

SMITHVILLE HIGH SCHOOL

STUDENT HANDBOOK



2025-26

P.O. Box 8
339 Main Street
Smithville, OK 74957

580-244-3281

www.smithville.k12.ok.us

MISSION STATEMENT

The Mission of Smithville School is to protect and enhance educational opportunities for students, so they will become responsible, lifelong learners who are confident and equipped to succeed.

Parents,

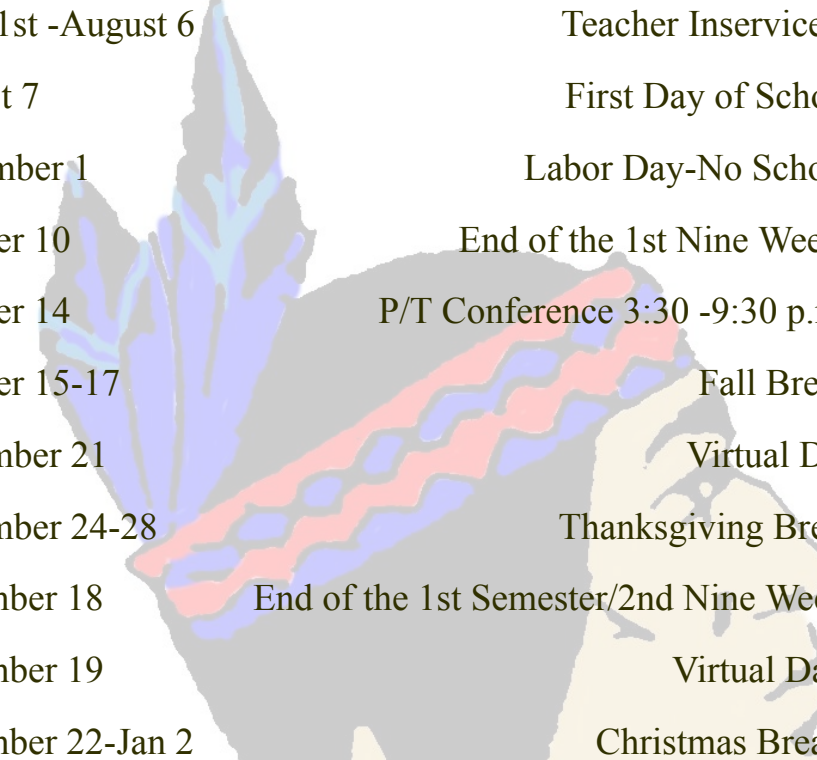
We are looking forward to another great school year. We are very excited to have your children attending our school. We are always looking at things to make our school better and safer for your children. We are dedicated to providing the best education possible for each one of our students. However, we also need your help.

1. Make sure your children attend school regularly and are at school on time. Most people don't realize that students who come in tardy have missed the most important points of the lesson that day. This also disrupts all of the other students in the room. We are required to report any students with over 9 absences in a semester to the Truancy Officer. Excessive tardies are also reported.
2. If your children are riding another bus home and are going somewhere different, please send a note. We understand that situations come up and you have to call to make arrangements. These are sometimes unavoidable. However, everyday phone calls on where a student is going are very disruptive to the classes. We must call each of these rooms and stop instruction to deliver these type messages. Please try and help cut down on classroom disruptions.
3. All Students must be signed out from the office before leaving school no text messages for check out. The parent/guardian must call in order for a student to be checked out.
4. Students will not be pulled from a classroom for phone calls unless of an extreme emergency.
5. Please make sure we have a contact listed in the office in case of emergencies.
6. If you ever have any questions, please feel free to come and visit or call at any time.

Once again we appreciate all you do as a parent. We appreciate your continuing support to make our school one of the best in the state. Without your help teaching would be an impossible task. Working together we can make a difference in every child's life.

Smithville School Calendar

2025-2026



| | |
|---------------------|--|
| July 31st -August 6 | Teacher Inservice |
| August 7 | First Day of School |
| September 1 | Labor Day-No School |
| October 10 | End of the 1st Nine Weeks |
| October 14 | P/T Conference 3:30 -9:30 p.m. |
| October 15-17 | Fall Break |
| November 21 | Virtual Day |
| November 24-28 | Thanksgiving Break |
| December 18 | End of the 1st Semester/2nd Nine Weeks |
| December 19 | Virtual Day |
| December 22-Jan 2 | Christmas Break |

****No In Person School on Fridays- Second Semester except for May 15th****

| | |
|--------------------|---|
| January 5 | Classes Resume |
| January 19 | MLK Day |
| January 9,16,23,30 | Virtual Days |
| March 5 | End of the 3rd Nine Weeks |
| March 12 | P/T Conference 3:30-9:30 p.m. |
| March 16-20 | Spring Break |
| May 12 | Kindergarten/8th Grade Graduation |
| May 15 | Last Day of School/High School Graduation |

