis B requirements will be extended by one grade level. It is the intent of the law that all students, regardless of age or circumstances, have received hepatitis B vaccine if they are in these grade levels. All children transferring from other school districts or other states; all students in these grade levels due to retention; and all students in transitional levels between these grades; are also required to have hepatitis B vaccine.

Student entering kindergarten and 7th grade in the FALL of 1998 will be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later.

Students entering kindergarten the FALL of 1998 will be required to have had one dose of varicella (Chickenpox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted.

Children following a medically approved schedule for completion of an immunization series may be allowed to attend school. However, the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. This means that students who have not completed the hepatitis B vaccine series or any other vaccine series when the semester starts may attend school while completing the series.

Oklahoma's School Immunization Law allows exemptions to immunization for medical, religious, or personal objections. The exemption forms are available from the Oklahoma State Department of Health. Schools should maintain a supply of certificate of Exemption forms for parents and guardians claiming an exemption from the immunization requirements for their children.

No student shall be allowed to enter Lookeba-Sickles public schools until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, homophiles influenza type B (HIB), measles (rubella), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

If the students religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or a member.

HOW PARENTS CAN HELP THEIR CHILD

- The first and primary way is to see that the child is in school at all times other than for illness which may prevent it.
- It is recommended that no student be absent from the classroom for any reason for more than eight days per semester.
- Attempt not to take your child out of school unless it is any emergency. Schedule doctor and dentist appointments for students after school hours or on Saturday: Any other business should be taken care of in the same manner.
- Do not keep your child home to work. Unless necessary to the family's well being. Too much emphasis cannot be placed on the fact that each time parents keep their child out of school they are putting that same child at a disadvantage.
- See that the child arrives at school on time.

- Every parent should help the administration enforce the School's Dress Code Policy. This means seeing that your child is dressed accordingly before coming to school.
- Take an interest in the child's activities in school.
- If there is something the parent does not understand concerning the school please contact the proper teacher or school official.
- If your child is going to be absent please contact the principal.
- Attend parent-teacher conferences.

STUDENT DIRECTORY INFORMATION

The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The public or private school most recently attended by the student

Parents or student who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

NONDIRECTORY EDUCATIONAL RECORD

Private or confidential record maintained by the school regarding a current or former student.

MISCELLANEOUS

1. Students should not be out of class unless deemed necessary; a hall pass should be in the student's possession when it is necessary to leave the classroom.
2. School organizations meeting at the school after school hours must have permission from the office and must have a faculty sponsor.
3. Textbooks are the property of the school and are to be respected at all times. In case of any book being lost or destroyed the student must pay for having it replaced.

4. Eligibility reports will be turned in on Monday and will affect that week, beginning Monday and continuing through Sunday.

ALTERNATIVE EDUCATION

Lookeba-Sickles Schools participates in an Alternative Cooperative in house. Its purpose is to provide an alternative educational environment deemed necessary for those students who are AT-RISK and have had problems functioning in the traditional classroom or for Credit Recovery. At-Risk may include students experiencing problems with behavior, grades, attitude, difficult home life, or an overall inability to function in the traditional classroom environment. A copy of the Lookeba-Sickles Alternative Education Plan may be acquired in the Principal's Office.

SCHOOL CREED

I believe I am a dynamic person with goals that I have set to conquer.

I believe today is the beginning of an optimistic future for tomorrow's accomplishments. I will prepare myself by seizing every opportunity to learn, for I will be satisfied with nothing but the best.

I believe I am a builder of character. I will respect the diversities of my peers. I will show them kindness and consideration remembering that to gain respect I must first earn it.

I believe the choices I make today will affect my whole being. I will take responsibility for my actions. I will use the knowledge that I gain today to become a success for tomorrow.

LIFE PRINCIPLES

CITIZENSHIP – behaving in a responsible manner as a citizen of a community.

COMMITMENT – the keeping of a promise or a pledge.

COMMON SENSE – thinking before acting, using good judgement.

COMPASSION – ability to share another’s feelings or ideas.

COURAGE – strength to act even when afraid or uncertain.

EFFORT – doing your best in an endeavor.

ESPRIT DE CORPS – devotion among members of a group for each other.

FLEXIBILITY – the ability to make adjustments or alter plans.

FRIENDSHIP – caring for and trusting one another.

HONESTY – truthfulness

INITIATIVE – taking action, originating new ideas.

INTEGRITY – acting according to sense of right and wrong.

JUSTICE – being fair and upholding what is right.

LOYALTY – faithfulness to another.

PATIENCE – the ability to wait calmly.

PERSEVERANCE – the ability to persist or continue striving to the end.

PROBLEM SOLVING – creating solutions, finding answers.

RESPECT – feeling honor

RESPONSIBILITY – making the choice to be reliable and dependable.

SELF-DISCIPLINE – the ability to choose and control one’s actions.

SERVICE – giving of one’s time and energy to help others.

Parent and Family Engagement Policy

Purpose/Goal

Lookeba-Sickles School will work with parents and family members in jointly developing the local educational

agency plan. In a cooperative effort with parents, schools, **and the** community, we shall work together as knowledgeable partners in educating children and fostering and supporting active parent involvement. Programs and practices will be established to meet the diverse needs, languages, and cultures **of** students and parents. An environment of supportive, collaborative family involvement will be developed for the benefit of all.

Elements of Effective Programs

Lookeba-Sickles School supports the development, implementation, and regular evaluation of a parent involvement program at all **grade** levels in a variety of roles. Parent involvement programs will be coordinated and comprehensive in nature. Activities will include, but not be limited to, the following components of successful parent involvement programs based on the National PTA's Standards of Parent/Family Involvement Programs:

Communication between home and school is regular, two-way, **and** meaningful. Effective home-school communication **is the** two-way sharing of meaningful information vital to student **success**. This two-way communication will occur in a variety of ways, such as: open house, school visits, phone **calls**, parent conferences, report cards, and emails.

Responsible parenting is promoted and supported. Parents are a child's first and continue to be the most important teacher. Schools will work with community agencies to link **parents** to family support services and resources in the community.

Parents play an integral role in assisting student learning. Parents can be effective partners in helping to raise a student's academic achievement and self-esteem. Schools will develop positive relationships and enlist the support of parents to develop a strong support system to help ensure academic success for each student.

Parents are welcome in the school and classrooms. Their support and assistance are sought. Parents have a right to access educational records and vital information concerning their child's strengths, challenges, and accomplishments. Capitalizing on the expertise and skills **of** the parents **strengthens** the family, school, and community.

Parents are full partners in the decisions **that** affect children **and** families. We are committed to involving parents in the decision-making processes. We will actively seek and enlist parent participation on issues such as curriculum, discipline policies, and overall reform measures.

Community resources are made available to strengthen school programs, family practices, and student learning. Schools are a vital part of every community. When they work together, both are strengthened in every aspect.

Commitment to Implementation

This policy will be made available at Lookeba-Sickles

Support will be provided to parents and teachers as the plan and implement effective parent/family engagement. Parent input into the design and implementation of the district policy **is** vital. School planning processes will include:

Parent participation in the annual Title I Schoolwide planning meeting.

Annual review **of** the school/parent compact for teaching and learning.

Right to know teacher qualifications.

Information related to school goals, academic content standards and student progress **measures** on performance to assessment.

Commitment to Evaluation

Lookeba-Sickles School ensures that parents will be invited to participate in the annual evaluation of the **content** and effect of this policy on the success of students. The evaluation will be used to improve and/or create practices to enhance parent involvement in education.