TELEPHONE NUMBERS

| | |
|-------------------------|----------|
| High School Office | 244-3281 |
| Elementary Office | 244-7212 |
| Superintendent's Office | 244-3333 |
| High School Fax | 244-3101 |
| Elementary Fax | 244-3641 |
| Administration Fax | 244-7583 |
| Cafeteria | 244-3282 |
| Bus Barn | 244-7311 |

HIGH SCHOOL DAILY SCHEDULE

| | |
|----------------|--------------|
| First Period | 8:10 - 9:05 |
| Second Period | 9:10 -10:00 |
| Third Period | 10:05 -11:00 |
| Fourth Period | 11:00 -12:00 |
| Lunch | 12:00 -12:30 |
| Fifth Period | 12:35 - 1:25 |
| Sixth Period | 1:30 - 2:20 |
| Seventh Period | 2:25- 3:20 |

STATEMENT OF PHILOSOPHY

The philosophy of education of Smithville Schools is to provide a clean, safe and caring academic environment in which the student can grow into a self-sustaining productive individual. By teaching basic skills and encouraging the development of individual talents, we believe our overall purpose is to educate each student for complete living in a democratic, automated society with the ability to function as an effective citizen. We believe that all children can achieve and that there is a common concern that students want and need challenges to reach their full potential. We further believe the relationships between student and student, student and teacher, teacher and administrator, faculty and community, should be one of mutual respect for the rights and opinions of members from each group.

Caring
Citizenship
Fairness
Respect
Responsibility
Trustworthiness

Board of Education

President.....Lee Brown
Vice President.....Russell Boles
Clerk.....Patricia Skeen
Member.....Corey Pollard
Member.....Kisha Crawford

ADMINISTRATION

Interim Superintendent – Colby McGee
High School Principal/Athletic Director – Colby McGee

ADMINISTRATIVE STAFF:

Felecia Brown – Superintendent Secretary
Robin Tipton – Board of Education Secretary
Liz Nave – High School Secretary

FACULTY & STAFF:

Tawni Walden – Special Education
Dustin Beck – History/Softball/Track & Cross Country
Brady Evans – Computer Science/Boys Baseball
Colby McGee – High School Principal /Athletic Director/Head Baseball Coach
Trent Brown – Science/Boys Basketball
Cheyanne McGee – High School Counselor
Samuel Duffy – Math
Keith Fuller – Science
Dee Ann Cormier – Language Arts
Tanner Keiss – Agricultural Education
Amanda Morris – Media Center Director/Art
Morgan Hooper – Family & Consumer Sciences
Ashten Williams – Girls Basketball

SPECIFIC EDUCATIONAL OBJECTIVES

Smithville High School Students will demonstrate that they are:

1. Self-directed learners who research, evaluate and communicate information to prioritize personal goals, develop and monitor a long range plan, and analyze community, national and global issues.
2. Cooperative citizens who interact effectively within a diverse culture or organization to solve collective problems.
3. Productive individuals who innovate, assimilate, create and implement products which reflect originality, merit and use of advanced technology.
4. Responsible contributors who reflect humanitarian attitudes, standards and values to improve the quality of life in their social and natural environment.

5. Complex thinkers who analyze, compare, and evaluate components of complex problems to make decisions to solve those problems in varied settings.

ATTENDANCE POLICY (Regulation)

Absences

Regular attendance is one of the high goals of any school. It is almost impossible to do satisfactory work without regular attendance in every class. State law requires each student to attend 90% of the school year. Once a student has fallen below the 90% requirement, they will be referred to the McCurtain County District Attorney's office. The Truancy officer will then contact the parent for information concerning the excessive absences. In an extreme emergency, the student and his or her parents may appeal to a committee consisting of the superintendent, principal and faculty members and then, if necessary, they may appeal to the board of education.

Tardies

1. A student who misses 15 minutes or less of class is considered tardy (beginning or end of hour).
2. A student who misses more than 15 minutes of any class period is counted absent for that period.
3. 3 tardies equal 1 absence.

Detention

The following is the Detention Policy. Detention will be served at lunch. The students serving detention will eat lunch with the teacher on detention duty and will stay in the room until five (5) minutes prior to the first bell. Students will not be allowed to talk with each other. After five (5) detentions have been served per eighteen (18) week semester the student will be sent to the office for further discipline and their parents contacted. The following are infractions that will result in a detention mark:

1. 3 tardies equal 1 lunch detention
2. Going to vehicle without permission
3. Infraction of classroom rules.
4. Failure to follow lunch detention rules.
5. Any other inappropriate behavior.

Summer School Make-up Attendance (If Offered)

1. Excessive absences shall be made up by summer school attendance during the summer immediately following the school year in which excessive absences occurred.
2. Transportation to summer school make-up shall be the responsibility of that parent. The cafeteria will be closed during summer school.
3. Lessons shall be assigned and completed on time during summer school attendance to receive credit for courses missed excessively during the regular semester or year.
4. Failure to make up excessive absences shall result in denial of credit toward a high school graduate diploma.

School Activities

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per year to participate in activities sponsored by the district.
2. The student will be allowed to make up any work missed while participating.

ACTIVITIES ATTENDANCE POLICY

The Smithville Board of Education recognizes the importance of activities in the educational program. The Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.

Students may not miss a class more than ten (10) times in a school year for excused school sponsored activities unless approved by the Internal Activities Review Committee. After the tenth excused school sponsored activity, sponsors will submit in writing to the IARC the reason why they feel that a student has earned the right to attend the activity. By evaluating the student's attendance record and the student's grade in each class, the IARC will determine if the student should be allowed to participate in the activity.

State and national sponsored activities are exempt from the above regulations. Using the guidelines of the Oklahoma Secondary Schools Activities Association and The State Department of Career Tech will determine what constitutes a state and/or national activity.

All students who have been excused by the principal will be reported on the daily bulletin. These absences will be recorded with "E" on the absentee card and in the grade book. State and national sponsored activities (noted on the daily bulletin) will be recorded as an "E" with a circle around it.

INTERNAL ACTIVITIES REVIEW COMMITTEE MEMBERS

The committee will be composed of the principal, a coach, a vocational teacher, and a classroom teacher. The committee shall be responsible for reviewing and recommending any deviation of the activities policy to the Smithville Board of Education. Members of the Internal Activities Review Committee (IARC) shall be appointed annually by the superintendent within these guidelines.

Exceptions are as follows:

1. Assemblies should not be counted as an activity.
2. Graduation Rehearsal.
3. Scholastic Meets.
4. College visits and tryouts should not be counted as an activity.

DRESS CODE

1. Students shall not lead officials to reasonably believe that such dress or grooming will disrupt, interfere with, or distract from school activities.
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

3. Shall not conflict with secondary dress code guideline listed below:
 - a. Tank tops, tube tops, halters or strapless dresses without a covering shirt, blouse or jacket.
 - b. Shorts must be at least mid-thigh when seated.
 - c. Jeans with holes (without patches) in them shall be below mid-thigh when seated.
 - d. Mini-skirts must come to at least mid-thigh when the student is seated.
 - e. Hats, caps and non-prescription sunglasses are not to be worn inside the building. Any kind head cover or forehead bands are to be removed when the student enters the building.
 - f. Any garment with decoration patches, lettering, advertisement, etc. that may be considered obscene, offensive or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine or any type of alcoholic beverage advertisement on the garment.
 - g. Transparent and/or see through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement.
 - h. Pants/shorts/skirts will be worn on the waist above the point of the hip. (No sagging pants.)
 - i. Any attire related to negative group behavior (gangs, etc.) will not be permitted.



SCHOOL BUS PROGRAM

SCHOOL BUS PROGRAM (Regulations)

1. In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:
2. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
3. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
4. Smoking or the consumption of food or beverage is not permitted on school buses.
5. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
6. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
7. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action he deems necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.

8. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
9. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passengers can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
10. Elementary school students waiting at the high school until school dismissal must remain on the bus.
11. If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

ARTICLES PROHIBITED IN SCHOOL

It is the policy of the Smithville Board of Education that no student shall use the following while on school premises between the hours of 8:00 a.m. – 3:30 p.m.

1. Electronic Games
2. Cellular Telephone and PED (Personal Electronic Device - ex: Apple Watch/Earbuds etc.)(Headphones/Earbuds may only be worn at the discretion of the classroom teacher)
3. Laser Pointer
4. Headphones
5. Radio
6. Portable CD players and IPODs
7. Walkie-talkies

Cell Phone Policy effective starting with the 2025-2026 school year - Cell phone check in at the high school office will take place once the first bell rings to start the day. Students who arrive late will check in the phone once they check in with the high school office . There are to be no cell phones out during the school day, if a staff member has to take the cell phone because the student has violated the cell phone policy the discipline is outlined below:

1. First offense - will be kept in the office to be picked up at the end of school day.
2. Second offense - the student's parent/guardian will be notified to pick up at the end of school day.
3. Third offense - will be 1 day of ISS (no extra-curricular for that day), plus the student's parent/guardian will be notified to pick up at the end of school day.
4. Fourth offense - will be 3 days of ISS (no extra-curricular for those days), plus the student's parent/guardian will be notified to pick up at the end of school day.
5. Fifth offense - will be at the administration's discretion.

RESTROOMS

Restrooms have been placed in the building for your convenience, and each and every student is expected to take pride in helping to keep them neat and clean. This applies also to the dressing rooms in the gymnasium. Students will not be permitted to loiter in the restrooms.

LOCKERS

We will assign each student a locker. You must keep the same locker or get permission to change. Do not leave money or valuables in the locker. If students wish to lock their locker they shall furnish a lock at their own expense. Locks must be combination, with combination turned into the office. No lock key locks. Lockers are subject to periodic inspection.

HALL AND CLASSROOM BEHAVIOR

Students will be expected to use the 5-minute break between classes to exchange their books and use restroom facilities and go immediately to their class. Students will be expected to be in their seats and ready for class when the last bell rings. Students will not be allowed to leave the room during the class period unless it is an emergency. Excessive visiting and lingering in the hall or foyer will not be permitted. When the bell rings at the end of the class period, students will not leave the room until they are dismissed by the teacher.

CARE OF SCHOOL PROPERTY

Anyone who damages or defaces any school property (such as scratching and writing of names, etc., on desk, lockers, walls) will replace or pay for the property damaged and are liable for suspension from school. School property includes the physical plant and its contents, including textbooks, library books, and any physical property on the school campus. This policy will include Chromebooks, the computer bag and charging device with the cost of repairs or replacements by the school's 3rd party vendor.

TELEPHONE

The telephone is to be used for business purposes only. You will not be called from your class to answer the telephone unless the call is absolutely necessary.

VISITORS

Parents and others are welcome to visit our school. For the safety of those within the school and avoid disruption of instructional time, all visitors must first report to the principal's office.

We ask parents not to send smaller brothers, sisters or friends to visit with students in the classroom. The teacher does not plan for visitors and they usually disrupt the class.

CLOSED CAMPUS

1. No student is to leave school except by permission of the principal or superintendent and such permission will not be given except in the case of sickness or upon personal or written request of parents or guardians. Any pupil who violates this rule and does not sign out in the principal's office forfeits membership in the school until reinstated by the principal after meeting the parents.
2. Closed campus will be in effect for both students and visitors.
3. Leaving Campus for Lunch: A notarized letter stating the student may check out at lunch time only (this form can be obtained from the high school office). Smithville Public School is not responsible for their transportation or who is driving the vehicle.

RELATIONSHIPS

Students at Smithville are expected to exhibit acceptable standards of social behavior while in the classroom, in the halls, and on the school grounds. Students engaging in displays of affection which school officials consider inappropriate in an educational environment will be called to the office for a conference with the principal and/or other school officials. If necessary, parent consultations will be arranged.

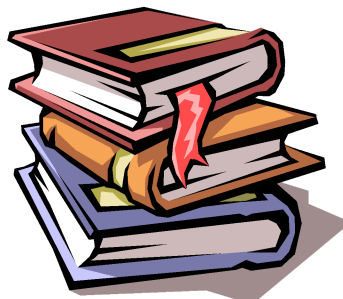
LIBRARY

When checking out a book, be sure the due date is in the back of the book you check out.

Dictionaries, encyclopedias, and magazines may be checked out for three days. Most books may be checked out for two weeks. Book report books may be checked out for three weeks. All materials may be rechecked one time.

Once a student checks out library materials in his/her name, that student is responsible for the safe return of the material to the library.

All books must be returned or replaced before the school year is out. Lost paperback books may be replaced with another paperback book. Lost hardback books must be replaced with the same book or paid for at the current price.



IMMUNIZATIONS - STUDENTS

Students must meet the Oklahoma Statutes, Sec. 1210.191 "Rules and Regulations for Immunization for School Children."

The board of education shall require that no child be admitted to this school without evidence of having received the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitidis
- Streptococcus pneumoniae,
- Group B streptococcal disease, and
- Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine.

Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or

- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults aged 16 through 21 who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these websites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

MEDICAL POLICY

If it is necessary for a student to bring medicine to school, he or she should bring the medicine to the office. Directions for dispensing should accompany the medicine. Tylenol will be dispensed by the office when the following requirements are met:

1. A form giving parental permission is on file.
2. It is an absolutely necessary situation.

Also, we request a Medical Consent Release form be signed by a parent so that in case of an emergency and a family member is not available, we will be able to seek emergency treatment.

GRADUATION REQUIREMENTS

Beginning with students entering the ninth grade in the 2006-07 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following curriculum units or sets of competencies at the secondary level. Therefore, it is the policy of the Smithville Board of Education that a minimum of 23 units of credit be earned and that 14 of the credits be earned in the subject areas listed below to be eligible for graduation.

1. Three (3) Units Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.
2. Three (3) Units Laboratory Science limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.
3. Three (3) Units History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements.
4. Four (4) Units English to include Grammar, Composition, Literature, or any English course approved for college admission requirements.
5. One (1) Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech.

A full day of attendance and enrollment is required for all four years of high school. No early release will be allowed. Diploma issuance is contingent upon the successful completion of the required credits and the fulfillment of all the regulations for attendance and yearly credit requirements.

Beginning with students entering the ninth grade in the 2027-28 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete an additional math credit and 6 potential pathway units for a minimum of 23 units of credit.

SCHOLASTIC TEAM

The guidelines for the Smithville Scholastic Team are as follows:

1. The team sponsor will be placed in charge by the administration and, in conjunction with the principal, be responsible for meeting entry deadlines, selecting students for each contest, and other technical details.
2. Students that more than one teacher desires to represent their department will compete on a rotational basis. An effort will be made by the sponsor to see that all departments are fairly represented.
3. All students will conduct themselves under the same rules as if they were at school.

STUDENT PRIVILEGES

It is a distinct honor to be selected to represent our school in academic excellence contests or compete against the best students from other schools our size. It is our hope you will give your best and be awarded accordingly.

1. A school letter jacket will be awarded if a student has actively participated on the team throughout their senior high years. A minimum of three contests must be attended the senior year. Any exceptions will be dealt with by the sponsor and administration. A student must attend each contest requested unless there is another school activity which they must attend. You may receive only one jacket (from all sources-scholastics, athletics, etc.) while attending Smithville High School.
2. There will be a scholastic banquet near the end of the school year hosted by the school board with each scholastic team member, their parents, faculty, and board members being invited.
3. Awards won during the year will be awarded at the banquet. In addition, the president of the board will present a special plaque to the student and the runner-up student that have accumulated the most points from all contests attended during the year. This is determined in the following manner:
 - a. five points for a first place finish on any given test
 - b. four points for a second place finish
 - c. three points for a third place
 - d. two points for a fourth place finish
 - e. one point for a fifth place finish.

ACADEMIC TEAM

An academic team consisting of twelve members will be selected each year to represent our school in various academic competitions. The team will be selected primarily from the results of the local academic bowl by the sponsor. It is urged that all students participate in the local bowl.

VEHICLE USE AND PARKING - STUDENTS

The Smithville Board of Education will permit use and parking of motor vehicles on the high school campus only. Students driving motor vehicles to the high school campus may park their vehicle in the parking lot designated for student parking. Students will NOT park vehicles in driveways or on private property. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Only licensed drivers will be permitted to drive to school. Permission is to be obtained from the principal. Written parental permission is also required for students driving or riding in private vehicles to school. Driving in a careless and/or reckless manner will be strictly forbidden and the right to drive may be denied. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

OFFICE

Students are not to come to the office unless on business. If a student has a problem, he should feel free to come to the office to talk over problems; however, the office is a place of business and will be conducted as such.

HALL PASS

Any student in the hall during class time must have a hall pass or be accompanied by his/her teacher.

AREAS OFF LIMITS TO HIGH SCHOOL STUDENTS

1. Parking Lot
2. Baseball Field
3. Behind Gym - north and west sides
4. Gym (only those students enrolled in competitive basketball are allowed in the gym.)
5. Gym lobby
6. Behind science and music buildings
7. Behind AG-Ed building
8. Elementary school grounds for 9th through 12th grade

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support personnel, or other employee of this school district shall report any suspected physical, mental or sexual abuse or neglect of any school student to the Department of

Human Services by telephone followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such a report.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Smithville Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within the district and who is qualified under Oklahoma law to attend school.

It is the policy of this board of education that students who have contracted Acquired Immune Deficiency Syndrome (AIDS), or students who are infected with the Human Immunodeficiency Virus (HIV) will not be denied educational opportunities.

The placement of students with AIDS or with HIV within the school system will depend upon the student's needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physical, or a private physician as having contracted AIDS may be placed in the school's handicapped program provided that the students otherwise meet eligibility requirements or will be enrolled according to procedures established by the superintendent.

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."

DISCIPLINE AND CONTROL OF STUDENTS

The teacher of a child attending a public school will have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to and from school or any other school function authorized by the school district or classroom presided over by the teacher.

Discipline is the responsibility of the teacher. Children who do not conform to the rules and regulations and continue to be a distracting element must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavioral problems which cannot be handled by the teacher will be referred to the principal, the superintendent in that order.

BULLYING OR TAUNTING BEHAVIORS

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense.

HARASSMENT

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

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

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, 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, gesture(s) or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with the parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

A copy of this policy will be furnished to each student and teacher in this school district.

CORPORAL PUNISHMENT

It is the policy of the Smithville Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. Corporal punishment must be administered by a teacher or principal only in the presence of another professional, certified staff member, preferably an administrator.

Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certified personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered. If possible, the parent(s) or legal guardian shall be notified that corporal punishment is being planned.

Corporal punishment is defined as paddling with a paddle and may never be administered in any degree that will result in serious injury. The maximum paddling is five strokes on the buttocks for any one offense. No student shall receive more than two paddlings in one day.

Corporal punishment will not be administered without parental consent.

TRAVEL IN NON-SCHOOL OWNED VEHICLE

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and such travel has been authorized by the administration and sponsor of the activity in which the student is engaged

ORGANIZATION GUIDELINES

Organizations (FFA, FCCLA, FBLA, 4-H, Speech and Drama) will have their own rules and guidelines for membership. These may include dues and special rules of participation with reasonable penalties for violations upon approval of the school administration and the Smithville Board of Education.

CLASS ORGANIZATIONAL ACTIVITIES AND PARTIES

1. Grades 9th - 12th and Organizational Parties. All organizational parties should be held after school hours.
2. Other class and organization activities (field trips, meetings, ball games, etc.) that take students and or teachers away from their classes will not be approved unless ascertained by school officials that it can't be done other than school time and then only with approval of the superintendent.
3. The selling of any merchandise by any organization of the school, or by school employees or students are very limited and will be done so only with the approval of the superintendent.
4. All fundraising must be approved by the superintendent in advance of any scheduling of commitments.

CAFETERIA

No food or drink should be carried out of the cafeteria.

ELIGIBILITY REQUIREMENTS FOR SPORTS AND OTHER EXTRACURRICULAR ACTIVITIES

1. Must meet the eligibility rules as set forth by the Oklahoma Secondary Schools Activities Association.
2. To be eligible to participate in activities involving other schools, a student must be passing in at least four regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school sponsored activity.
3. Any student dismissed from school or regular class, including ISS (In School Suspension) will not be eligible to represent the school in any activity between schools.
4. Any person absent during the day of an activity must have absence accounted for prior to being eligible. If the absence is considered as "hooky" by the administration the student must attend at least one day of school and satisfy the requirements for the same before again becoming eligible.
5. Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students should conduct themselves in true sportsmanship.
6. Students enrolled in competitive athletics must have on file in the school office a signed parental release of liability and a physical examination.

ATHLETICS

1. Only those girls and boys who are interested in making teams will be permitted to take athletics.
2. Only the athletes will be permitted to ride the bus to games and meets, unless otherwise indicated by the coaching staff.
3. Students riding buses will return on the same bus unless the parent or guardian gives oral consent directly to the sponsor in charge for the student to do otherwise.
4. Each athlete will be well groomed and neat in appearance at all times.
5. No tobacco products of any kind are to be used by the student athlete.
6. The student should take very good care of the uniforms and equipment furnished by the school. If the uniform is lost or misused by the athlete, he or she will be held responsible.
7. The student athlete is expected to be courteous and respectful to those in authority. Conduction activity trips must be beyond question.

WEAPONS-FREE SCHOOL

It is the policy of this school to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation 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 firearm muffler or firearm silencer;

- 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 firearms or weapons 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 on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below: "...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

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.

TRAINED DOGS

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

It is the goal of the Smithville Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students will be better able to make intelligent choices based on facts. The objectives of the program are:

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.

TOBACCO PRODUCTS

(State law concerning tobacco products at school or elsewhere.)

Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or

teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding five dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, of both: if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.

1. No tobacco products shall be in student possession on school premises.
2. No tobacco products shall be used by students in any form on school premises.
3. No vaping products may be used or possessed on school premises.

PROCEDURE FOR DEALING WITH STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.

The procedure for reporting and dealing with students suspected of being under the influence of DRUGS or ALCOHOL is as follows:

1. Immediately report to the principal in your building.
2. Remove students to the principal's office as quickly and quietly as possible.
3. The principal will call the superintendent, another teacher, or another witness.
4. No diagnosis will be made, but it will be determined if other action is needed at this time.
5. Parents will be called, if it appears there is justification.
6. The family doctor or County Health Nurse may be called in.
7. If it is determined that the student is under the influence of a drug or alcohol, or dangerous drug or alcohol is found on this person, appropriate action will be taken by the school. A student will be expelled indefinitely.
8. Law enforcement people may be notified. Any pupil found to be in possession of a controlled dangerous substance (drugs or alcohol) while on school premises or while in transit to or from school, or any school related activity, shall be suspended by the principal or superintendent for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended.

STUDENT SEARCH BILL

Oklahoma's student search bill, 70 O.S. Sec. 24-102 provides the following.

1. School officials who can search students are superintendent, principals, teachers, and security personnel.
2. A search is permitted when the student is on school premises, in transit while under the authority of the school, or while attending any function sponsored or authorized by the school.
3. A search may seek dangerous weapons, controlled dangerous substances (illegal drugs), intoxicating beverages, non intoxicating beverages (beer), or missing and stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.
4. School searches of a student's person may be conducted only by a school official of the same sex as the student with a witness of the same sex if practicable. Property of a student

(purse, billfold, etc.) may be searched by a school official of a different sex than the student.

5. A search may be conducted when there is reasonable suspicion by the searcher that the person searched has the item sought.
6. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear (coat, sweater, gloves, cap, etc.) shall be removed prior to or during the conduct of any warrant less search.
7. Students shall not have any reasonable expectation of privacy toward school officials in the contents of a locker, desk, or other school property. School lockers, desks and other areas of school facilities may be opened and examined by the school officials at any time and no reason shall be necessary for such search.

SUSPENSION OF STUDENTS (Regulations)

In accordance with the policy of the board of education, the following regulations shall govern the suspension of students from school. The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
2. A full suspension shall not extend beyond the present semester and the succeeding semester.
3. Except under circumstances which require removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
4. Make-up work for suspended students shall not be permitted.
5. Procedural steps to suspension:
 - a. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
 - b. Short term suspension. A student may be suspended from school for up to a ten-day period by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons therefore, and the right to appeal the suspension to the suspension committee.
 - c. Long term suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education.
6. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee, if the period of suspension is ten days or less, or to the board of education, if the suspension is for more than ten days. The following procedures shall govern the appellate procedure.
 - a. The student, or the student's parent(s), shall notify the superintendent of their intent to appeal the suspension as soon as possible following the suspension or the notice of the intent to suspend.
 - b. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the board of education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his

discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- c. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his own behalf; cross examine opposing witnesses, and offer other evidence on his behalf including his own testimony.
- d. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.

- 7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the board of education. The superintendent for reinstatement. The superintendent may, in his discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.
- 8. A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

DISTRICT INTERNET/TECHNOLOGY POLICY

Internet access is now available to students and teachers in the Smithville Public Schools. We are very pleased to bring this access to Smithville and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Smithville Public Schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world which can give students and teachers access to a variety of rich, educational resources. The world wide web, a portion of the Internet that students will be able to use, includes information specially designed for children, up-to-the minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in a school environment. Student and teachers will also have access to:

- 1. Electronic mail communication with people all over the world
- 2. Information and news
- 3. Public domain shareware of all types
- 4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics
- 5. University catalogs

The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world, and thus, also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. The Smithville Public School District has taken available precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control materials, and an industrious user may discover inappropriate information. The Smithville School District does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Smithville Public School's user violates any of these provisions, his or her access will be terminated and future access may be denied. In addition, disciplinary action, as outlined in the district's Discipline Policy, or legal action may be taken.

DISTRICT INTERNET/TECHNOLOGY POLICY (Continued)

Internet-Terms and Conditions

1. Acceptable Use- The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Playing games or interactive chats are not appropriate use of the system. Users are responsible for staying abreast of changes in the system by regularly reading the announcements on the Smithville Public Schools' web page or publications. In the Smithville Public Schools, appropriate use is specifically defined as use which is consistent with the district's educational objectives.
 - a. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S., state, or local district regulations are prohibited. This includes, but is not limited to, copyright material, threatening or obscene material, or material protected by trade secrets. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable. Use for the purposes of cheating, plagiarism, gambling, extortion, harassment, hazing, or vandalism is expressly prohibited.
2. Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will receive initial training from a Smithville Public School's faculty member pertaining to proper use of the network. Yearly refresher units will also be given. The Smithville Public School's

administrators and teachers will deem what is inappropriate use, and their decision is final. The district may deny, revoke, or suspend specific user access at any time as required. The district must notify the user in writing or in person within two weeks of the reason for suspension or termination of an account. Students whose accounts are denied, suspended or revoked do have the following rights:

- a. To request in writing a written statement justifying the actions.
 - b. To submit a written appeal to the administration, and, as a follow-up to this letter, to have a meeting with the administration and other interested or involved staff. Students who are under 18 must also have a parent or guardian present at this meeting.
3. Netiquette- each user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Users should be polite. One's message should not be abusive to others.
 - b. Users shall utilize appropriate language. The following types of speech are prohibited:
 - i. Criminal speech and speech in the course of committing a crime- threats to the president; instruction on breaking into computer systems; child pornography; drug dealing; purchase of alcohol; gang activities, etc.
 - ii. Speech that is inappropriate in an educational setting or violates district rules.
 - iii. Inappropriate language-obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
 - c. Users shall not post defamatory, inaccurate, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
 - d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (e-mail) or any other on-line information is not guaranteed to be private. People who operate the system do have access to all email, files, and transmissions. Messages discovered relating to or in support of illegal activities shall be reported to the appropriate authorities.
 - f. A user must not use the network in such a way that it would disrupt the use of the network by other users (e.g., downloading large files during prime time; sending mass email messages; annoying other users using the talk or write functions).
 - g. All communications and information accessible via the network should be considered to be private property. Only authorized Smithville Public School officials have the right to view private messages or files.
4. Safety
 - h. A user must not reveal his/her personal address or phone number or the addresses/phone numbers of others.
 - i. A student user must not agree to meet with someone he/she has met on the Internet or through email without his/her parent's or guardian's permission. A parent or guardian should accompany the student to any such meeting.
 - j. A student user should immediately inform a teacher or other school employee if he/she receives any message that is inappropriate or makes him/her feel uncomfortable.
5. The Smithville Public Schools make no warranties of any kind, whether expressed or implied, for the service they are providing. The Smithville Public Schools will not be responsible for any damages suffered. This includes, but is not limited to, loss of data

resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Smithville Public Schools Internet access is the user's own risk. The Smithville Public Schools are not responsible for the accuracy or quality of information obtained.

6. Security- Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, he/she must notify a teacher, who will in turn, notify a system administrator. Users must not attempt to breach security of the local system or any other system. Users must not demonstrate any problems to other users. Any attempt by any user to access, use, or alter records which do not belong to him or her will result in the loss of access privileges and punishment as outlined in the Smithville Public Schools Discipline Policy. A user must not share his/her account number with others. Each user is responsible for any action taken by a person using his/her account. Attempts to access the Internet as any other user may result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
7. Vandalism will result in the cancellation of privileges and punishment as outlined in the Smithville Public School Discipline Policy. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
8. Exception of terms and Conditions- All terms and conditions as stated in this document are applicable to the Smithville Public Schools in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

Technology- Terms and Conditions

Instructional technology is defined as any equipment or product which is used to enhance the learning of students in the Smithville Public Schools. This may include computer hardware, software, and peripherals; televisions, VCR'S, video cameras, videotapes, telephones, laser disk players, audio equipment, and any other forms of technology, which would be appropriate in a classroom setting.

1. Acceptable Use- As with the Internet, appropriate use is specifically defined as use which is consistent with the district's educational objectives.
2. Privileges- The use of any form of educational technology is a privilege. Users must respect the rules associated with use or risk losing the privilege. Students should not be using any form of educational technology without permission from a teacher or other school employee.
3. Vandalism- Most forms of educational technology are electronic in nature and are relatively fragile. For this reason, extreme care must be taken when utilizing them, not only for the well-being of the equipment, but also because misuse could result in injury to the user. Vandalism of any form of educational technology will result in loss of privileges and punishment as outlined in the Smithville Public Schools Discipline Policy. The following rules should be observed when using educational technology:
 - a. No food, drinks, or gum around the equipment.
 - b. No makeup, hairspray, brushes or combs around the equipment.
 - c. No magnets or other magnetically charged materials around the equipment.

- d. Do not attempt to move equipment without permission.
 - e. Do not attempt to disassemble equipment.
 - f. Do not attempt to repair equipment.
 - g. Do not mark on or deface equipment in any way.
4. For computer hardware, software, and peripherals, the following rules should be observed in addition to those listed above:
 5. Do not use disks or CD-ROM products from home without permission of the teacher in whose room the computer is located.
 6. Do not reset computer preferences or operating specifications without permission of the teacher in whose room the computer is located.
 7. Do not attempt to reprogram computers or alter files in any way.
 8. Exception of Terms and Conditions-All terms and conditions as stated in this document are applicable to the Smithville Public Schools. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted according to the laws of the State of Oklahoma and the United States of America.

To: Smithville Faculty & Patrons

From: Colby McGee

I wish to inform you that inspection of district facilities for asbestos has been conducted and management plans have been developed in accordance with state and federal regulations. There is not a need for removal of any of the asbestos at this time.

Every six months the buildings will be surveyed to see the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the building. The building will be re-inspected periodically.

Management plans are available for review in the administrative offices.

Sincerely,
Colby McGee